

Diversity Executive Leadership  
Academy (a Diversity Training  
University International subsidiary)  
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## Certification Program Continuing Education Unit Report

Diversity Executive Leadership Academy (DELA) requires diversity professional certification recipients to complete acceptable continuing education within each calendar year to maintain the credentials. Each certification holder must maintain records substantiating the continuing education credits claimed as a prerequisite for renewal.

Maintaining certification is an ongoing process. As an organization that champions standards and competence, DELA believes that continuing education is necessary to keep pace with changes in an ever-changing field and hone professional skills. DELA certified professionals must commit to a minimum number of continuing education hours annually to maintain each certification they have successfully completed in a DELA program.

The form below must be used to report continuing education credits and be received by the DELA administration prior to the permit renewal date, which is presently December 15<sup>th</sup> or March 15<sup>th</sup> of each year. Credit will be given for whole hours only. Failure to comply with the instructions may delay the processing and recording of your CEU credits.

IF YOU HAVE NOT TAKEN ANY HOURS IN THIS CALENDAR YEAR, YOU MUST STILL FILE THIS FORM WITH DELA BY DECEMBER 15<sup>th</sup> or MARCH 15<sup>th</sup>. CHECK THE BOX LOCATED BELOW YOUR NAME AND ADDRESS, SIGN THE FORM AT THE BOTTOM AND RETURN IT TO [admin@DELA](mailto:admin@DELA). Ideally, you will upload the documentation in pdf format to the renewal page located at <https://diversityexecutiveacademy.com/submit-credential-renewal/>.

Report only those hours that have not been previously reported. Report whole hours only; DELA does not recognize fractions of hours.

### **A complete renewal packet includes:**

1. Payment of the renewal fee
2. Documentation of CEU completion

You will need to earn 9 credit hours in continuing education annually to maintain your certification credentials. There is a limit of 4 hours for videoconferences, audiotapes, webcasts and podcasts. You will earn one recertification credit hour for every hour of continuing education, not including registration, meals, breaks, exhibit hall time, “pre-work,” etc.

You can collect recertification credit for any of the following activity types:

- continuing education courses/seminars/workshops
- instruction/teaching
- on-the-job project development
- research
- publications

Instruction/teaching activities include:

- making a formal presentation within your organization teaching a course or workshop or presenting a seminar or conference session
- Earning recertification credit only for the first time you give the same presentation or teach a course, workshop, etc. even if you give it to different audiences.
- Time you spend preparing, you earn 1.5 credit hours for every hour of presentation time.

Examples of "Instruction" that earn credit hours include:

Leading a Diversity & Inclusion-related workshop or training session inside or outside of your workplace teaching workshops or leading programs.

Examples that do not earn credit hours include:

Giving a presentation on Diversity & Inclusion and giving a presentation on a topic that is not D&I-related, such as “How to Recruit Diverse Talent”.

## Frequently Asked Questions About Certification CEUs

### 1. Why should I update my certification?

Recertification requires reporting continuous education credits each year to maintain the certification credentials. Maintain the benefits of your hard-earned credentials, demonstrate, your commitment to the profession, and maintain credibility by receiving the continuous education credits needed and reporting them on schedule.

### 2. How do I know what continuing education solutions will suit my needs?

Assess the areas in which you want to increase competence or use the DTUI Human Capital Assessment Tool to identify areas you need to focus on. Seek out seminars and training sessions that will help fill your competency gaps and have the instructor or supervisor fill out the form.

### 3. What are some examples of continuing education?

- Cultural diversity seminars and trainings
- Cultural diversity conferences with workshops
- Pre-approved events
- College and university courses in OD, HR, cultural diversity, training
- Educational travel
- Language courses
- Public speaking courses (e.g., Toastmasters International)
- Instructor or trainer for any of the above
- On-the-job project that is supervised and evaluated
- Published article on cultural diversity
- Volunteer work for a cultural diversity project

### 4. When do I submit my CEU report?

Reporting continuing education units is a yearly requirement, which starts upon the anniversary of your certification date.

- If your original date of receiving the certification was between the months of **January to April** (e.g., February 6, 2019), your re-certification application form must be received no later than **March 15<sup>th</sup>** of the following year (e.g., 2020).
- If your original date of receiving the CDP certification was between **May and December** (e.g., September 6, 2019), your re-certification application form must be received no later than **December 15<sup>th</sup>** of the following year (e.g., 2020).

### 5. How do I know what counts towards continuing education?

Seek out continuing education opportunities that will keep your knowledge and understanding as a cultural diversity resource professional at a good working level and keep you up-to-date on current issues. Please contact **us if you are uncertain if a course you are considering meets criteria.**

In addition to DELA offerings (conferences, seminars, workshops and the **We Can Do This** membership resources), DELA will recognize other organizations that offer executive level diversity education programs or have learning outcomes in an area directly related to cultural diversity leadership. Listed below are a few examples:

- a) Conference providers
- b) Membership organizations
- c) Legal firms
- d) Human Resource Management
- e) Training
- f) Assessment

## g) Leadership

The following logic should be applied when deciding what counts: "Did the activity enhance my knowledge of and/or skills in managing diversity and develop my competence as a cultural diversity resource for organizations?"

### 6. What are the broad categories and general activities for professional development?

- **Continuing Education:** Activities include events, conferences, seminars, workshops and formal educational programs. Completing modules on the **We Can Do This** membership site.
- **Professional Presentations/Workshops:** Activities include conference presentations, seminars, workshops and formal educational programs
- **Workplace Presentations/Trainings:** Your workplace or volunteer responsibilities may translate into continuous education units
- **Teaching:** Activities include teaching or participating as a guest speaker for a formal diversity education program. Activities also include developing or teaching courses
- **Research or Publication:** Activities include publishing of research, texts or articles related to cultural diversity.

### 7. How many CEU's must I report?

**Certified Diversity Professional (CDP)** recipients are required to report 9 CEU's per 1-year reporting period for each DELA certification received. **All others**, such as completing a Diversity Leadership Symposium or Diversity Steering Committee training, are required to report 6 CEU's each year. Each hour of instruction is counted as one CEU unit.

### 8. Is there a special form to use for reporting CEU's?

The Recertification Form is attached, and it must be accompanied by a program agenda or certification of attendance that indicates the date(s) of the program and number of hours.

### 9. Who should I contact if I have questions regarding the reporting of CEU's?

DELA  
415.692.0121  
admin@dtui.com

### 10. How do I calculate CEUs?

Continuing education hours are calculated by the length of the event. Each hour of education is counted as one unit. You simply need 6-9 units of education from an approved program to receive credit for one certification. Certified Diversity Professional (CDP) recipients are required to report 9 CEU's per 1-year reporting period for each DELA certification received. All others are required to report 6 CEU's each year.

### 11. How do I report my CEUs?

Your credits for DELA courses are automatically recorded upon completing a qualified DELA course. You must inform the instructor that you wish to receive DELA CEU credits upon course completion.

Please note that all non-ICD events will be submitted by members. Please be certain to keep a record of activities undertaken with other professional organizations including the dates, hours involved, conference provider or organization, and proof of completion. And, go online to update your record. **Submit supporting documentation, such as the program agenda and/or completion certificate. The easiest way is to upload them on the renewal webpage**

<https://diversityexecutiveacademy.com/submit-credential-renewal/>. Scanned PDF documentation is ideal, but you may mail the information to:

DELA  
350 Townsend Street  
Suite 402  
San Francisco, CA. 94107

**12. Is there a renewal fee?**

Yes. The cost is \$199.95 annually. If you have more than one DTUI certification, there is a \$299.95 flat fee. Please join the DELA graduate group to pay \$99.95 per year.

- 13. What if I Miss the Renewal Deadline?** We know that there will be times when other responsibilities will make it difficult to complete the submission by the deadline. While we stress the importance of getting the documents in on time, you will be able to request an extension. You must pay the renewal fee by the deadline to avoid the additional \$100.00 late fee.

## REPORT OF CONTINUING EDUCATION ATTENDANCE FOR CALENDAR YEAR \_\_\_\_\_

DEADLINE: December 15 or March 15

MAIL TO: DELA 350 Townsend Street, Ste. 255, San Francisco, CA. 94107 USA

This form must be used to report continuing education credits and be filed in the DELA main office prior to the permit renewal date (March 15<sup>th</sup> or December 15<sup>th</sup>). Credit will be given for whole hours only. Failure to comply with the instructions may delay the processing and recording of your CUE credits.

<b>Last Name:</b>	<b>First:</b>	<b>Title:</b>
<b>Employer:</b>	<b>Phone:</b>	<b>Email address:</b>
<b>Address:</b>		

Certification Held	Expiration Date	CEU Requirements <sup>1</sup>

**See the back of this form for instructions on completion.**

Event	Title	Dates	Hours	Code*	Instructor Signature

\* See code chart on next page below

**Total Hours:** \_\_\_\_\_

I certify that the above provided information is true and correct. I understand that all credit is subject to DELA's approval or disapproval. I agree to retain all documentation relating to the above programs and to maintain records substantiating the continuing education credit claims for five years. I understand that providing false or misleading information on this report could be grounds for removing certification privileges.

I did / I did not (Circle One) complete qualified CEU units before the deadline (December 15<sup>th</sup> or March 15<sup>th</sup>):

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Payment Method: \_\_\_ Check \_\_\_ Purchase Order Mail to address above or fax (**\$199.95 or \$299.95 if late**) **Are you are a WCDT Elite or Mastermind Group Member? Yes \_\_\_ \$99.95**

Credit Card Type \_\_\_\_\_ Card No. \_\_\_\_\_ Exp. Date: \_\_\_ / \_\_\_  
Address (if different): \_\_\_\_\_

<sup>1</sup> CEU Requirements subject to change without notice.

**INSTRUCTIONS FOR COMPLETING THE  
REPORT OF CONTINUING EDUCATION ATTENDANCE FORM  
(See above)**

**CODE for TYPE of Program Attended:**

**F** = Formal Program with Class Attendance

1. Professional development programs of national and state professional accounting societies.
2. Technical sessions at meetings of national and state accounting societies and chapters.
3. University or college courses, credit or non-credit courses. Credit will be given in period in which course is completed. Non-credit courses taken in educational institutions must have signed statement from instructor of hours attended. **You must attach documentation showing successful completion of the course. No more than 9 hours of semester or quarter hours will be allowed in any calendar-year time frame for each DELA program certification.**
4. Formal, organized, in-firm educational programs. Requested credits must be for at least 60-minutes of continuous instruction (1 CE unit). Portions of such meetings devoted to administrative and firm matters cannot be included.
5. Programs in other organizations (accounting; professional; appropriate private sector, accounting focused). Requested credits must be for at least one hour of presentation on professional topics.

**S** = Correspondence or Self-Study Programs

**Original certificates of completion issued by sponsor must be attached to this form.** Credit will be allowed in renewal period in which the certificate of completion is dated.

**C** = Technical Committee Service

**Pr** = Professional experience

**I** = Instruction or Presentation of Programs

Maximum allowable credit for subject preparation is two hours for each hour of presentation. Repetitious presentations do not qualify. **Maximum allowable credit will not exceed 50% of total requirement.**

**M** = Mastermind Group

**P** = Published Articles or Books

**W** = WCDT module