

## How to Fill the Professional Experience Dossier (PED) Submission Form

### STEP 1: Provide your personal information in Section 1

### STEP 2: Identify your Areas of Competence in Section 2

Section 2 requires you to identify the Areas of the Competency Framework in which you have experience and can provide evidence of effective performance. For each of the Areas that you select in Section 2, you will be expected to write an essay providing an example of effective performance of the competencies included in that Area.

You are not expected to be competent in all Areas. However, to become certified you must obtain at least 40 points based on your competence in the Primary Areas, and at least 10 points in the Secondary Areas. The points will be assigned by your External Assessor based on your essays. The more Areas you select, the higher your chances are of passing the PED.

### Step 3: Write a brief essay for each of the Areas that you have selected.

Use Section 3 of this form to write your essays. Write one essay for each of the Areas that you have selected above, and simply ignore the remaining Areas.

In each of your essays provide an example of a practical work situation (or set of situations) where you applied/demonstrated the skills/competencies in the Area. To review the competencies included in each area, download the [CCIP™ Competency Framework](#).

The essay must provide the following information:

1. Situational context  
*Were the circumstances standard/operational or non-standard? Was the situation high-stake or low-stake?*
2. Detailed and practical description of what you did
3. Which skills/abilities did you demonstrate?
4. What were the indicators of your success in that situation?
5. Who else was involved and in which capacity?

We recommend that you keep the essays as concise as possible. The recommended length is 300 words. You will not be penalized for writing an essay that is longer than 300 words. However, be mindful of the fact that this could create additional work for your External Assessor.

### Step 4: Identify an External Assessor

Use Section 4 of this form to provide the contact information of your External Assessor. As you select your External Assessor, consider that the External Assessor must meet the following criteria:

- **Good general understanding of the D&I space.** The External Assessor does not necessarily have to be a Diversity and Inclusion professional, but they must have a clear understanding of your current or past work responsibilities and outcomes as they relate to the skills/abilities required to become a certified CCIP.

# CCIP™ Professional Experience Dossier Submission Form

- **Direct knowledge of your D&I work experience.** The External Assessor has worked with you closely (as your supervisor/manager/co-worker) for at least 6 months and must be able to substantiate your expertise and experience as they relate to the skills/abilities required to become a certified CCIP.
- **Direct or indirect knowledge of the roles/experiences that you might be referencing in the PED submission.** The External Assessor should know you well in a professional capacity and be able to speak intelligently about your skillset, career progression and work ethics.
- **Independence.** The External Assessor must not be your direct report nor your relative – in principle, the External Assessor should be able to assess you PED without a conflict of interest.
- **Time availability.** The External Assessor should also be able to commit to the approximately 60 minutes required to provide input to support a candidate's certification process. Also, the External Assessor should be willing to be contacted by the CCIP™ Staff as required.

The External Assessor will be asked to review your PED submission and compare each of your essays to the list of competencies included in each Area. After reviewing the essay, the External Assessor will be asked to score each essay based on the following standardized rubric:

**Full Marks\*** The essay provides a detailed and clear description of a practical work situation (or set of situations) that is relevant to the Competency Area.  
The essay clearly identifies what the candidate did in the situation(s) and the indicators of the candidate's successful performance.  
The essay provides evidence that the candidate is competent in performing all the competencies in the Competency Area in standard as well as high-stake situations, without assistance.

**Half Marks\*** The essay provides a detailed and clear description of a practical work situation (or set of situations) that is relevant to the Competency Area.  
The essay clearly identifies what the candidate did in the situation(s) and the indicators of the candidate's successful performance.  
The essay provides evidence that the candidate is competent in performing most of the competencies in the Competency Area in standard, low-stake situations, without assistance.  
Help from an expert may be required from time to time in a non-standard situation.

**No Marks (0 points)** The essay does not provide a detailed and clear description of a practical work situation (or set of situations) that is relevant to the Competency Area.  
The essay does not clearly identify what the candidate did in the situation(s) and does not provide evidence that the candidate is competent in performing all or almost all of the competencies in the Competency Area:

\* Full Marks = 10 or 20 points for Primary Areas, 5 points for Secondary Areas

\* Half Marks = 5 or 10 points for Primary Areas, 3 points for Secondary Areas

The External Assessor will also be asked to complete a Leadership Assessment to confirm that you possess most of the attributes that are included under Area 13 of the Competency Framework (Visionary and Ethical Leadership).

## STEP 5: Sign, save and name the PED Submission Form

Electronically sign the document in Section 6, save it as PDF and kindly name it as follows:

YYYYMMDD – Your Last Name – PED Submission

e.g. 20170424 – Nayak – PED Submission

Send the form to [ccip.certification@ccdi.ca](mailto:ccip.certification@ccdi.ca) and we will then forward it to your External Assessor with instructions on how to complete it.



## SECTION 1: Personal Information

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**First Name:**

**Last Name:**

**Email Address:**

**Phone Number:**

**Current Job Title (if applicable):**

**Current Organization (if applicable):**

## SECTION 2: Areas of Competence

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**Identify in which Primary Areas you can provide evidence of effective performance.**

Select as many Primary Areas as you want. You need a minimum of 40 points to pass.

- |   |                                 |
|---|---------------------------------|
| <input type="checkbox"/> Area 1: Make the Case for Diversity and Inclusion  | <i>Max points allocated: 10</i> |
| <input type="checkbox"/> Area 4: Stakeholders Engagement                    | <i>Max points allocated: 10</i> |
| <input type="checkbox"/> Area 8: Measurement and Organizational Success     | <i>Max points allocated: 10</i> |
| <input type="checkbox"/> Area 9: Legislation and Compliance                 | <i>Max points allocated: 10</i> |
| <input type="checkbox"/> Area 10: D&I Organizational Structures and Support | <i>Max points allocated: 10</i> |
| <input type="checkbox"/> Area 11: D&I Subject Matter Expertise              | <i>Max points allocated: 20</i> |

**Identify in which Secondary Areas you can provide evidence of effective performance.**

Select as many Secondary Areas as you want. You need a minimum of 10 points to pass.

- |   |                                |
|---|--------------------------------|
| <input type="checkbox"/> Area 2: Build a D&I strategy     | <i>Max points allocated: 5</i> |
| <input type="checkbox"/> Area 3: Implement a D&I strategy | <i>Max points allocated: 5</i> |
| <input type="checkbox"/> Area 5: Workforce Planning       | <i>Max points allocated: 5</i> |
| <input type="checkbox"/> Area 6: HR Practices             | <i>Max points allocated: 5</i> |
| <input type="checkbox"/> Area 7: Training and Development | <i>Max points allocated: 5</i> |
| <input type="checkbox"/> Area 12: Cultural Competence     | <i>Max points allocated: 5</i> |

## SECTION 3: Essays

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### Area 1: Make the Case for Diversity and Inclusion

Write your essay in the text-box below. Max 300 words.

SPACE RESERVED FOR THE EXTERNAL ASSESSOR

Please review the competencies included in this area then assess the candidate's essay based on the scoring rubric provided to you:

Full Marks (10 points)    Half Marks (5 points)    No Marks (0 points)

If you selected No Marks, please provide rationale:

## Area 2: Build a D&I Strategy

Write your essay in the text-box below. Max 300 words.

SPACE RESERVED FOR THE EXTERNAL ASSESSOR

Please review the competencies included in this area then assess the candidate's essay based on the scoring rubric provided to you:

Full Marks (5 points)    Half Marks (3 points)    No Marks (0 points)

If you selected No Marks, please provide rationale:

## Area 3: Implement a D&I Strategy

Write your essay in the text-box below. Max 300 words.

SPACE RESERVED FOR THE EXTERNAL ASSESSOR

Please review the competencies included in this area then assess the candidate's essay based on the scoring rubric provided to you:

Full Marks (5 points)    Half Marks (3 points)    No Marks (0 points)

If you selected No Marks, please provide rationale:

## Area 4: Stakeholders Engagement

Write your essay in the text-box below. Max 300 words.

SPACE RESERVED FOR THE EXTERNAL ASSESSOR

Please review the competencies included in this area then assess the candidate's essay based on the scoring rubric provided to you:

Full Marks (10 points)    Half Marks (5 points)    No Marks (0 points)

If you selected No Marks, please provide rationale:

## Area 5: Workforce Planning

Write your essay in the text-box below. Max 300 words.

SPACE RESERVED FOR THE EXTERNAL ASSESSOR

Please review the competencies included in this area then assess the candidate's essay based on the scoring rubric provided to you:

Full Marks (5 points)    Half Marks (3 points)    No Marks (0 points)

If you selected No Marks, please provide rationale:



## Area 6: HR Practices

Write your essay in the text-box below. Max 300 words.

SPACE RESERVED FOR THE EXTERNAL ASSESSOR

Please review the competencies included in this area then assess the candidate's essay based on the scoring rubric provided to you:

Full Marks (5 points)    Half Marks (3 points)    No Marks (0 points)

If you selected No Marks, please provide rationale:

## Area 7: Training and Development

Write your essay in the text-box below. Max 300 words.

SPACE RESERVED FOR THE EXTERNAL ASSESSOR

Please review the competencies included in this area then assess the candidate's essay based on the scoring rubric provided to you:

Full Marks (5 points)    Half Marks (3 points)    No Marks (0 points)

If you selected No Marks, please provide rationale:

## Area 8: Measurement and Organizational Success

Write your essay in the text-box below. Max 300 words.

SPACE RESERVED FOR THE EXTERNAL ASSESSOR

Please review the competencies included in this area then assess the candidate's essay based on the scoring rubric provided to you:

Full Marks (10 points)    Half Marks (5 points)    No Marks (0 points)

If you selected No Marks, please provide rationale:

## Area 9: Legislation and Compliance

Write your essay in the text-box below. Max 300 words.

SPACE RESERVED FOR THE EXTERNAL ASSESSOR

Please review the competencies included in this area then assess the candidate's essay based on the scoring rubric provided to you:

Full Marks (10 points)    Half Marks (5 points)    No Marks (0 points)

If you selected No Marks, please provide rationale:

## Area 10: D&I Organizational Structures and Support

Write your essay in the text-box below. Max 300 words.

SPACE RESERVED FOR THE EXTERNAL ASSESSOR

Please review the competencies included in this area then assess the candidate's essay based on the scoring rubric provided to you:

Full Marks (10 points)    Half Marks (5 points)    No Marks (0 points)

If you selected No Marks, please provide rationale:

## Area 11: D&I Subject Matter Expertise

Write your essay in the text-box below. Max 300 words.

SPACE RESERVED FOR THE EXTERNAL ASSESSOR

Please review the competencies included in this area then assess the candidate's essay based on the scoring rubric provided to you:

Full Marks (20 points)    Half Marks (10 points)    No Marks (0 points)

If you selected No Marks, please provide rationale:

## Area 12: Cultural Competence

Write your essay in the text-box below. Max 300 words.

SPACE RESERVED FOR THE EXTERNAL ASSESSOR

Please review the competencies included in this area then assess the candidate's essay based on the scoring rubric provided to you:

Full Marks (5 points)    Half Marks (3 points)    No Marks (0 points)

If you selected No Marks, please provide rationale:

## SECTION 4: External Assessor

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**First and Last Name:**

**Current Job Title (if applicable):**

**Current Organization (if applicable):**

**Email address:**

**Phone:**

**Province:**

**City/Town:**

**Preferred Language:**

## SECTION 5: Signature

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*By digitally signing this document, I declare that all the information I have provided in the Professional Experience Dossier Submission Form is true and accurate to the best of my knowledge. I fully understand that any misrepresentation or incorrect information provided in the Professional Experience Dossier Submission Form might result in discipline, including suspension or revocation of my eligibility for the CCIP certification program. I fully understand that the submission of the Professional Experience Dossier Submission Form does not guarantee success in the certification program.*

**Digital signature (simply type your name):**

**Date:**



## SPACE RESERVED FOR THE EXTERNAL ASSESSOR

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### Leadership Assessment

*Note to External Assessors:*

Candidates who obtain the CCIP™ Certification are change leaders within their workplace and community. The CCIP™ Competency Framework includes a section entitled *Visionary and Ethical Leadership* that identifies the character and behavioral traits that a Canadian Certified Inclusion Professional should possess. According to this section of the Framework, a CCIP shall possess, but is not limited to the following leadership traits:

- Act ethically and with integrity.
- Behave in a way that generates trust and credibility.
- Be considered as a source of advice and impartial counsel by co-workers.
- Act as an advocate and a voice for perspectives, levels and cultures that are not otherwise represented.
- Negotiate and persuade effectively at all levels of the organization.
- Lead people through change by creating and conveying a compelling D&I vision.
- Possess the ability to influence and execute beyond positional power.
- Be able to identify and reduce one's own biases.

Please review this list then answer the following question:

Based on your experience working with the candidate and your knowledge of their past and/or current work performance, do you think the candidate possesses the character and behavioral traits necessary to become a Visionary and Ethical Leader in the Diversity and Inclusion space?

Yes

No

Please provide a rationale for your response. In your rationale, please include specific examples of situations that support your response. In your example(s), please make specific references to the character and behavioral traits listed above. This will provide the candidate with useful feedback and an opportunity for improvement.