



IDC® Membership FAQs

What is your commitment to Members?

Our Members are #1. IDC® is growing. Over time, we will get better, quicker, and stronger. We advocate that Diversity is good for business. And we believe that you can be more successful with us. Our commitment is to be active, visible, responsive, and accessible. If you have suggestions for improvement, let us know.

Does the recertification fee for IDC cover my Membership?

No, the recertification fee is separate from Membership. If you want to include Membership and your credentials are active or have not lapsed more than one year, Membership is available at a discounted rate of \$174.

Do you sell Membership information?

No. Keeping your information private is a priority for IDC®.

Can I get a list of Members?

No, for safety and privacy reasons, we do not share our list of Members.

Do I have to submit job postings to the job bank?

No, you may email opportunities to membership@diversitycertification.org or log into the Resource Center, click on Job Bank, and post DEI-related positions.

- Option one: Post and manage job board by logging into the resource center, click on job bank, and post and manage jobs.
- Option two: Submit your request to: membership@diversitycertification.org
- Option three: Join [Careers & Collaborations Communities of Practice](#)

What is the “Store” used for?

The store is used for IDC products ONLY if you need to pay for recertification, exam change fee, certification retest, etc. You will login to the Resource Center, click on Store, select the product, and check out.

May I download tools and resources to share at work?

Yes, please note that all tools and resources are for informational purposes only. Older resources may not reflect the most current developments.



Renewals and Transfers

How do I renew my Membership?

You will begin receiving renewal notifications via email 30 days before your renewal period expires. These emails include a link to renew your Membership.

Do I need to sign-up for a new Membership if I get another job?

No, just email membership@diversitycertification.org with your new contact information. Your Membership automatically carries over to your new organization.

I'm a part of a group Membership that is not renewing. Can I renew myself individually? Please email membership@diversitycertification.org and ask to be removed as a group Member and for a link to renew as an individual Member.

Is my Membership transferrable to a colleague?

Yes, please email membership@diversitycertification.org with your and your colleague's complete information.

Billing

I purchased a certification program but did not opt in for Membership for \$174. I paid \$295. Can I still receive the discounted rate?

No, our streamlined process through our system allows you to opt in or opt out of Membership, we will not be able to honor a refund.

What payment methods do you accept?

We accept Visa, Mastercard, Discover, American Express, and checks.

How do I locate invoices and receipts?

- Step one: log into the resource center
- Step two: Click on my account.
- Step three: Select invoices and receipts.

Certification and Recertification

How can I download previously recorded webinars to my computer to watch?

If you need the physical recording, please email membership@diversitycertification.org.

Can I attend New Member Orientation more than once and receive CEUs each time?

You are allowed to attend New Member Orientation as often as you like but will only receive one (1) continuing education credit.



Can I watch previous recorded webinars/workshops and still receive CEUs?

You are welcome to watch previously recorded sessions as often as you like but only receive CEUs for participating in live sessions. The engagement during live sessions cannot be replicated in recordings.

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