

DIVERSITY CERTIFICATION

Recertification



About Recertification

The CDP® and CDE® certification credentials are valid for three years, at which time practitioners must show 60 Continuing Education Units (CEUs) and pay a recertification fee.

Recertification Activities

The CDP® and CDE® credentials are valid for three years; therefore, designees must recertify during each three-year period in order to maintain their designation. The recertification cycle begins the first day of the month after notification of CDP® or CDE® success.

Designees may either retest or earn recertification points by participating in professional development activities. If the latter option is chosen, designees must accrue **60 continuing education credits per three-year period, or 20 credits per year.**

If your credentials lapse more than one year, designees must retest, but will not have to submit another Candidate Project.

Maintaining Credentials

1. Pay the recertification fee once every three years.
2. Acquire 60 continuing education credits every three years or retest.
3. Adhere to Institute for Diversity Certification (IDC)® Code of Ethics and Rules of Professional Conduct.
4. Keep us updated! Let us know if your contact information changes.

Calculating Your Continuing Education Credits (CEUs)

Participating in continuing education is a great way to stay fresh in this industry.

We recommend that you acquire 20 recertification credits per year. Once you attain 60 credits, there is no need to submit additional units.

You may log one credit for one hour of activity. As a best practice, enter the credits upon completing the activity.

[Here is a guide](#) to help you determine which activities are approved.

Recertification Credit Opportunities

Recertification credits must tie directly to the broad competencies for the CDP® or CDE® credentials. There are many ways for you to acquire continuing education units (CEUs) on your own. Opportunities through the Greater Des Moines Partnership include:

- Review Candidate Projects
- Instruct Online Classes
- Write blogs and articles on diversity, equity and inclusion (DEI) topics
- Serve in various subcommittees and work groups as available
- Present and speak on various DEI topics at Partnership events as available

Please send your interest to Sanjita Pradhan, Director of Diversity and Inclusion at the Greater Des Moines Partnership, at spradhan@DSMpartnership.com if you are interested in any of these opportunities. You may also use the Learning Management System (LMS) to volunteer for continuing education credits.



Submit Recertification Credits in the Learning Management System

Make sure to keep track of your recertification activities throughout the year. Submitting Continuing Education Units (CEUs) is easy when you use the Learning Management System (LMS)!

You can submit your recertification credits at any time online in the LMS. Please log-in to submit one activity at a time using hourly increments (e.g., 1.00, 1.15, 1.30, 1.45). You may contact Molli Davis, Administrative Assistant of Business Resources and Community Development | Talent Development at the Greater Des Moines Partnership, at mdavis@DSMpartnership.com for log-in credentials to the LMS.

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.

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