



IDC® Membership Handbook

www.diversitycertification.org





Contents

Welcome to Institute for Diversity Certification (IDC)® Membership	3
Contact Information	4
About IDC®	4
Mission	4
Vision	5
Values	5
Commitments	5
Goals	6
Our Definition of Diversity	6
Our Diversity and Inclusion Focus	7
An Instrumental Role with a Strategic Purpose	8
Champions for Diversity Understand the Business	8
Member Benefits	9
Frequently Asked Questions (FAQs)	12
Renewals and Transfers	12
Billing	13
Certification and Recertification	13
Community of Practice Groups	15
CoP Values	15
Distinct Traits of a Community of Practice	15
Community Descriptions and Tasks	17
Careers & Collaborations Community	17
Advocacy Community	17
D&I Resources Community	18
ERG/BRG Management Community	18
CoP Leadership Expectations	18
Quarterly Meetings	18
Housekeeping Rules	18
Worksheets	19
Diversity Growth Chart	20
Professional Development Worksheet	22



Welcome to Institute for Diversity Certification (IDC)® Membership

We are very excited you have joined the IDC® Membership family!

Here at IDC®, we focus on educating and engaging Diversity, Equity & Inclusion (DEI) leaders. Each step of your development journey will be filled with interactive educational activities and skills application in environments that are responsive to your time constraints, as well as your individual needs and expectations.

You will receive information from us on a regular basis, and we encourage you to contact us when you have questions, need diverse data or information, have suggestions, or you recently accomplished a significant achievement.

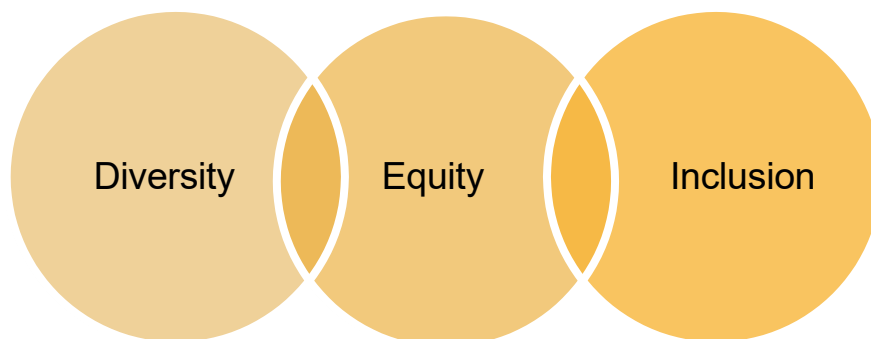
This handbook was designed to provide a better understanding of what to expect during your Membership. Please review it, and subsequent handbooks, as they contain important information about organizational events and activities.

Thank you again for joining our community. We hope to partner with you for many years to come—creating a path for you to learn for a lifetime, as well as change the world, one view at a time...

Sincerely,

A handwritten signature in blue ink, appearing to read 'LS', followed by a long horizontal flourish.

Leah Smiley
President





Contact Information



Amber Martin

Director of Membership

ambmartin@diversitycertification.org

Toll-free +1 800-983-6192

About IDC®

Since its founding in 2009, the Institute for Diversity Certification (IDC)® has advanced Diversity, Equity & Inclusion (DEI) through consulting, outreach, and certification programs. Our work impacts the way organizations interact with unique individuals in the workplace, marketplace, and community.

As the largest and most comprehensive professional association dedicated exclusively to Diversity, IDC® Membership allows credentialed professionals and other passionate individuals to collaborate and foster DEI practices in the workplace. We challenge professionals to evolve and grow while empowering leaders to unleash their potential and achieve professional and business goals. Our Members share an enthusiasm for facilitating Inclusion and transforming dynamic places to work.

We equip leaders to plan for, and evaluate, their outcomes. We help employers use Diversity and Inclusion to make money, save money, and/or achieve organizational goals. Get ready for the future of work with our powerful programs!

Mission

To engage in a holistic approach to DEI that dives deep into changing behaviors, expectations, attitudes, and needs within different demographic groups; how those changes will sustain (or disrupt) organizations; and the way they work now and in the future.



Vision

IDC® work equips the next generation of leaders to effectively operate in or pivot towards increasingly diverse and complex workplace and marketplaces. Our vision is to become a globally renown organization demonstrating excellence in preparing professionals and executives for productive, thriving careers. IDC® Membership, Certification, and training programs help us foster a widespread diverse, inclusive, and equitable environment for the next generation of DEI.

Values

- Advance the culture of Inclusion while remaining current in societal trends.
- Remove bias and barriers; build a diverse space for the next generation of DEI.
- Cultivate a sense of belonging and continue to enhance our Membership performance and reputation.

Commitments

Membership Commitment – Develop relationships that make a positive difference in the lives of our Members. *

Quality – Provide outstanding tangible tools and resources and unsurpassed service that, together, deliver premium value to our Members, Designees, Candidates, and partners.

Integrity – Uphold the highest standards of integrity in all our actions.

Teamwork – Work together, across boundaries, to meet the needs of our stakeholders and to help the company continue to strive for Equity.

Respect – We value our Members, Designees, Candidates, and partners, encourage their development, and celebrate their successes.

A Will to Win – Exhibit a strong will to win in the DEI space as we continue to educate and encourage DEI practitioners in every aspect of an organization.

Personal Accountability – We are personally accountable for delivering on our commitments to provide a safe space for DEI practitioners.

Openness – Provide a safe space for communication between open-minded individuals from different disciplines, fostering a culture that welcomes new ideas and styles of work and allows everyone to grow effectively.



Partner – Partner with other organizations to assess and implement equitable, inclusive practices that advance our vision, mission, values, and goals.

Goals

- To increase and maintain visibility and discuss Diversity, Equity & Inclusion challenges and trends.
- To help develop inclusive and pervasive environments.
- To facilitate and encourage the use of translatable strategies that enable empowerment.
- To partner with divisions, sections, and zones to broaden DEI capacity.
- To expand our outreach, levels of participation, and engagement.
- To support our Members, Designees, Candidates, and partners embracing difficult conversations with openness and empathy, and handling discomfort and burnout that are inherent in DEI work.
- To provide professional learning opportunities at annual conferences.
- To provide top-notch virtual learning opportunities.
- To post meaningful, action-focused content on our website and social media channels.
- To spotlight Members, Designees, Candidates, and partners impacting change.

Our Definition of Diversity

We define Diversity as an asset, characterized as a resource that brings value to an organization. These assets can be your employees, senior executives, Board Members, volunteers, constituents, students, customers, shareholders, investors, citizens, or other forms of human capital. The assets have unique dimensions such as varying ages, races, genders, economic statuses, geographic locations, educational levels, backgrounds, employment histories, family statuses, interests, preferences, and other distinctions. Assets are not unidimensional (i.e., defined by just one characteristic); there are an infinite number of ways in which assets can vary.

Viewing Diversity as an asset means that everyone is valuable— whether white, black, purple, or green. The more assets that an organization possesses, the greater its ability to grow, compete, and experience additional benefits. Our aim is to achieve added value through Diversity of thought, innovation, and cultural competence. This is an ever-changing feat due to the global context in which we live and work.

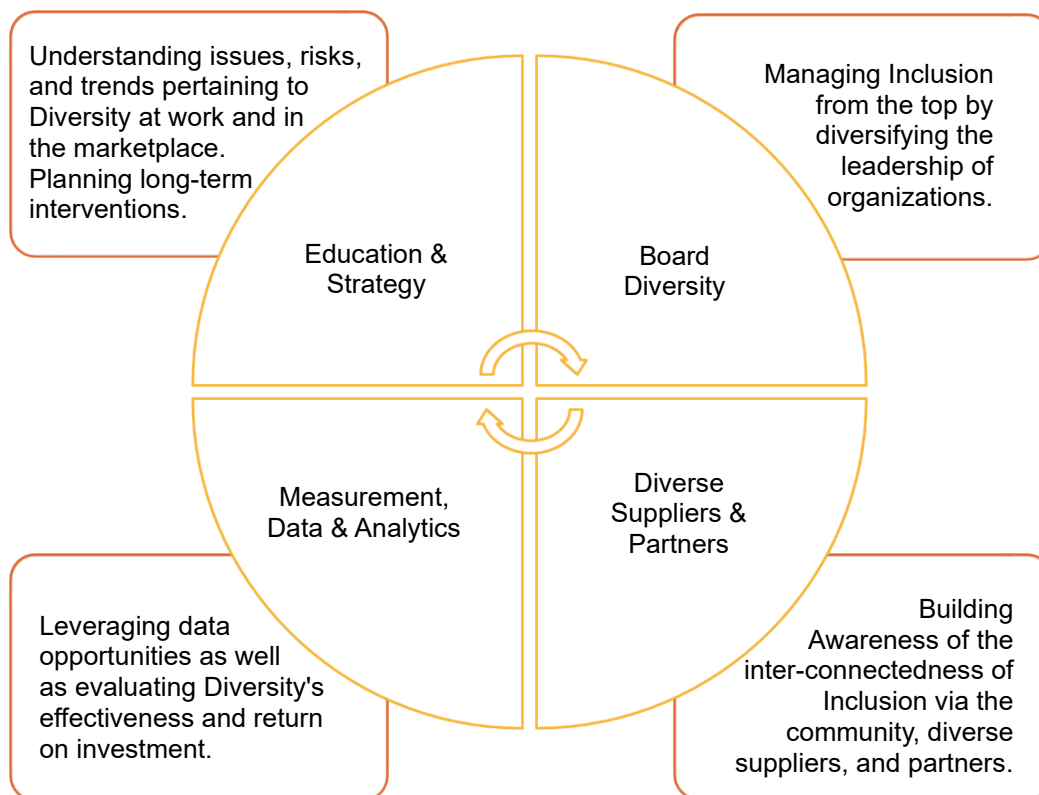


Our Diversity and Inclusion Focus

IDC® Membership addresses four broad components of Diversity and Inclusion:

1. Education and strategy
2. Board Diversity
3. Diverse suppliers and partners
4. Measurement, data, and analytics

These tenets represent distinct elements necessary for professional and organizational growth, and each area presents tremendous opportunities to transform Diversity, Equity & Inclusion efforts.



Since 2009, we have offered a variety of different programs to help our Members demonstrate knowledge, leadership, and skill in this quickly evolving field. We welcome your feedback in making IDC® better, stronger, and more supportive of your changing needs.



An Instrumental Role with a Strategic Purpose

For too long now, Diversity has been viewed as a program for “others,” an extension of Affirmative Action, or as “the right thing to do.” But today’s vision for Diversity and Inclusion is all about strategy.

Globalization, demographics, and technology have changed the face of business, and requires workplace Diversity AND Inclusion for organizations to survive and prosper around the world.

Champions for Diversity Understand the Business

Beyond ‘representation’ or serving as the “face of Diversity,” a Champion for Diversity:

- Knows how the organization makes money.
- Defines Diversity and frequently communicates that definition to staff.
- Can link Diversity and Inclusion objectives to organizational goals.
- Understands past, present, and future industry demographics.
- Designs a plan and a budget that is strategic and effective.
- Distinguishes between ‘activity’ and ‘impact’.
- Reduces exposure to discrimination lawsuits, complaints, and other risks.
- Collaborates with other business units for the purpose of enhancing Inclusion.
- Critically evaluates Diversity and Inclusion efforts on an annual basis.

This new vision or paradigm for Diversity is “old” for many organizations. The most successful employers have been able to infuse Diversity and Inclusion into every significant business function within the organization. Not only does this organization operate according to a strategic Diversity plan, but the plan’s objectives are linked to the organization’s goals.

Let’s look at two examples:

- **Organization goal:** To improve customer service
Corresponding strategic Diversity goal: To ensure our employees deliver high quality, culturally-competent service to our diverse customers.
Training may be a strategy to accomplish this Diversity objective. To evaluate the effectiveness of training, you could review annual performance evaluations and conduct a before-and-after “customer experience” survey.
- **Organization goal:** To improve the visibility and image of our company
Corresponding strategic Diversity goal: To strengthen relationships with



diverse media outlets by pitching stories, advertising, and coordinating expert interviews with key organization staff.

To evaluate the effectiveness of partnering with diverse media outlets, you could compare diverse media outlets to traditional media outlets in the number of articles placed about your organization, ad responses, or other feedback.

Employing such techniques not only establishes the value of Diversity and Inclusion programs, but it reinforces the validity of your position and your budget. In addition, it allows you to integrate Diversity and Inclusion into all organizational operations—because you have a business case, and an impact on the bottom line.

Member Benefits

The ultimate advantage to Membership of IDC® is that we aim to help you increase your knowledge base of Diversity matters and advance your career! Additional Member benefits are outlined below.

Free Webinars

Every second, fourth, and fifth (when applicable) Wednesday of the month, IDC® holds a one-hour webinar or 2-hour workshop on various topics pertaining to Diversity, Equity & Inclusion. Members may participate at no cost.

Free Consulting and Technical Services

Corporate and Enterprise Organizational Members have access to free consulting services with IDC® experts, including quarterly accountability check-ins on DEI goal setting, tracking and measurement, and other strategic concerns.

Community of Practices Groups

IDC Membership's Community of Practice (CoP) groups are virtual, but the impact is enormous! They offer the opportunity to practice, learn, and engage:

1. Careers & Collaborations Community
2. Advocacy Community
3. D&I Resources Community
4. ERG/BRG Community

Job Board

IDC® allows Members to post unlimited career opportunities on our website at no cost. In preparation for a career in this field, we can also provide technical assistance, volunteer opportunities, letters of support, and industry connections to help potential candidates build their careers, achieve upward mobility, and/or play a meaningful role in the DEI industry.

Use the Employment Opportunities Forum to post jobs or share your resume.



- 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](#)

Directory of DEI Terms Glossary

Introducing a common vocabulary helps avoid misunderstandings and misinterpretations. Words may have different definitions or meanings based on lived experiences. The glossary promotes dialogue around Equity and Inclusion. You are free to add to the terms or adjust the definitions for your organization as needed.

DEI Monthly Holidays & Observances Calendar

Access the list of holidays and national events to plan your Diversity, Equity & Inclusion engagement calendar.

Member Spotlight

IDC® publishes a Member spotlight highlighting one of our Members/Student Members to introduce them to the rest of the community, highlight their accomplishments, and thank them for being Members/students. You can share the Member Spotlight on social media, in your internal newsletter, or on your corporate website.

Complete Guide for Disability Inclusion

Disability Inclusion allows everyone to have equal rights in society – including the workplace. Having a job or career is a standard part of life for many people, but there can be barriers in place that make it difficult for a person with disabilities to find and retain employment. Taking an inclusive stance can increase workplace opportunities.

The Members' Forum

IDC® gives Members a place to connect, so we can all help each other become stronger in the next generation of Diversity, Equity & Inclusion work.

Video Library

Missed the live webinar? All our webinars are recorded live and then made available to rewatch. They are more interactive than a traditional video. Engaging in the live event qualifies for recertification Continuing Education Units (CEUs), but watching recorded content does **not**.

Continuing Educations Credits for IDC®, HRCI, and SHRM

IDC® Membership is an approved provider of Continuing Education Units (CEUs) for IDC®'s Certified Diversity Professional (CDP)®, Certified Diversity Executive (CDE)®, and Artificial and Machine Bias Prevention – Leader (AMBP-L)™ credentials as well as HRCI and SHRM.



New Member Orientation

What are your goals? What is your vision for Diversity, Equity & Inclusion? How can you get involved? Learn about IDC, and how we can help you! These sessions are held quarterly on the 1st Wednesday of the month.

Members-Only Sharing Circle

Held every third Wednesday of the quarter, these live discussions connect members with fellow DEI professionals to explore timely topics, share strategies, and tackle real-world challenges. Come ready to exchange insights, elevate best practices, and grow together as we navigate the evolving DEI landscape with purpose and impact.

Self-Care as We Reclaim Our Time

Held on the **first Tuesday of every month**, this uplifting session is your time to pause, breathe, and reconnect with yourself. Together, we'll focus on nurturing our minds and spirits through a **guided meditation**, **inspiring short passages** that spark reflection and discussion, and **positive affirmations** to carry you through the month ahead.

D&I Tip of The Day

Use these tips as conversation starters, journal prompts, team reflections, or simple reminders to stay grounded in your commitment to inclusive excellence.

IDC Inclusive Reads Book Club – Book Discussion + Actionable Insights

Join us every third Tuesday of every month for IDC's *Inclusive Reads Book Club*! Connect, grow, and reflect with fellow members of our Community of Practice as we dive into thought-provoking books that spark meaningful dialogue and inspire both personal and professional transformation.



Frequently Asked Questions (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.

Use the Employment Opportunities Forum to post jobs or share your resume.

- 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 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.

Does the recertification fee 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.





Community of Practice Groups

A Community of Practice (CoP) is a group of people who share a common problem, set of issues, or interest in a topic to accomplish individual and group goals. IDC® Membership's Community of Practice (CoP) program allows individuals to share a concern or passion by virtually leading and participating in their respective CoPs.

CoP Values

Member Values

SHORT-TERM

- Get help with challenges at work
- Secure access to expertise
- Gain confidence
- Have fun with colleagues
- Engage in meaningful work

LONG-TERM

- Engage in personal and professional development
- Develop your reputation as a DEI subject matter expert
- Build your professional brand
- Acquire a collaborative advantage

Organizational Values

SHORT-TERM

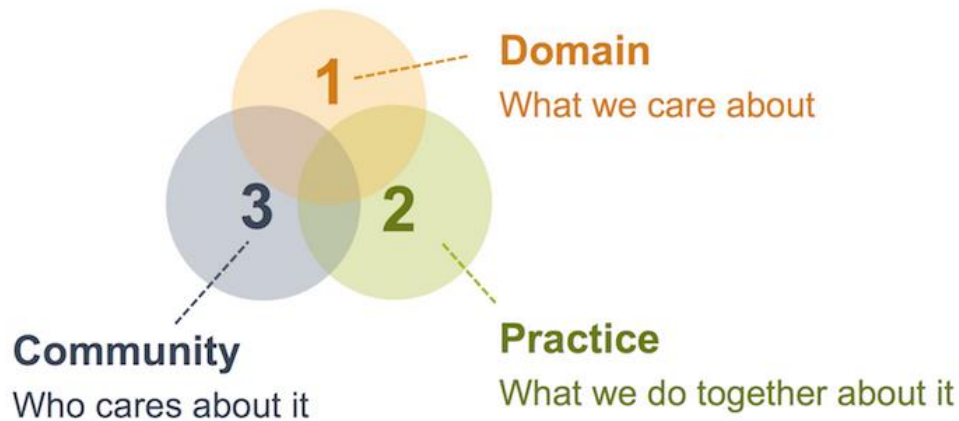
- Solve real business problems
- Create time-saving efficiencies
- Share knowledge and resources
- Foster global DEI synergies
- Efficient use of resources

LONG-TERM

- Develop strategic capabilities
- Stay current of industry changes
- Innovate
- Retain talent
- Employ new strategies that work

Distinct Traits of a Community of Practice

IDC® Membership's CoP) groups adhere to **Scaled Agile's model**, outlined below. CoPs are formed in the committing stage by a small, core group of practitioners who share a common passion and need for a particular domain.



© Scaled Agile, Inc.

Domain: An area of shared interest

Practice: A shared body of knowledge, experiences, and techniques

Community: A self-selected group of individuals who care enough about the industry to collaborate and identify/develop new and/or effective interventions

Our CoP offers multiple levels of participation and can move freely across the levels as needs and interests evolve.

Core team – The core team forms the heart of the community that will organize, charter, market, nurture, and operate the community. This includes Chair and Co-Chairs for each CoP.

Active – These Members work closely with the core team to help shape the definition and direction of the CoP. This includes defining the community's shared vision, purpose, roles, strategies for interaction, marketing, and communications.

Occasional – These Members participate when specific topics of interest are addressed or when they have something to contribute to the group. They are often the largest group in the community.

Peripheral – These Members feel a connection to the community but engage on a limited basis. They could be newcomers or have a more casual interest in community activities.

Transactional – These Members are the least connected to the community and may connect only to access CoP resources or to provide a specific service to the CoP (for example, participate in a webinar).



Community Descriptions and Tasks

Careers & Collaborations Community

Offer career advancement tips and advice and help Members to navigate through career pitfalls or recover from a setback. This Community can also coordinate opportunities for group meet-ups before/after conferences, or host lunch and learn events at Member's offices.

- Share strategies for thriving in a DEI career
- Create a supportive environment for new DEI champions and professionals
- Communicate expectations for DEI work in various career/organizational stages
- Use the online platform to communicate with team Members and increase collaboration
- Help your peers develop their professional brand and strengths
- Develop an environment where peers can revise/update their resumes and prepare for job interviews
- Disseminate job and board opportunities

Join here: www.linkedin.com/groups/12385790

Advocacy Community

This Community of Practice determines how IDC® can play an important role in changing the future of Equity and Inclusion by providing support for initiatives that will advance the field, including but not limited to ensuring that the role is formally recognized by the U.S. Department of Labor, Bureau of Labor Statistics (BLS); writing letters of support for/against legislation, court cases, or United Nations (U.N.) efforts; and monitoring global trends in Diversity, Equity & Inclusion.

- Develop national and local volunteer networks to ensure that DEI leaders are visible in their local communities
- Identify opportunities for IDC® and its stakeholders to support global legislation and/or submit amicus briefs in lawsuits
- Provide formal documentation to support DEI industry development (e.g., work with Careers & Collaborations CoP to develop a sample Job Description for companies recruiting their first DEI leader)
- Ensure that the DEI position is acknowledged by governments, universities, recruiters, job boards, etc. as a professional role
- Conduct research (e.g., focus groups, surveys, etc.) around how the DEI industry is changing



D&I Resources Community

This Community of Practice identifies resources that DEIA leaders need to succeed. Connect with other DEIA practitioners to develop resources and templates, write blogs, share events, or suggest books and reports that Members should read.

- Identify areas for additional research as the DEIA industry evolves
- Highlight diverse stories and case studies from within the DEIA community
- Create white papers, blogs, and reports about the DEIA industry
- Disseminate the latest research in the field

Join Book Club: <https://bookclubs.com/clubs/6056885/join/f2b153/>

ERG/BRG Management Community

Provide Members and resource group leaders with ideas for engagement, sponsorship, promotions, initiatives, management, and evaluation, empowering them to adapt forward-thinking and research-based strategies.

- Share best practices that work and highlight stories of effective resource groups
- Ensure ERG/BRG leaders possess the tools to manage resource groups effectively
- Disseminate ERG/BRG resources to the broader DEI community

CoP Leadership Expectations

Some communities are led by a chair and co-chair, and all will contribute to conference planning. Interested in participating in a CoP? Contact Amber!

Leading a CoP presents an opportunity to practice, learn, and engage. In addition, you receive four (4) CEUs for each meeting attended. Leadership positions require a 12-month commitment. Leaders are expected to adhere to the guidelines below and abide by a code of conduct.

Quarterly Meetings

Leaders must be prepared to share four goals for the community, tasks you plan to delegate to the community, the community's progress, and its performance.

Housekeeping Rules

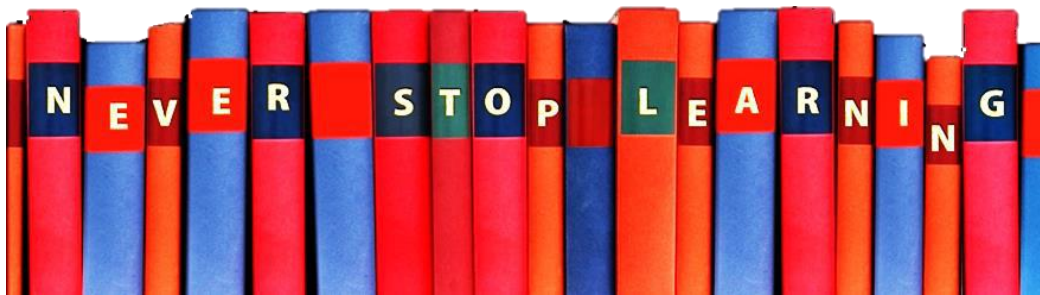
- Discuss only what's on the agenda. Stay mentally and physically present.



- Contribute to meeting goals.
- Let everyone participate and listen with an open mind.
- Think before speaking - attack the problem, not the person.
- Be attentive to your body language.

Worksheets

The worksheets on the following pages are designed to inform your DEI development journey. We recommend completing each annually to remain on-track with the evolving DEI industry.





Diversity, Equity & Inclusion Growth Chart

Date:

My greatest Diversity, Equity & Inclusion accomplishment is:

Within the next 12 months, my priority is to implement the following Diversity efforts:

1.

2.

3.

I will commit to developing my Diversity knowledge base in the following area(s):

- | | |
|---|---|
| <input type="checkbox"/> Disability and Accommodations | <input type="checkbox"/> International Affairs |
| <input type="checkbox"/> Diversity Business Case | <input type="checkbox"/> LGBTQ+ |
| <input type="checkbox"/> Diversity Councils | <input type="checkbox"/> Measurement & Impact |
| <input type="checkbox"/> Diversity Recruiting & Retention | <input type="checkbox"/> Multicultural Marketing |
| <input type="checkbox"/> Diversity Training | <input type="checkbox"/> Strategic Diversity Planning |
| <input type="checkbox"/> Employee Resource Groups | <input type="checkbox"/> Supplier Diversity |
| <input type="checkbox"/> Equal Opportunity Laws | <input type="checkbox"/> Veterans |
| <input type="checkbox"/> Gender Issues | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Generational Issues | |

This issue presents a challenge for me in successfully implementing Diversity initiatives within my organization:



I intend to overcome this challenge next year by:

I can strengthen the position for Diversity within my organization, by gaining consensus and support from this individual:

I can do a better job of showing the value Diversity brings to my organization by:

_____ is an individual who can hold me accountable to the goals I set in this Diversity Growth Chart.



Professional Development Worksheet

Date:

1. What is my role in the organization?

2. How do I plan to achieve my Diversity, Equity & Inclusion goals?

3. How can I help my team value new perspectives and ideas for Diversity, Equity, & Inclusion?

4. What are four ways that I can help contribute to cultural Diversity in my workplace?

5. Pertaining to Diversity, Equity & Inclusion my greatest accomplishment is:



6. This issue presents a challenge for me in successfully executing my work:

7. I intend to overcome this challenge next year by:

8. I can strengthen the position for DEI within my organization by gaining consensus and support from this individual:

9. I can do a better job of showing the value Diversity, Equity & Inclusion brings to my organization by:

10. I need to grow in this area:

11. Within the next 12 months, my priority is to implement these Diversity, Equity & Inclusion interventions:
