

## 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 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:

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

We recommend that you keep the essays as concise as possible. The recommended length is 500 words. You will not be penalized for writing an essay that is longer than 500 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.
- **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).

For more details related to external assessors, see the [External Assessors Policy](#).

## STEP 5: Submit the PED Form