



ISO/IEC 42001 · FOUNDATION

ISO/IEC 42001 Foundation

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

40

Scored questions

60 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 ISO/IEC 42001 Foundation
HANDBOOK CODE	GAICC-CH-42001-F-001
VERSION	v1.0 · issued 11 June 2026
LEVEL	Foundation (awareness)
STANDARD	ISO/IEC 42001:2023

01 About this certification

This certification confirms awareness-level competence in AI governance and the ISO/IEC 42001 AI Management System (AIMS): its purpose, structure and core concepts.

Who it is for: Newcomers to AI governance; a prerequisite-level entry point to the Internal Auditor, Lead Implementer and Lead Auditor pathways.

02 Eligibility and prerequisites

No formal prerequisites. Suitable for anyone beginning in AI governance.

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

<p>TOTAL QUESTIONS</p> <p>40 scored</p>	<p>TIME ALLOWED</p> <p>60 minutes</p>	<p>PASS MARK</p> <p>70%</p> <p>provisional; confirmed per exam by a modified-Angoff standard-setting study</p>
<p>FORMAT</p> <p>40 single-answer multiple choice (4 options A–D)</p>	<p>DELIVERY</p> <p>Online AI-proctored or approved test-centre closed book</p>	<p>LANGUAGES</p> <p>English</p> <p>other languages on request</p>

Attempts — One attempt per registration; resits per the retake policy below

04 What the exam tests

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



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 system-check details.

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). Breaks are not permitted unless an approved adjustment applies.

06 Proctoring and exam security

Online exams are proctored to protect exam integrity and the value of the credential. Proctoring may use automated and/or live monitoring; candidates consent to proctoring as part of 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 scaled score, pass/fail status, and per-domain performance feedback. Provisional results may be confirmed after a standard post-exam integrity review. Certificates and a digital badge are issued to successful candidates.

08 Retake policy

A candidate who does not pass may resit. One attempt is included per registration; a discounted re-examination fee applies to each resit. A minimum 30-day interval applies between attempts, and up to two resits are permitted within a 12-month period. 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 optional annual-membership model: members benefit from discounted exam fees.

ITEM	FEE
GAICC Annual Membership	\$99 / 12 months
Examination fee — members / non-members	\$149 / \$249
Renewal & re-examination fees	Published annually at www.gaicc.org

Refunds and transfers: requests are handled under GAICC's published refund and transfer policy; fees are generally non-refundable once exam access is issued.

10 Certification, validity and recertification

The certification is valid for three years from the date of certification. To maintain it, the certified person completes 40 hours of continuing professional development (CPD) over the three-year cycle, reaffirms the GAICC Code of Ethics, and remains in good standing. CPD is allocated as:

CPD CATEGORY	HOURS PER 3-YEAR CYCLE
Learning	15 — courses, webinars, conferences, structured study
Practice	15 — applied work in the certified domain
Contribution	5 — writing, presenting, mentoring, committee/standards work
Elective	5 — other relevant professional development

Where CPD evidence is insufficient, or a certification has lapsed beyond the grace period, or the standard or scheme has changed materially, re-examination is required. A three-month grace period applies after expiry. This mirrors the GAICC Recertification Procedure (GAICC-QMS-PRO-REC-001), which applies consistently across all GAICC certifications.

11 Reasonable adjustments and accessibility

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

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 in a misleading way 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 to its accreditation body, in line with its privacy obligations.

QUESTIONS?

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

support@gaicc.org

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