

# IAPP AIGP CANDIDATE HANDBOOK 2023

Procedures and policies



# The AIGP Candidate Handbook



## How to use this handbook

This handbook contains information specific to the IAPP's Artificial Intelligence Governance Professional certification. All certification holders and candidates are expected to understand and comply with the policies included. Please see the general IAPP Certification Candidate Handbook for policies and procedures that apply to all IAPP credentials, including how to purchase and schedule an exam, request special accommodations, comply with exam-day security requirements, submit an appeal, and other guidance.

## The certification

The IAPP has developed the AIGP certification for the emerging AI governance profession. An AIGP-certified professional will know how to implement responsible AI practices and tools into every stage of AI system development. We are privileged to grow a community of credentialed AI governance professionals through which resources and expanding knowledge can be brought together in one place.

## Who should pursue the credential?

This designation is most appropriate for those who work in the following areas:

- AI compliance.
- Risk management.
- Legal and governance.
- Data scientists.
- AI project managers.
- Model operations teams.
- Social scientists.
- Trust professionals.

The AIGP training and certification will prepare and validate the competence of these professionals and others across the AI governance landscape.



## The body of knowledge and blueprint

The main purpose of the [AIGP body of knowledge](#) is to document the knowledge and skills that will be assessed on the AIGP certification exam. The domains of the BoK detail the knowledge and skills an AI governance professional should have to guide AI implementation in a manner that mitigates risk and ensures safety and trust. Additionally, the BoK includes the number of exam items allocated to each domain.

The AIGP BoK was developed in collaboration with the IAPP's AI Governance Center advisory board, which includes many of the global leaders and innovators conducting responsible AI research, devising AI governance practices and tools, and contemplating legal and regulatory oversight of AI models. Our goal is to weave together all the relevant knowledge domains that coalesce into a complete tapestry of AI.

## Preparing for the AIGP exam

The IAPP developed self-paced online and instructor-led AIGP training to prepare candidates for certification. These IAPP training solutions provide instruction in each of the BoK domains. While every effort was made to create symmetry between the content of the training and exam, the exam and training were developed separately, with distinct groups of subject matter experts, to ensure the highest standards of impartiality upon which our reputation and accreditation rely. The AIGP is a rigorous professional certification, and the exam is a stand-alone assessment designed to determine professional competence and experience. Candidates are encouraged to diversify their approach to preparation, using a variety of resources to be proficient in the seven domains.



## The exam

The AIGP exam is three hours long, including a 15-minute optional break midway through, and contains 100 questions. All questions are multiple choice, with about 30% connected to case studies that present real-world challenges for AI model development and use. Each question has only one correct answer and consists of a clearly written question, a correct or best response, and three plausible but incorrect responses. It is each candidate's responsibility to be prepared for exams by being familiar with all elements of the body of knowledge. The exam can be purchased at any time through the [IAPP Store](#). An exam must be purchased before a candidate can schedule the exam. If you have purchased the wrong exam, please [contact us](#). Candidates must take their exam within one year of purchase date.

On the AIGP exam, each question is worth one point and is scored as correct or incorrect. Unanswered questions are considered incorrect, and there is no additional penalty for incorrect answers. There are 85 scored and 15 unscored questions. Unscored questions do not count toward the overall score.

All IAPP exams have a set cut score that is determined by an exam development board and psychometric analysis. This cut score is a set number of correctly answered scored questions and is then set to 300 on our scale of 100 to 500 with a score of 300 and above being passing. Test takers will receive their scaled score and section breakdown on how they performed on each section of the exam. Passing a certification exam does not require 100% mastery but rather the level of competence determined by the exam development board and approved by the certification advisory board.

## Passed exams

There are no prerequisites for the AIGP credential. Candidates who successfully complete their AIGP exam will be awarded the certification and granted the appropriate digital certificate through Accredible, which will be emailed to them generally within two weeks of passing the exam. The opportunity for you to opt out of receiving an Accredible digital certificate is included in your PR Toolkit, which is emailed to you when you become certified. It is also available on your MyIAPP account under My Certifications. Maintenance or membership fee must be paid before the certification is awarded.

## Pricing and fees

The price for a first-time AIGP certification exam is USD649 for members and USD799 for nonmembers. Retake exams are USD475 per exam for members and USD625 for nonmembers. You will also receive this retake discounted fee if you currently hold another IAPP certification. No additional fees are required to become AIGP certified. Non-members will have a complimentary Certification Maintenance Fee added to their exam order that will activate upon passing their exam to maintain their first certification term.



## Scheduling/rescheduling an exam

Candidates must schedule AND complete their exams within one year of purchase or the exam fee will be forfeited.

IAPP computer-based exams are administered through Pearson VUE testing centers at locations throughout the world. Exam appointments must be scheduled at least 24 hours in advance. Available testing centers can be viewed upon scheduling an exam. Exams are also available through OnVUE, Pearson VUE's remote online proctoring platform. OnVUE testing dates and times are based on proctor availability. There are some countries where this form of test delivery is not available. See the [Pearson VUE website](#) for more information.

Military base exam sites are restricted to test takers who have official access to that military base.

## Results

You will receive your results immediately following exam completion after April 2024. Exams taken prior will receive their score by the end of April 2024. These results will be communicated via email from Pearson VUE and will reflect in your MyIAPP account the next business day. They will include a PASS/FAIL indicator, your overall scaled score and a percentage breakdown of how well you performed on each section of the body of knowledge.

## Certification maintenance

Candidates who pass the AIGP exam will be awarded a digital certificate and badge through our certificate provider, Accredible. The AIGP certification term is two years, beginning the day after you pass your exam. If you already hold an IAPP certification, please see the IAPP continuing education policy for details about term alignment.

To earn recertification, certification holders must fulfill the two minimum requirements by the end of their two-year term: (1) pay a certification maintenance fee for their term (for members, this fee is included in their membership benefits as long as membership is maintained; nonmembers pay USD250/term); and (2) submit evidence of 20 continuing education credits that correspond to the content in the AIGP BoK.

If the credential holder fails in either of these obligations, the credential will be considered **suspended** and the individual may no longer represent themselves as certified until reinstated.

## Continuing professional education requirements

While we understand AI governance and privacy overlap in several key areas, implementing responsible AI is largely a discrete domain of knowledge that necessitates specific ongoing education and training. Major IAPP events will feature sufficient AI sessions and content to assure a certified AIGP person can earn the maximum allowed CPEs for the event. Other IAPP-created AI content, such as webinars and research, will be tagged to verify it is eligible for AIGP continuing education credit.



## CPE submission

It is the certificant's responsibility to ensure CPEs earned from IAPP and non-IAPP programming and events have been applied correctly to their accounts.

Certified individuals must use the [CPE submission form](#) to self-report all non-IAPP activities. CPEs earned from IAPP activities, such as conferences, webinars and KnowledgeNets, will be automatically added to the certificant's account if the content is applicable to the AIGP certification. Certification holder must retain documentation in their own records in the event they are randomly selected for a CPE audit.

If an individual exceeds the required CPEs in a two-year period, that individual may carry over a maximum of 10 credits per certification if they were earned in the six months prior to the end of the recertification period.

NOTE: Immediately following the release of the AIGP certification, CPE submission and tracking will not be available. Certificants may still participate in activities that qualify for CPE credit but should track these independently until the time that CPE submission is available. At that time, they may retroactively submit these activities for CPE credit.

## Revocation

An individual's certification will be revoked if any of the following three events occur:

1. If, during an individual's certification term, they have been suspended for failure to pay the certification maintenance fee, and at the end of the suspended certification term the fee has not been paid, the credential will be revoked.
2. If, during an individual's certification term, they have been suspended for failure to pay renewal membership fees, and at the end of their current certification term the fees have not been paid, the credential will be revoked.
3. If, at the end of a certification term, an individual is suspended for failure to submit the required CPEs and does not remedy the CPE shortage by the end of their next term, the credential will be revoked.

Certificants with revoked credentials will be required to retake and pass the certification designation(s) exam and, if necessary, pay the certification maintenance fee (nonmembers) or restore active IAPP membership status.

Activity	Participant	Max.
<b>IAPP-sponsored or partnered events</b>	One CPE per hour	12 per event
<b>AI events not hosted or sponsored by the IAPP</b>	One CPE per hour	12 per event
<b>Speaker/presenter</b>	Three CPEs per hour of speaking/presenting: <ul style="list-style-type: none"> <li>• Event.</li> <li>• Podcast.</li> <li>• KnowledgeNet.</li> <li>• Webinar.</li> </ul>	12 per term
<b>AI podcasts, LinkedIn Live events or web conferences</b>	One CPE per hour	12 per term
<b>Academic coursework in AI</b>	Three CPEs per academic credit hour	12 per term
<b>Attending non-IAPP AI governance training</b>	One CPE per hour	10 per term
<b>Instructor/teacher of AI training</b>	One CPE per hour	
<b>Publishing material on all AI topics</b>	Two CPEs per written article more than 800 words: <ul style="list-style-type: none"> <li>• Online articles.</li> <li>• Blog post.</li> <li>• Magazine.</li> </ul>	12 per term
<b>Reading AI publications</b>	One CPE per 40 pages	Five per term
<b>AI work tasks</b>	<ul style="list-style-type: none"> <li>• Drafting AI policies and procedures.</li> <li>• Member of AI governance or ethics board.</li> <li>• AI model planning, testing or validation.</li> <li>• AI audits.</li> <li>• Red-teaming exercises.</li> </ul>	Seven per term
<b>Attending IAPP KnowledgeNets with AI focus</b>	One CPE per hour	
<b>AIGP advisory board</b>	Five CPEs per year	
<b>Item writing for the AIGP exam</b>	Variable	12 per term