

CCIP™ External Assessors Policy

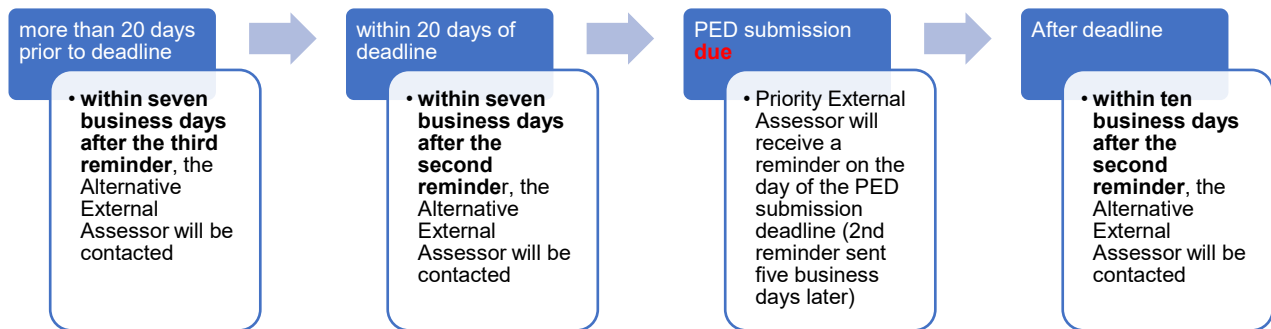
As part of the submission of the PED form, candidates will be required to provide the name of a Priority and an Alternative **External Assessor**, respectively, who should be able to review and validate the PED submission. Both External Assessors must meet the following criteria:

- 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 the candidate's 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 the candidate closely (as a supervisor/manager/co-worker) for at least 6 months and must be able to substantiate the candidate's 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 the candidate might have referenced in the PED submission. The External Assessor should know the candidate well in a professional capacity, and be able to speak in depth about the candidate's skillset, career progression and work ethic.
- Independence. The External Assessor must not be a candidate's direct report or relative – in principle, the External Assessor should be able to assess the candidate's submissions without a conflict of interest.
- Time availability. The External Assessor should be able to commit approximately 60 minutes to provide input to support the candidate's certification process. Also, the External Assessor should be willing to be contacted by the CCIP™ Staff as required.

Both External Assessors can be references that candidates provide as part of their Assessment of Eligibility Form.

Once the CCIP™ Staff receives the PED from the candidate, **CCIP™ staff will send the PED to the Priority External Assessor** with instructions and will request confirmation of receipt of the email and dossier.

Depending on when the PED is submitted, the following steps will be taken:



1. 20 business days (or more) prior to the PED submission deadline: if the Priority External Assessor has not confirmed receipt of the email **within seven business days after the third reminder**, the Alternative External Assessor will be contacted and the candidate will be informed.
2. Within less than 20 business days prior to the PED submission deadline: if the Priority External Assessor has not confirmed receipt of the email **within seven business days after the second reminder**, the Alternative External Assessor will be contacted and the candidate will be informed.
3. After the PED submission deadline: the Priority External Assessor will receive a reminder on the day of the PED submission deadline (first reminder) and five business days after the deadline (second reminder). If the Priority External Assessor has not submitted the PED **within ten business days after the second reminder**, the Alternative External Assessor will be contacted and the candidate will be informed.
4. If, by chance, the Alternative External Assessor neglects to comply within the specified deadlines communicated, the PED will be handled, in negotiation with the CCIP candidate, on a case by case basis.
5. The External Assessor will be required to review each essay and compare it against the skills/abilities required to perform the competencies included in each of the selected Areas. The External Assessor will then be asked to score the essay based on its alignment with the competencies in the Area. Three options will be provided to the External Assessor:
 - Full marks (10 or 20 points for Primary Areas, 5 points for Secondary Areas)
 - Partial marks (5 or 10 points for Primary Areas, 3 points for Secondary Areas)
 - No marks (0 points – External Assessor will be asked to provide a rationale)
6. The External Assessor will also be asked to complete a Leadership Assessment to confirm that the candidate possesses most of the attributes that are included under Area 13 of the Competency Framework (Visionary and Ethical Leadership).
7. Once the External Assessor has completed the evaluation of the Professional Experience Dossier, the External Assessor submits the PED back to CCIP™ Staff via email.