



DELA GRADUATE – CREDENTIAL RENEWAL PROCESS

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 received by completing a DELA program.

The form below must be used to report continuing education credits and be received by the DELA administration before the certification renewal date. Credential renewal is now required every two (2) years on June 15th, instead of annually in December or March.

Failure to comply with the instructions may delay the processing of your credential renewal.

Please note: *If you have **not** taken any hours in this calendar year, **you are still required** to file this form with DELA by June 15th.*

How to complete your DELA re-certification:

1. Review the information in this certification renewal document
2. Complete the Certification Renewal Units Report (the last 2 pages)
3. Include supporting documentation
4. Make your payment of the renewal fee

Once completed, enjoy the benefit of using your certification credentials!

All DELA graduates are expected to renew their credentials every two (2) years. You will need to earn 18 Certification Renewal Units (CRUs) or nine (9) units per year.

Certification Renewal Units (CRUs)

CRUs for one to multiple certifications:

- 18 credit hours (CRUs) bi-annually.
- CRUs can come from relevant Professional Activities, Workshops, Presentations, Workplace Presentations/Training, Teaching, Research, or Publications
- Attendance at DELA sponsored virtual live or in-person events
- To determine if the CRU evidence will be accepted, ask yourself a question, using this logic: "Did the activity enhance my knowledge of managing diversity, equity, and inclusion and make me a cultural diversity resource for organizations?"

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 earn recertification credit for any of the following types of activities:

- 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 DELA
- 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.
- The time you spend preparing, you earn 1.5 credit hours for every hour of presentation time.

Examples of Instruction that **earns** credit hours include:

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

Examples of Instruction 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".

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

Certification Renewal Units Report

- The form to be filled out, with detailed instructions, is the Certification Renewal Units (CRU) Report.
- Signatures to verify attendance or completion of events must be from the instructor for the event or your supervisor.
- You must also sign and date the form.
- Please include the event, title of the event, hours and the dates of the event.

Documentation

- For each event please also **provide documentation for the event**, including hours, dates, and descriptions for the event.
- The document for the event can be a brochure, flyer, email, or document with the event information included.
- Upload the documents with your Certification Renewal Units (CRU) Report.

Upload Information to DELA

- Upload your completed form and documentation here to DELA's Renewal Web Page:
<https://diversitycertification.academy/submit-credential-renewal#submitForm>



FREQUENTLY ASKED QUESTIONS

Why should I renew my certification credentials?

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.

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.

What are some examples of continuing education?

- Cultural diversity seminars and training
- Cultural diversity conferences with workshops
- 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 a cultural diversity, equity and inclusion topic
- Volunteer work for a cultural diversity project with DELA

When do I submit my renewal report?

All re-certification application forms and supporting documentation must be received **every two (2) years on or before June 15th**.

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 at customerservice@dtui.com if you are uncertain if a course you are considering meets the criteria.**

In addition to DELA offerings (conferences, virtual, or live events), 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. Here are a few examples:

- Conference providers
- Membership organizations
- Legal firms
- Human Resource Management
- Training
- Assessment
- 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?"



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

- **Continuing Education:** Activities include events, conferences, seminars, live or virtual workshops or courses, workshops, and formal educational programs.
- **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.

How many CRUs must I report?

DELA Certification recipients are required to report 18 CRUs every two (2) years. You will need to earn 18 Certification Renewal Units (CRUs) or nine (9) units per year.

All others, such as completing a Diversity Leadership Symposium or Diversity Steering Committee training, are required to report 6 CRUs each year. Each hour of instruction is counted as one CRU.

Is there a special form to use for reporting CRUs?

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. Be certain to have a supervisor sign for any workplace-related activities you are reporting. The instructor or facilitator for the course you are reporting needs to sign for those activities.

Who should I contact if I have questions regarding the reporting of my certification renewal?

Please email us at customerservice@dtui.com with any questions.

How do I calculate CRUs?

Continuing education hours are calculated by the length of the event. Each hour of education is counted as one (1) unit.

How do I report my CRUs?

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 CRU credits upon course completion.

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://diversitycertification.academy/submit-credential-renewal#submitForm>.**

Is there a renewal fee?

Yes. The cost is \$199.95 for renewals submitted on or before June 15th. Late renewals (submitted after June 15th) are \$299.95. Please join the DELA graduate group to pay \$99.95 per renewal.

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.



DELA CERTIFICATION RENEWAL UNITS (CRU) REPORT

This form must be used to report continuing education credits and be filed in the DELA main office before the permit renewal date (June 15th). Credit will be given for whole hours only. Failure to comply with the instructions may delay the processing and recording of your credential renewal.

Last Name				First Name			
Email				Phone			
Street Address			City			State/Province	
Zip Code			Country				
Employer				Title			

Certification Held	Expiration Date	CRU Requirements ¹

¹ CRU Requirements subject to change without notice.

- ☐ I **did** complete qualified CRU units before the deadline (June 15th)
- ☐ I **did not** complete qualified CRU units before the deadline (June 15th)

REPORT OF CONTINUING EDUCATION ATTENDANCE

Event	Title	Date(s)	Hours	Code*	Instructor Signature**
		Total Hours			

*See program legend (last page)

**Facilitator (e.g., workshop leader) or Supervisor (e.g., person who can vouch for your work).



PLEASE PROVIDE THE CONTACT INFORMATION OF THE INSTRUCTOR SIGNING OFF ON YOUR ATTENDANCE ABOVE

	Event	Instructor Name	Instructor Phone Number	Instructor Email
1				
2				
3				
4				
5				

Payment Method

- ☐ Online Payment (Credit Card/PayPal)
☐ Check
☐ Purchase Order

For purchase orders, please mail or fax to:

Mailing address: 505 Montgomery Street, Suite 1100
San Francisco, CA 94111 USA | **Fax:** 888.288.1603

- ☐ Renewal Fee - \$199.95 (on or before June 15)
☐ Late Renewal Fee - \$299.99 (on or after June 16)
☐ DELA Graduate Member - \$99.95
☐ DELA Advisory Board Member - No fee
☐ I did not complete the qualified CRU units - No payment included

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.

Applicant Signature: _____

Date: _____

UPLOAD COMPLETED AND SIGNED FORM AND DOCUMENTATION HERE:

<https://diversitycertification.academy/submit-credential-renewal#submitForm>



PROGRAM LEGEND

Code	Title	Description
F	Formal Program with Class Attendance	<ol style="list-style-type: none"> 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 the period in which course is completed. Non-credit courses taken in educational institutions must have a signed statement (or email/electronic record) from the 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 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	<u>Original</u> certificates of completion issued by the sponsor must be attached to this form. Credit will be allowed in the renewal period in which the certificate of completion is dated.
I	Instruction or Presentation of Programs	The 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.
C	Technical Committee Service	
Pr.	Professional experience	
P	Published Articles or Books	