

DIVERSITY CERTIFICATION

About the CDP® Exam



Who should take the CDP®?

The Certified Diversity Professional (CDP)® credential is designed for individuals who are working with an organization in the beginning stages of their diversity, equity and inclusion (DEI) journey. It is designed to help candidates dig deep into the broad spectrum of DEI topics and have holistic learning as well as apply best practices for creating the business case and engage in strategic diversity planning, training, recruiting, resource groups, measuring outcomes and more. It requires at least two years of experience, which can be demonstrated in a variety of different ways.

Experience for the CDP® credential is not limited to individuals with a paid work history in Diversity or Human Resources. Experience can include professional qualifications in management, law, multicultural marketing, supplier diversity, sales, recruiting, training, supplier diversity, consulting or volunteering for a diversity council or resource group. Candidates should have at least two years of experience.

Receiving the CDP® credential requires practitioners to:

1. Pass a 170-question, multiple choice exam with an 80% score or greater; and
2. Submit an approved professional work, or Candidate Project.

Candidates will have 2.5 hours to complete the knowledge exam, although most CDP Candidates finish the test within one hour.

Upon successfully completing the program, the credentials are valid for three years, at which time practitioners must show 60 Continuing Education Units (CEUs) and pay a recertification fee.

Certified Diversity Professional (CDP)® Curriculum Overview

1. The Role of a Diversity Practitioner

- Assemble the foundational components of a successful DEI effort by creating a strategic plan and developing standard operating procedures; effectively communicate the role of a Diversity practitioner.

2. The Business Case for DEI

- Justify the case for maximizing workplace DEI efforts by using traditional business principles; write a compelling business case that produces information and/or gains support for equity and inclusive excellence.

3. EEO Laws in the U.S. and Abroad

- Compare the basic tenets of global legislation that prohibits employment discrimination; consult with direct supervisors, and delegate responsibility for addressing unprofessional and/or illegal behavior.

4. Harassment Around the World

- Advise managers and employees about strategies to prevent and correct harassment in the workplace; develop clear procedures to investigate and follow-up with complaints.

5. Diversity Recruiting and Retention

- Coordinate best practices and innovative techniques to recruit, on-board, develop, include, engage and retain diverse workers.

6. Reinventing Diversity Training

- Design, present and evaluate training sessions that result in the acquisition of new skills, the practice of intentional behaviors, or a positive change in the organizational culture.

7. Handling Difficult Conversations

- Confidently initiate and mediate complex discussions about diversity; develop an effective message of inclusion for employees, students, patients, customers, Board members, suppliers, partners or other stakeholders.

8. Resource Groups & Diversity Councils

- Collaborate with and delegate to internal allies in order to analyze the organizational climate, integrate DEI within business units and achieve mission-centered objectives.

9. Empowering Women in the Workplace

- Develop interventions that will eliminate the gender gap in compensation, promote work-life integration, build a diverse pipeline and increase the overall inclusion of women.

10. Disability & Special Needs Accommodations

- Encourage employees to eliminate the stereotypes associated with workers who have visible and non-visible disabilities; help supervisors to provide appropriate accommodations upon request.

11. Generational Intelligence

- Prepare the workplace for changes in the organizational scope and structure by acknowledging generational differences in the approach to work, as well as in expectations for management.

12. Designing Programs for Veterans

- Improve the organization's ability to employ a diverse veteran population by utilizing best practices for optimal workplace performance.

13. Immigrant Groups in the Workplace

- Modify diversity terminology, policies and practices to include nationality, as well as create more opportunities for employees to learn about and work in different cultures.

14. Navigating through Religion & Belief Systems

- Identify the complexities associated with religion and non-religion at work; help supervisors and employees to steer through issues relative to sincerely held personal beliefs.

15. LGBTQ+ Inclusion

- Build LGBTQ+ inclusive workplaces with policies that are discrimination- and harassment-free, as well as with practices that are fair.

16. Measuring the Impact of DEI

- Evaluate DEI efforts by assessing the achievement of annual plan goals, identifying areas for improvement, and directing future progress; calculate the quantifiable benefit or return on investment from DEI work.

Want to discuss this with a professional?

Contact Sanjita Pradhan, Director of Diversity and Inclusion at the Greater Des Moines Partnership, at spradhan@DSMpartnership.com.

Content provided by the Institute for Diversity Certification™.