GAICC

ISO/IEC 42001 Foundation

Candidate Handbook

Everything a candidate needs in order to sit and maintain the ISO/IEC 42001 Foundation credential: eligibility, the examination, fees, results, recertification, and the rights every candidate holds. Read it before you register.

Field	Value
Document ID	GAICC-CH-FND42001-001
Version	1.2
Issued	30 October 2026
Credential	ISO/IEC 42001 Foundation
Credential tier	Tier 1
Subject standard	ISO/IEC 42001:2023
Exam Content Outline	GAICC-ECO-FND42001-001
Scheme document	GAICC-SCH-FND42001-001

1. About this certification

Confirms a working understanding of ISO/IEC 42001: what an AI management system is, what the standard requires, how its clauses and Annex A controls fit together, and how responsible AI obligations are expressed as management system requirements.

Who it is for. Anyone needing a working understanding of ISO/IEC 42001: managers, product owners, compliance and risk staff, procurement, and those preparing to join an implementation team.

What it is not. This credential certifies you, not your employer. It does not mean any organisation is certified to ISO/IEC 42001, and it is not a legal or regulatory approval of any kind.

2. Eligibility and prerequisites

There is no prerequisite credential and no experience requirement. Training is required: complete at least 16 contact hours of structured ISO/IEC 42001 Foundation training before you sit the examination.

Candidates must be at least 18 years old. Eligibility criteria are applied consistently to every candidate, and a criterion stated as recommended is never used to refuse an application.

2.1 Training routes

Complete the 16 contact hours by any one of three equivalent routes before you sit the examination. No route gives an advantage in the examination. Training completed for another GAICC certification, including another ISO/IEC 42001 credential, does not count toward these hours. Your evidence is a certificate of completion stating the provider, program title, contact hours and completion date.

1. GAICC self paced course
2. A GAICC Authorized Training Partner or Certified Instructor
3. Equivalent contact hours from a GAICC recognized institution

3. The exam at a glance

Item	Detail
Total questions	40 scored
Format	40 single answer multiple choice (four options A to D)
Time allowed	60 minutes
Pass mark	70% provisional, confirmed per form by a modified Angoff standard setting study
Delivery	Online only, AI proctored on the GAICC hub (no test centre option)
Open book	No, closed book
Languages	English, other languages on request
Attempts	One attempt per registration, plus one free resit within 12 months of

Item	Detail
	registration

4. What the exam tests

The examination is built to the Exam Content Outline. Domains and approximate weightings:

#	Domain	Weight
I	Fundamentals of AI Governance and the ISO/IEC 42001 Framework	40%
II	Core Components of the Artificial Intelligence Management System	40%
III	Responsible AI, Ethics and Stakeholder Awareness	20%
	Total	100%

Weightings are approximate and may vary slightly by form. The current Exam Content Outline is the authoritative statement of scope.

Preparing from accurate material matters. Every examination item is verified against the GAICC Standard Fact Register, which is checked against the licensed text of ISO/IEC 42001:2023. If a training provider teaches you something the standard does not say, the examination will follow the standard. GAICC materials issued from August 2026 carry this verification.

5. Fees

Fees are shown in US dollars and are payable before the examination. GAICC operates an optional annual membership that reduces the examination fee.

Fee	Non-member	Member
ISO/IEC 42001 Foundation examination	US$199	US$99
GAICC annual membership (optional, 12 months)	US$99	n/a
Certification renewal, per 3 year cycle	US$79	US$29
Lodging an appeal or a complaint	No fee	No fee

Each registration includes one free resit, taken within 12 months of registration; further attempts need a new registration at the examination fee. Current fees are published at certifications.gaicc.org, which is the single source of truth if any figure here differs.

Training is priced separately. The required contact hours may come from any of the three routes, so no particular provider, GAICC included, is a condition of certification. Training prices are not listed in this handbook, because GAICC certifies persons independently of who trained them.

6. Applying and scheduling

Applications are made through the GAICC certification portal. You will be asked to confirm eligibility, accept the examination rules and the Code of Ethics, and pay the examination fee. Once your application is processed you may schedule your examination.

Examinations are delivered online only, with AI proctoring on the GAICC hub. There is no test centre option. You will need a stable connection, a working camera and a quiet, private space for the full 60 minutes.

7. Results

Provisional result on screen at completion; the Certification Decision Authority confirms the certification decision within 72 hours.

If you do not pass, you receive domain level feedback showing where your performance fell short, so that further study can be targeted. Individual questions and answers are never disclosed.

7.1 Retake policy

A candidate who does not pass may resit. Each registration includes one attempt and one free resit, which must be taken within 12 months of registration. After that, each further attempt needs a new registration at the published examination fee.

8. Certification, validity and recertification

The certification is valid for 3 years from the date of certification and sits in renewal Tier 1. To maintain it, you complete 20 hours of continuing professional development over the 3 year

cycle, distributed across the three competencies of the GAICC AI Competence Triangle as shown below, reaffirm the GAICC Code of Ethics, pay the renewal fee and recertify in accordance with GAICC-QMS-PRO-REC-001.

CPD competency	Hours per cycle	What counts
Technology	9	AI systems, data, models, tooling and technical controls
Humanity	4	ethics, human oversight, fairness, transparency and impact on people
Strategy	7	governance, policy, risk, assurance and organizational alignment

A 3 month grace period applies after expiry. Where CPD evidence is insufficient, or a certification has lapsed beyond the grace period, competence is re-established by re-examination.

9. Using your certification

While your certification is valid you may state that you hold it, and use the GAICC certification mark in accordance with the Use of Certificates and Marks rules.

You must not:

- imply that an organisation is certified because you are
- suggest that GAICC endorses your employer, your services or your products
- present the credential as a legal or regulatory approval
- use the mark after your certification has expired, been suspended or been withdrawn

10. Conduct and misconduct

You agree to the examination rules before you begin. Suspected misconduct is investigated and may result in your result being invalidated and your certification withdrawn. Sharing, reproducing or soliciting examination content is misconduct, whether or not you sat the form concerned.

11. Reasonable adjustments

Reasonable adjustments are available. Request them when you apply, before scheduling, so that arrangements can be made in time. Requests are handled confidentially and do not affect your result or how it is reported.

12. Appeals and complaints

You may appeal a certification decision, and anyone may raise a complaint about GAICC or the scheme. There is no fee to lodge an appeal or complaint.

Appeals and complaints are handled impartially by people who were not involved in the original decision, and outcomes are given to you in writing. Where an appeal reveals a defect

in a question, a form or the scheme, the defect is corrected and every candidate affected is identified and put right.

13. Privacy and records

GAICC processes candidate personal information solely to deliver certification and to demonstrate that the scheme is operated properly. Your responses and result are confidential, and your certification status is published on the GAICC register only while it is valid.

14. Where to find things

What you need	Where it is
Fees, scheme documents and candidate rules	certifications.gaicc.org, the single source of truth
Examination scope	The Exam Content Outline, GAICC-ECO-FND42001-001
Scheme rules in full	The Certification Scheme Document, GAICC-SCH-FND42001-001
Course content	The Course Curriculum, GAICC-CUR-FND42001-001
Examination delivery	hub.gaicc.org
Training and partners	gaicc.org

15. Revision history

Version	Date	Change
1.0	25 August 2026	Reissued with verified fee schedule, the fact verification statement in section 4, and cross references to the reissued scheme, outline and curriculum.
1.1	21 October 2026	Training is now required: at least 16 contact hours before the examination (previously recommended), with no credit for training taken for another GAICC certification. Experience: no experience required. Renewal moves to Tier 1: 20 CPD hours per 3 year cycle across the GAICC AI Competence Triangle (Technology 9, Humanity 4, Strategy 7), replacing the four CPD categories, with a 3 month grace period and a renewal fee of US$29 for members and US$79 for non-members. Program names use American English. Matches the requirements published on certifications.gaicc.org and gaicc.org.
1.2	30 October 2026	Retake policy: one free resit within 12 months of registration, replacing the discounted resit fee and the two-resit limit. Examinations are online only, AI proctored; the test centre option is withdrawn. Renewal tiers and fees unchanged (Tier 1, 20 CPD hours, US$29 member, US$79 non-member).

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