



PROFESSIONAL · CAIHRP

Certified AI Human Resources Professional

This handbook gives candidates everything needed to prepare for, book, sit and maintain the certification.

100

Scored questions

120_{min}

Time allowed

70%

Pass mark

START HERE

About this certification

Read it with the Examination Content Outline and the Code of Ethics.

CERTIFICATION	GAICC Certified AI Human Resources Professional (CAIHRP)
HANDBOOK CODE	GAICC-CH-CAIHRP-001
VERSION	v1.0 · issued 11 June 2026
LEVEL	Professional
FRAMEWORKS	HR/people-profession bodies of knowledge; employment-AI regulation & AI governance (recognition-level)

01 About this certification

Confirms competence to apply AI responsibly across the people function — from foundations and governance/employment-AI law through people analytics, talent acquisition, development, rewards and HR operations, to workforce transformation and change.

Who it is for: HR professionals, people-analytics specialists, HRBPs and people-function leaders.

02 Eligibility and prerequisites

Completion of the 32-CPD CAIHRP four-day course delivered by an Authorised Training Provider is required before sitting the exam. Recommended: professional experience in HR, people analytics or a related people-profession role.

Certification is open to all eligible candidates without discrimination.

Reasonable adjustments are available (Section 11).

SECTION 03 · 04

The exam

How the exam is structured and what it tests.

03 The exam at a glance

TOTAL QUESTIONS

100 scored items

TIME ALLOWED

120 minutes

PASS MARK

70%

anchored via a modified-Angoff study

FORMAT

Single-answer multiple choice (single best answer)

DELIVERY

Online proctored
closed book

LANGUAGES

English
other languages on request

04 What the exam tests

The exam is built to the Examination Content Outline (ECO). Domains and approximate weightings:

I AI and Generative-AI Foundations for HR	10%	II AI Governance, Ethics, Risk and Employment-AI Law	15%
III People Data, HR Information Quality and People Analytics	12%	IV AI-Augmented Talent Acquisition	14%
V AI-Augmented Learning, Performance and Talent Development	12%	VI AI in Total Rewards, HR Operations and Employee Experience	10%
VII Workforce Transformation, Job Redesign and Reskilling	12%	VIII Change Leadership, Adoption and Measuring AI ROI in HR	15%

Weightings are approximate and may vary slightly by form. The current ECO is the authoritative blueprint.

SECTION 05 → 08

Booking, conduct and results

05 Booking, identity and exam-day conduct

Book through the GAICC learning hub; you will receive joining instructions and a system check.

Have government-issued photo ID ready for identity verification before the exam starts.

Ensure a quiet, private space and a stable internet connection for online proctoring.

No notes, devices or assistance are permitted (closed book) unless an approved adjustment applies.

06 Proctoring and exam security

Exams are proctored to protect integrity and the value of the credential; candidates consent to proctoring at booking. Examination content is confidential and may not be copied, recorded or shared; doing so is misconduct and may lead to result invalidation and withdrawal of certification. GAICC's use of any AI in proctoring is governed by its AI Use Register and AI disclosure.

07 Results and feedback

Results are reported on completion: overall score, pass/fail status, and per-domain performance feedback.

Provisional results may be confirmed after a standard post-exam integrity review. Successful candidates receive a certificate and a digital badge.

08 Retake policy

A candidate who does not pass may re-take the examination up to twice within any 12-month period, with a minimum 30-day interval between attempts. A discounted re-examination fee applies to each re-take. After that, candidates retake under a new registration.

SECTION 09 → 11

Fees, validity and access

09 Fees

Fees are in US dollars and payable before the exam. GAICC operates an annual-membership model: membership reduces exam and renewal fees.

ITEM	FEE
GAICC Annual Membership	\$99 / 12 months
First exam attempt — members / non-members	\$449 / \$595
Timed practice exam — members / non-members	\$49 / \$69
Exam re-take — members / non-members	\$99 / \$199
2-year recertification renewal — members / non-members	\$99 / \$199
Late renewal within 6 months of lapse — members / non-members	\$149 / \$249

Bundled course-plus-exam pricing, where offered, is shown at enrolment. Refunds and transfers follow GAICC's published policy; fees are generally non-refundable once exam access is issued.

10 Certification, validity and recertification

The certification is valid for two years. It is maintained by completing the CPD required under the CAIHRP Recertification Policy and reaffirming the GAICC Code of Ethics. A late-renewal option applies within six months of lapse.

Where CPD evidence is insufficient, or the certification has lapsed beyond any grace period, or the standard or scheme changes materially, re-examination is required. Full rules are in the published recertification policy for this certification.

11 Reasonable adjustments and accessibility

Candidates who need a reasonable adjustment (for example extra time or assistive technology) should request it at booking with supporting information. GAICC accommodates legitimate needs while preserving exam security and assessment integrity.

SECTION 12 → 15

Marks, ethics and your rights

12 Use of the certificate and the GAICC marks

Certified persons may state that they hold the certification while it is valid and use the GAICC certification mark in accordance with the Use of Certificates and Marks procedure. The certification applies to the named individual, is not transferable, and must not be used misleadingly or to imply accreditation that has not been granted. Lapsed or withdrawn certificants must cease use of the certification and marks.

13 Code of ethics

Candidates and certified persons agree to the GAICC Code of Ethics — acting with integrity, competence and objectivity, protecting confidential information, and using the credential honestly. Breaches may lead to withdrawal of certification.

14 Appeals, complaints and misconduct

A candidate may appeal a certification decision, and anyone may raise a complaint, through GAICC's Appeals and Complaints process; appeals are handled impartially by people not involved in the original decision. Suspected exam misconduct is investigated and may result in result invalidation and withdrawal of certification.

15 Privacy and contact

GAICC processes candidate personal information solely to deliver certification and to demonstrate the integrity and impartiality of the scheme, in line with its privacy obligations.

QUESTIONS?

Questions about this handbook, bookings, adjustments, appeals or recertification:

support@gaicc.org

Global AI Certification Council Limited · United States, Australia, New Zealand · gaicc.org