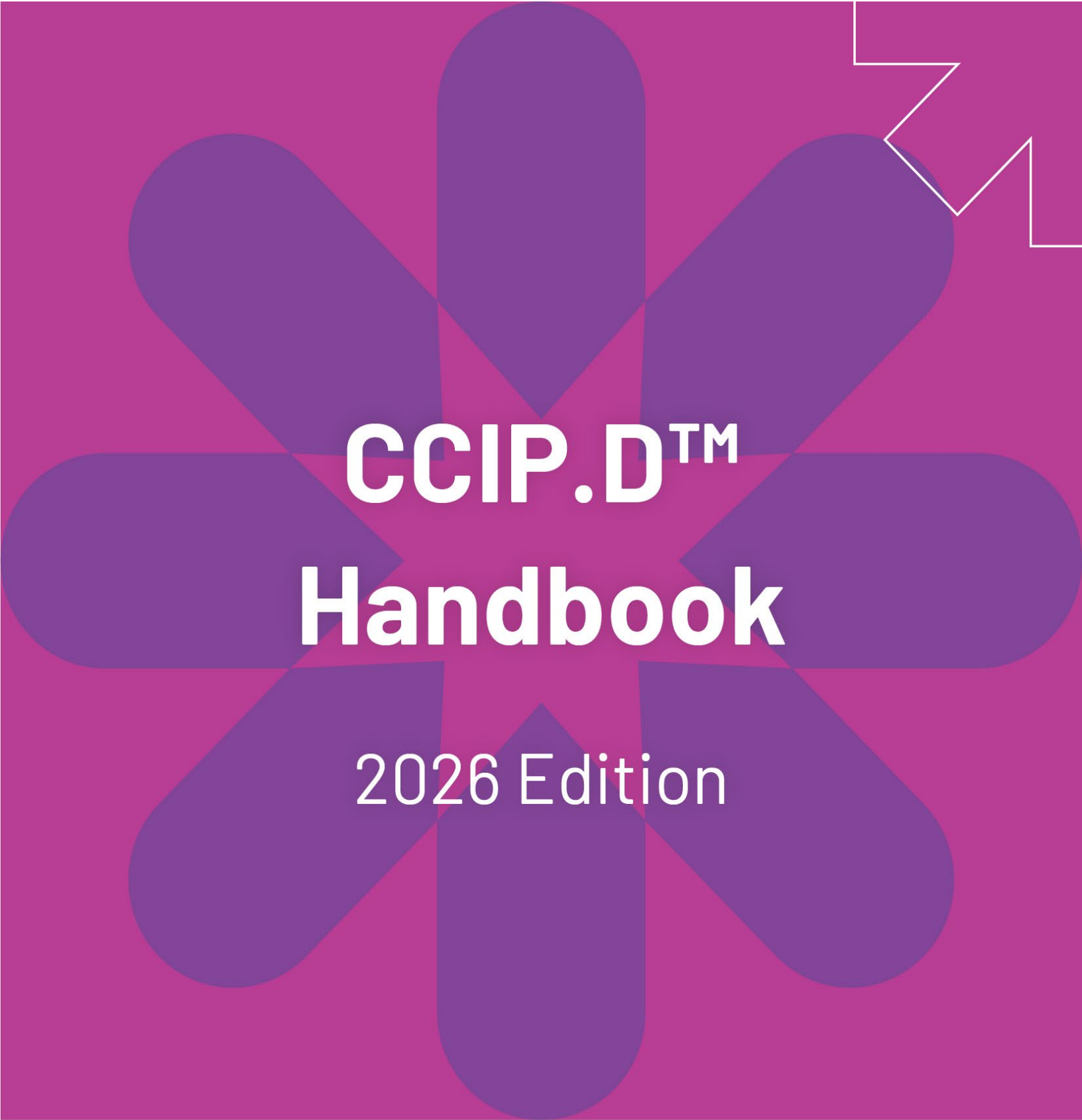




CCIP.D™ Handbook

2026 Edition



Canadian
Certified Inclusion
Professional

Professionnel·le
canadien·ne certifié·e
en inclusion



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About CCDI

The Canadian Centre for Diversity and Inclusion (CCDI) is a national charity established in 2013 with the mandate of building a more inclusive Canada. We envision a world where all individuals are treated with dignity and respect and where everyone has equal access to opportunities and resources. We believe that diversity, equity, inclusion, accessibility, and justice are essential for building strong and healthy workplaces, schools, and communities. We are committed to advocating these values through education, training and action. By promoting understanding and inclusivity, CCDI strives to create a more equitable and just society for all.

As an organization, we provide evidence-based diversity, equity, inclusion, and accessibility learning events, certifications, programs, and other critical resources for DEIA professionals and organizations. Whether you are an employer partner with inside access to all of our incredible resources or a professional looking to gain more skills, insights, and knowledge, CCDI has what you need to feel supported, empowered, and prepared to continue advancing DEIA in Canada.

About the CCIP.D™ program

Research and data have shown that Canadian workplaces and employers continue to remain invested in DEIA. Amid changing and complex landscapes, both locally and globally, DEIA practitioners are key to unlocking more equitable, innovative, data-driven, and sustainable workplace cultures and practices. Despite the ongoing growth of the DEIA sector and roles, few professional designations exist, particularly designations that hold DEIA professionals to a national standard of best practices and competencies.

The Canadian Certified Inclusion Professional Designation (CCIP.D™) was created by DEIA professionals and subject-matter experts to fill this gap. Standardizing what it means to be a DEIA professional through a nationally recognized designation that employers look for is important because it assures employers and others that DEIA practitioners meet rigorous standards and uphold ethical, relevant, and evidence-based practices and decision-making.

What is the CCIP.D™ Designation?

The CCIP.D™ is a respected designation that enables DEIA professionals to showcase their skills, knowledge, and best practices to both employers and broader communities. This designation and program do not include training or education; rather, they set a relevant benchmark grounded in current research and best practices in DEIA. Educational or certification programs are designed to provide training, instruction, and support to help participants gain or advance their knowledge and skills. Where the CCIP.D™ designation was designed to affirm an individual's existing knowledge or skills against a set of predefined, tested, and validated competencies.

From 2024-2026, we have worked with various subject matter experts, DEIA professionals, CCIP.D™ holders, our internal learning and research team, and alongside Evenings and Weekends Consulting Group to update the New CCIP.D™ Competency Framework, exam questions and program processes. The CCIP.D™ process assesses the knowledge and experience of diversity, equity and inclusion professionals against the standard established by the CCIP.D™ competency framework. It is a holder's responsibility to continue growing, using the framework as a measure to structure their continued learning journey.

Why get the designation?

The CCIP.D™ grants DEIA professionals a formal and standardized acknowledgement of their knowledge, skills, and experience in the DEIA field. By completing the requirements for the CCIP.D™ process, DEIA professionals acquire the right to use the designation, Canadian Certified Inclusion Professional Designation™, and the right to use the initials "CCIP.D™" after their name.

- CCIP.D™ holders have expertise in organizational diversity, equity, and human rights, and have met the requirements of the CCIP.D™ exam and standards process.
- CCIP.D™ holders are informed, inclusive leaders and global strategic thinkers who are passionate about developing equitable
- CCIP.D™ holders work throughout Canada in for-profit companies, public sector organizations, educational institutions, healthcare, unions, non-profit and community organizations, or in the private sector, in different capacities.
- CCIP.D™ holders provide subject matter expertise and strategic support to internal and external partners and rights holders related to initiatives addressing issues of diversity, equity, accessibility, and human rights in the workplace.

- CCIP.D™ holders operate within the mandates of established Canadian legislation related to employment equity, human rights, and accessibility to provide services that improve the quality and safety of workplaces for all Canadians.

By obtaining the CCIP.D™, DEIA professionals will be able to demonstrate the breadth and depth of their experience to employers and clients and stand out in a competitive job market. Please note that DEIA is not a regulated profession in Canada. You are not required to have a license to work in this field.

Steps to designation

Step 1: Assess your eligibility & Apply

You are eligible to embark on the designation process if:

- You can demonstrate a minimum of three (3) years of relevant DEIA work experience; and
- You are able to clearly explain your experiences connected to each of the framework competencies.

You can apply from the [website](#).

- Payment will be prompted in the registration process.
- A copy of the receipt will be emailed to the registration email address
- A copy of the reading list will be sent via email

Applications are reviewed within 3-5 business days.

- Once approved, you will be contacted by the Learning Programs Team for further details.
- If rejected, this will be the only opportunity in the process for a partial refund

Once your payment is complete and your application has been reviewed, you will officially become a CCIP.D™ candidate, ready to take your exam!

Looking for support to have a successful exam experience?

Consider purchasing the Study Guide e-module. Further details can be found on our website.

Once you have enrolled, you are expected to complete the certification within two exam cycles (see section on Designation Completion).

Step 2: Take the CCIP.D™ exam

The exam will test your knowledge of the ten CCIP.D™ competency areas. This exam is taken remotely through our LMS platform, CCDI Learn, in either English or French. All you need is a

computer and a reliable Internet connection. Please note that the exam is not invigilated but works on a trust and honour system. You will have access to our CCDI team during your exam if you need technical assistance or any other help to ensure you feel supported and confident!

The CCIP™ exam comprises approximately 100 questions, and it will test your knowledge of all areas of the CCIP.D™ competency framework. You will need a score of 55% or above to pass the exam. If you fail, the Learning Programs Team will contact you with directions on how to retake the exam. You will not be required to resubmit any documentation for one additional attempt.

Step 3: Professional experience dossier completion

After successfully passing the CCIP.D™ exam, you will be asked to submit a professional experience dossier (PED) via CCDI Learn. The PED is a collection of short prompts that provide examples of practical work situations where you applied or demonstrated the domain competencies included in the CCIP™ competency framework.

You are not required to address every domain competency, but you are required to have a minimum completion rate of 70% following review. We suggest that you complete 8-10 prompts in case some responses do not meet the threshold of completion for the individual domain competency. Meaning each competency prompt is worth 10%, graded as complete or incomplete.

We also strongly encourage you to use unique examples and evidence for each prompt. We recommend that you use the STAR model to structure your responses in a comprehensive way. Each essay should provide details on the following:

Situation: Describe the situation where you had to apply your DEI competencies. Were the circumstances standard/operational or exceptional? Was the situation high-stakes or low-stakes?

Task: Describe your responsibility in that situation. What did you have to do to resolve this challenge/problem? Describe the plan you designed to address this situation. Who else was involved and in which capacity?

Action: Recount how you completed the task. Provide a detailed and practical description of what you did. Which skills did you demonstrate? What tools did you utilize to respond to this situation?

Result: Finally, explain the outcomes or results generated by the action taken. Highlight what you accomplished, or what you learned. What were the indicators of success in that situation? Use data to support your answers (if applicable).

Step 4: Maintaining your designation

Maintain your CCIP designation by providing evidence of 40 hours across at least two activities of continued professional development or continued education every 24 months and submitting your renewal fee.

Certification maintenance activities will allow CCIP.D™ holders to:

- Enhance and strengthen essential skills and knowledge in the DEIA field;
- Acquire new knowledge and skills in the DEIA field;
- Stay current with respect to new issues and trends in the DEAI field.

For example, if you received your certification between January 1 and December 31, 2026, the CPD cycle will start on January 1, 2027, and you will be required to submit evidence of completion of 20 CPD hours by December 31, 2028.

The renewal submission and fee can be found in the following section.

Failing to submit the CPD hours and payment will result in suspension of your designation, registry listing, and holder benefits.

For more details on which activities are eligible as part of certification maintenance, please review the section on CPD Policy.

Assess your eligibility

The first step is to establish that you are eligible to enter the CCIP™ designation process.

You are eligible if:

- You have at least three (3) years of relevant DEI work experience.
- Experience must have a Canadian focus professionally or through volunteer experience.
- At least two of the three years of experience must be relatively recent (i.e., acquired within the last six years).

For the purposes of assessing your eligibility, relevant work experience is defined as any professional experience that helps candidates develop the competencies included in the CCIP.D™ domain competency framework. Refer to the KSA section of the Domain Competency Framework to determine relevant skills and tasks needed to succeed.

Exam cycles and dates can be found in Appendix 1.

Designation fees

Fee schedule	Full	Employer Partners 3 year*	Employer Partners 1 year+
Application fee	\$ 1,500	\$ 1,200	\$ 1,350
Exam retake (if candidate fails exam) **	\$ 199	N/A	N/A
Exam reschedule**	\$ 199	N/A	N/A
PED resubmission (if PED does not meet requirements) **	\$ 99	N/A	N/A
Renewal - Annual fee	\$ 200	N/A	N/A
CCIP.D™ Study Guide e-learning	\$ 500	\$ 400	\$ 450

* 20% discount

± 10% discount (not applicable to renewal fees)

**This option may only be applied once; please refer to designation policies for details

Designation policies

Accommodation

The CCIP.D™ program is committed to providing all candidates with an equitable opportunity to fulfill the requirements of the CCIP™ designation. The CCIP.D™ team will endeavor to provide reasonable accommodation upon request, to the best of their ability. Candidates are asked to identify any accommodation required. If a candidate is unsure what accommodation they may require, the CCIP.D™ team will communicate with them to determine appropriate accommodations. The CCIP.D™ team will not be able to offer accommodations that substantially modify the designation requirements and/or success criteria.

Exam accommodation

If a CCIP.D™ candidate requires accommodation for the exam, the candidate must notify the CCIP.D™ team upon application or otherwise, at least 10 business days before the examination. If a candidate fails to notify the Learning Programs Team within this window, it will be rescheduled to the next exam date to ensure that the accommodation is met properly. Should a

CCIP.D™ candidate require accommodations for the exam, the candidate must indicate in writing which type of accommodations they require. Accommodations may include, but are not limited to:

- Exam time, extended time, etc.
- Reader/writer/recorder of answers.

Accommodation cannot include a change in the official date of the exam. The exam must be completed on an official exam date and during the allotted exam window time to ensure the integrity of the exam content and process.

If a CCIP.D™ candidate is unable to write the exam on a given official exam date, the candidate can reschedule the exam to the next available official exam date. If a CCIP.D™ candidate decides to reschedule their selected exam date, a rescheduling fee may apply. Should a medical or family emergency occur on or immediately before their exam date, the CCIP.D™ candidate may reschedule their exam without additional cost by submitting a formal request to ccip.designation@ccdi.ca.

Professional experience dossier (PED) accommodations

If a CCIP.D™ candidate requires accommodation for the submission of the PED, the candidate must notify the CCIP.D™ team upon application or at least 10 business days before the PED submission deadline. If the minimum notification period is not met, the CCIP.D™ team will reschedule the PED submission date in consultation with the CCIP.D™ candidate to ensure that they can offer the accommodation.

Should a CCIP.D™ candidate require accommodations for the submission of the PED. The candidate must indicate which type of accommodation they require. Accommodations may include, but are not limited to:

- Extended deadline
- Submission in a different format

Designation completion

Once your application has been accepted, you will be permitted two exam cycles (approximately 12 months) to successfully fulfill all of the requirements to obtain the CCIP™ designation.

An exam cycle begins with the CCIP.D™ exam date (selected upon application) and ends with the subsequent PED submission deadline and results. This is the sample structure of an exam cycle:

April 15 – Exam date

June 15 – PED submission is due

July 30 – Candidates receive PED results and finish the certification process

If you receive a failing mark for either the exam or the PED, or if you reschedule one of these components of the certification process, you will be permitted to complete these requirements during the following exam cycle. An exam retake or rescheduling fee will apply unless stated otherwise by the accommodation policy. If the exam and PED are not completed or do not receive passing marks within a two-cycle timeframe, you will be able to restart the application process. We recommend taking a pause before reapplying to reaffirm your knowledge and skills. See Appendix 1 for more details on the upcoming exam cycles and key dates.

Continued professional development (CPD)

An activity is eligible to be used towards the 40 CPD hours over 24 months if it belongs to one of the following categories:

- Formal education (i.e., university or college degree or certificate programs)
- Self-directed learning (e.g., readings, online courses, webinars, conferences, etc.)
- Community engagement (e.g., mentoring; coaching; organizing or promoting community-based initiatives; outreach to community or advocacy organizations, etc.)
- Teaching/thought leadership (e.g., teaching or developing new programs; being a keynote or presenter at a conference; developing an innovative theory, methodology, approach, tool, etc.)
- Special work projects/initiatives (i.e., initiatives that require the certified professional to develop new skills/knowledge)
- Research/publication

An activity is eligible to count towards the 40 CPD hours if it is relevant to at least one of the areas of the competency framework. For each activity listed, certified professionals will be asked to identify which area(s) the activity aligns with.

Certified professionals are required to include at least two different activities:

- The two activities must belong to two different categories;
- The two activities must align with two different areas of the competency framework;

- In general, it is recommended that, over the years, certified professionals strive to select professional development activities that allow them to cover all twelve areas of the competency framework.

Activities that are part of the daily job routine/operations of the certified professional are not eligible for professional development activities. Only activities that constitute developmental opportunities and enable the acquisition of new skills/knowledge can be considered eligible.

- For example, for a certified professional whose role is to train employees in diversity and inclusion, the delivery of a diversity and inclusion training session cannot be considered a developmental opportunity. Should the certified professional go beyond the requirements of their role and develop a brand-new training solution for a strategic initiative on a topic that was not familiar to the certified professional, this would be considered a developmental opportunity and can be listed as a “special project”.

Examples of activities that may be used towards the 40 CPD hours over 24 months may fall into one of the following categories:

- Formal education (i.e., university or college degree or certificate programs)
- Self-directed learning (e.g., readings, online courses, webinars, conferences, etc.)
- Community engagement (e.g., mentoring; coaching; organizing or promoting community-based initiatives; outreach to community or advocacy organizations, etc.)
- Teaching/thought leadership (e.g., teaching or developing new programs; being a keynote or presenter at a conference; developing an innovative theory, methodology, approach, tool, etc.)
- Special work projects/initiatives (i.e., initiatives that require the certified professional to develop new skills/knowledge)
- Research/publication

Failing to submit the CPD requirements will result in suspension of the certification and removal of the certified professional’s credentials from the online registry of certified professionals on the CCDI website and access to holder benefits.

Certified professionals will be immediately notified of the suspension. For the suspension to be revoked, the certified professional must provide evidence of continued professional development via the CCDI Learn platform. Contact us at ccip.designation@ccdi.ca for more information.

For example, if a certified professional fails to submit their CPD requirements by December 31, 2028, their certification will be suspended as of January 1, 2029, and their credentials will be removed from the online registry. If at any point during the calendar year 2029 the certified professional wants the suspension to be revoked, they must submit their CPD requirements that cover the calendar year 2028.

Two missed submissions result in the holder's loss of status. To regain their designation, they are required to start the application process over again.

Exceptions to continued professional development (CPD) completion

The CCIP™ program is committed to providing an equitable opportunity to all CCIP™ holders to maintain the CCIP™ designation.

- Should a CCIP be on leave during a given year (i.e., parental leave, sick leave, family emergency leave, etc.), they must notify the CCIP.D™ manager as soon as possible in writing by sending information to ccip.designation@ccdi.ca about their leave and request an adjustment to their CPD requirements.
 - The CCIP.D™ holder on leave is required to accrue an amount of CPD hours that are proportional to the months they are working throughout that renewal cycle. For example, if a CCIP.D™ holder works a total of 6 months through 2027 and 2028, they should be completing 10 hours of CPD out of 40.
 - The number of CPD hours the candidate on leave is required to complete will be calculated by the CCIP.D™ manager and cannot be appealed.
 - Once CPD hours are calculated, the CCIP.D™ manager will communicate the number of hours required to the CCIP.D™ on leave. If the number of CPD hours is less than three, the CCIP.D™ will be required to include only one activity which aligns with one area of the Competency Framework.
- By the end of their cycle, if back in advance (or upon their return), the CCIP.D™ on leave is required to submit the following documentation:
 - Descriptions of CPD activities
 - A letter stating the terms of their leave (e.g., "I was on leave from day x to day y in 2028") to the Learning Programs Team at ccip.designation@ccdi.ca
- If a CCIP does not work full-time for the duration of an entire year due to reasons other than being on leave, they are required to direct their inquiry to the Learning Programs Team at ccip.designation@ccdi.ca

Exam rescheduling

You can reschedule the date of your exam to the next cycle up to 15 business days before your original exam date without penalty by emailing ccip.designation@ccdi.ca. If you reschedule within 15 business days before the exam, you will need to pay a rescheduling fee. Please contact us if an emergency arises to address it on a case-by-case basis.

Withdrawal policy

You can withdraw from the certification process at any time by emailing ccip.designation@ccdi.ca however, please note the following reimbursement policies:

- Withdrawals within 10 business days after the submission of the application will be reimbursed, with the exception of a withdrawal fee equivalent to 15% of the application fee.
- Withdrawals after 10 business days from the submission of the application will be reimbursed with the exception of a withdrawal fee equivalent to 20% of the application fee.
- Any reimbursement of the exam fee may only be applied until three weeks before the exam date. Any withdrawal made after this period will not be reimbursed.
- Once purchased, the guided study module is not available for reimbursement.

[Visit our website for CCIP FAQs](#)

Appendix 1 – Exam cycles and key dates

Exam cycle 2026.1

Application opens	July 16, 2026
Application closes	November 10, 2026
Exam date	November 19, 2026
PED submission deadline	January 3, 2027
Final results communicated to candidates	February 1, 2027

Exam cycle 2027.1

Application opens	January 20, 2027
Application closes	April 13, 2027
Exam date	April 22, 2027
PED submission deadline	June 01, 2027
Final results communicated to candidates	July 02, 2027

Exam cycle 2027.2

Application opens	July 14, 2027
Application closes	November 09, 2027
Exam date	November 18, 2027
PED submission deadline	January 02, 2028
Final results communicated to candidates	February 04, 2028

Appendix 2 – Domain Competency Framework

Domain 1: Diversity, equity, inclusion, and accessibility (DEIA) essentials

Competencies

Intersectionality and inclusive applications

DEIA terminology & inclusive language

Anti-oppressive practices (AOP)

Accessibility practices

Historical contexts for inequity

Domain 2: Demographics, Legislation, and Policy

Competencies

Demographic and sociopolitical context

Legislation and human rights

Labour market and sectoral analysis

DEIA workplace policies

Domain 3: DEIA Intentional Positioning (Social and economic imperative for DEIA)

Competencies

Tailoring value propositions across partners

DEIA communications

Domain 4: DEIA strategy, design, and evaluation

Competencies

Aligning DEIA initiatives to organizational missions and goals

Measuring and assessing DEIA initiatives

Integrating feedback and community consultations

Domain 5: Implementation and Change Management

Competencies

Embedding DEIA across operational systems

Navigating the rise of polarization in workplaces.

Navigating change and conflict

Ethical AI and DEIA

Domain 6: Partnerships, internal, and external engagement

Competencies

Internal and external partnership alignment

Advisory committees and councils

Truth and Reconciliation

Accountability and transparency with partners

Appendix 2 – Domain Competency Framework (continued)

Domain 7: Inclusive workforce & people practices

Competencies

Barrier identification and DEIA solutions

Employment systems reviews & equity audits

Anti-harassment and anti-violence policies

Cultural humility and intercultural practices

Employee data demographic collection, dissemination and reporting

Domain 8: Training, Education, and Organizational Culture

Competencies

Psychological and Psychosocial safety

DEIA education and training

Inclusive and accessible learning environment

Coaching and Mentorship

Cultural ta and anti-oppressive practices

Domain 9: Measurement, evaluation, and accountability

Competencies

Benchmarking (e.g. GDEIB, GRI) DEIA appropriately

Budget and resource advocacy

Data-driven DEIA decision-making

Domain 10: Leadership and continuous learning

Competencies

Critical analysis and reflexivity

Allyship

Practitioner well-being and responsibility

Continuous learning practices