



Global AI
Certification Council



GAICC CERTIFIED AI HUMAN RESOURCES PROFESSIONAL

Candidate Handbook –
1st Edition | June 2026

Global AI Certification Council (GAICC)

Candidate Handbook

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The Certification at a Glance

100 items

120 minutes · Examination

70%

Pass mark · modified Angoff

2 years

Validity · CPD recertification

Certification	GAICC Certified AI Human Resources Professional (CAIHRP)
Level	Professional
Frameworks	HR / people-profession bodies of knowledge; employment-AI regulation & AI governance (recognition-level)
Delivery	Online proctored closed book English (other languages on request)
Validity	2 years CPD per the CAIHRP Recertification Policy
Contact	support@gaicc.org www.gaicc.org

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This handbook gives candidates everything needed to prepare for, book, sit and maintain the certification. Read it with the Examination Content Outline and the Code of Ethics.

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1 About this Certification

The GAICC Certified AI Human Resources Professional (CAIHRP) 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.

2 Eligibility & Prerequisites

Completion of at least 32 contact hours of structured CAIHRP training delivered by GAICC-authorised providers or equivalent recognised institutions is required before sitting the exam. Students can also fulfil this requirement by completing GAICC self-paced courses.

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).

3 The Exam at a Glance

Item	Detail
Total questions	100 scored items
Format	Single-answer multiple choice (single best answer)
Time allowed	120 minutes
Pass mark	70% (anchored via a modified-Angoff study)
Delivery	Online proctored
Open book	No — closed book
Languages	English (other languages on request)

4 What the Exam Tests

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

#	Domain	Weight
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%
Total		100%

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

5 Booking, Identity & 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.

6 Proctoring & 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.

7 Results & 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.

8 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.

9 Fees

Fees are shown in US dollars and are payable before the examination. GAICC operates an optional annual-membership model; the member rate below applies to candidates who already hold a current GAICC membership. Membership is purchased separately and is not included in the examination fee.

Item	Fee
GAICC Annual Membership	\$99 / 12 months
Examination fee — non-member / member	\$299 / \$199
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 & 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 & 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.

12 Use of the Certificate & 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 & 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 & 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 about this handbook, bookings, adjustments, appeals or recertification:
support@gaicc.org



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Competence to apply AI responsibly across the people function — analytics, talent acquisition, development, rewards, HR operations and workforce transformation.

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