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Certified Artificial Intelligence Practitioner Continuing Education Program

Overview

This document identifies the details of the continuing education program for CertNexus' Certified Artificial Intelligence Practitioner (CAIP) certification. This program is based on both research of common industry practices and the input of the subject matter experts (SMEs) who helped develop the certification.

Program

Recertification for CAIP

Candidates who successfully pass the Certified Artificial Intelligence Practitioner exam will have 3 years from the date of certification to recertify. Candidates will have 2 options from which to choose:

- Retake the most recent version of the exam before their certification expires
- Earn and submit enough continuing education credits (CECs) to recertify without retaking the exam

Program Details

Candidates must earn a total of 90 CECs within 3 years of certifying to successfully recertify without retaking the exam.

Candidates who elect to recertify through continuing education activities will incur a single $150 payment for each certification cycle (subject to change). To enroll in the continuing education program, candidates will be required to pay the fee upon submission of their first continuing education activities to CertNexus. Continuing Education fees are non-refundable.

To enroll in the continuing education program, click here and then follow the directions in the confirmation emails from the CertNexus store after enrollment.

Once enrolled, candidates will receive an access key to create their continuing education account on the CHOICE platform. Within their account on the platform, they will submit activities for CEC consideration. CECs must be submitted during the calendar year (beginning with the date of certification) in which you participated in the related activity. All activities must be submitted and approved within the 3-year certification period. Any submission may be reviewed by CertNexus certification staff and/or SMEs in

order to verify its validity. In the event that approval occurs after the 3-year certification period has expired, CertNexus will honor the activity for CECs toward recertification, provided the activity date and the submission date fall within the certification cycle—in these cases, recertification is retroactive to the date of expiration/recertification.

You may submit activities for CECs on an ongoing basis; you do NOT have to wait until the end calendar year or certification cycle to do so. CertNexus encourages submitting as early and as often as possible to avoid delays. Candidates whose certification status expires must retake the most recent version of the exam to recertify.

Any questions about the CAIP Continuing Education Program can be directed to recert@certnexus.com.

Approved Activity Types

The following is a list of general activity types that will be accepted toward recertification and the total number of specific instances of each activity type (regardless of how credits are tallied) that candidates can submit for CECs during a certification cycle (3 years):

Activity Type	Total Instances Allowed
Earning Related Certifications	2 exams
Participating in the Development of a Related Certification	2 exams
Attending Industry Conferences	2 conferences
Industry Association Membership	2 organizations
Industry Association Leadership	2 organizations
Authoring Training Content on a Related Subject	2 courses
Teaching a Related Training Course	3 courses
Attending a Related Training Course	2 courses/training programs
Earning a Related University/College Degree	1 degree
Presenting at a Speaking Engagement/Conference	4 events
Publishing Material Related to the Exam	4 works published
Delivering Related Webinars	4 discrete webinars
Unique Work Experience	1 year at 1 job in field

This policy and amounts per activity type may be changed from time to time without notice, and will be reflected on the appropriate website.

How Credits Are Assigned

For some activity types, credits will be issued as a fixed value based on the specific activity within that type. For example, one industry certification might be worth 90 CECs while another is worth 59, and some publication types, like blogs, will be worth fewer CECs than, say, publishing a peer-reviewed article. Other activities, however, may be based on hours in session or in class. Regardless of how CECs are issued, only the identified number of instances of each activity type may be submitted.

The following table describes the method of assigning CECs for each activity type:

Activity Type	Assigned By
Earning Related Certifications	Per certification
Participating in the Development of a Related Certification	Per hour in working session
Attending Industry Conferences	Per hour in related session
Industry Association Membership	Per membership
Industry Association Leadership	Per leadership position
Authoring Training Content on a Related Subject	Per hour of course duration
Teaching a Related Training Course	Per hour teaching class
Attending a Related Training Course	Per hour in class
Earning a Related University/College Degree	Per earned degree
Presenting at a Speaking Engagement/Conference	Per event
Publishing Material Related to the Exam	Per work published, by publication type
Delivering Related Webinars	Per hour delivering webinars
Unique Work Experience	Per 1 continuous year at a related job

CECs per Specific Activity

Each specific instance of an activity type will be worth a predetermined number of CECs. These pre-determined CECs are subject to change as the certification changes and are determined by a competent SME. This section identifies the number of CECs that can be earned for each of these preapproved specific activities.

Earning Related Certifications:

Some exams can be taken for the total number of CECs required for recertification (90), while others must be combined to earn the total number of CECs required. Regardless of the number of CECs that any particular exam is worth, only 2 particular certifications can count toward recertification in any certification cycle. Certifications will be considered on a case-by-case basis.

Participating in the Development of a Related Certification

CECs will be issued based on the number of hours in working sessions to develop a related certification exam. Development work on any of the preapproved certifications above, including revisions or updates, will be approved automatically; all other development submissions will be reviewed for relevancy against the current exam. Only work on 2 exams will be counted in any one certification cycle.

Attending Industry Conferences

Only 2 conferences may be submitted for CECs in any certification cycle and can earn up to 12 CECs. Industry conferences will be considered on a case-by-case basis.

Industry Association Membership

Membership in an approved industry association can be submitted for 10 CECs. No more than 2 memberships in different organizations may be submitted in a certification cycle.

Industry Association Leadership

All approved industry associations identified in the above list can count for CECs in the leadership category. A leadership or board position within any of these organizations can be submitted for 30 CECs, and no more than 2 organizational leadership positions will count in any one cycle.

Authoring Training Content

CECs for authoring related training content are assigned on a per-hour of training basis. Work on only 2 courses can count in any one cycle.

Teaching a Related Training Course

CECs for teaching related courses are assigned on a per-hours in the classroom basis. Teaching hours for only 3 courses can count in any one cycle.

Attending a Related Training Course

CECs for attending related training are assigned on a per-hours in class basis. Attendance for only 2 courses can count in any one cycle.

Earning a Degree

CECs for earning a related degree will be determined on a case-by-case basis.

Presenting at a Speaking Engagement/Conference

Presenting or speaking at an industry conference, as part of a related class or training course, or at an industry association event is worth 10 CECs. You may submit CECs for up to 4 events in any certification cycle. Conferences and industry associations will be considered on a case-by-case basis.

Publishing Material Related to the Exam

All publication platforms, journals, publishers, magazines, etc. will be considered on a case-by-case basis and can earn between 3 and 15 CECs.

Delivering Webinars

CECs for delivering webinars on related topics are assigned on a per-hour of session time basis. You can submit for CECs for up to 4 webinars in any certification cycle.

Specific webinars will be considered on a case-by-case basis.

Unique Work Experience

You can submit 30 CECs toward recertification for work experience if you spend at least one year of consecutive time working in a related field. Only one position can be submitted for credit in any one certification cycle. All work experience will be considered on a case-by-case basis and must be evidenced by supporting documentation. CertNexus may also reserve the right to request a professional contact with which we can confirm the work experience.

Proof of Completion

All activity submissions must be accompanied by supporting documentation to demonstrate completion. The following is a non-exhaustive list of documentation that can be submitted as proof of completion. These are meant as examples only; other documentation may be submitted for consideration.

- Certificate for passing certification exam
- Certificate of completion for a training course
- Industry conference registration documentation
- Letters from employers
- Organizational membership cards and agendas for meetings
- Web link to organizational association's website identifying board members/leaders
- A copy of a published paper, journal entry, book, or article
- Link to a blog posting
- Training center or academic institution training calendar or schedule with you identified as the instructor
- Letter on organizational letterhead from an organization for which you participated in certification exam development
- A copy of published training materials
- A copy of your degree from a university or college
- A link to a recording of a webinar/published webinar schedule with you identified as the presenter
- Copy of a conference or event agenda/itinerary with you identified as a speaker/presenter

Other Activities

All other reasonably related activities can be submitted for consideration. These will be evaluated solely on a case-by-case basis and our approved subject matter experts will determine the number of CECs to be issued for each case.

Candidates can submit activities for CEC consideration by emailing CertNexus at recert@certnexus.com. When submitting activities for consideration, please include the following information:

- Your full legal name
- Your certification ID number (as identified on your certificate)
- The name of the exam for which you'd like the activity to be considered as a CEC
- The activity type based on the categories outlined in Activity Type table in this document
- The name of the particular event, organization, publication, institution, etc. associated with the activity and any other information that might help us evaluate the submission

If your suggested activity is approved, it will be added to the appropriate CEC list with the permitted number of CECs. Only then will you be able to submit the approved activity via your continuing education account on the CHOICE platform.