



GAICC AI in Cost & Controls Professional (AICCP)

Candidate Handbook

Field	Detail
Certification	GAICC AI in Cost & Controls Professional (AICCP)
Handbook code	GAICC-CH-AICCP-001
Version	v1.0
Issued	11 June 2026
Frameworks	Cost & project-controls bodies of knowledge; AI governance & risk (recognition-level: ISO/IEC 42001, NIST AI RMF, EU AI Act)
Level	Professional

GAICC · Global AI Certification Council Limited · NZ Company 9371200 · Auckland, New Zealand

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.

1 About this certification

Confirms competence to apply AI across the cost and project-controls lifecycle — estimating, pricing, planning, scheduling, earned-value and predictive controls, risk and claims analytics — with governance, ethics and assurance throughout.

Who it is for: Experienced cost engineers, estimators, planners/schedulers and project-controls professionals.

2 Eligibility and prerequisites

Completion of at least 30 contact hours of structured AICCP 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 cost engineering, project controls, estimating, scheduling or a related discipline.

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 Foundations for Cost and Control Professionals	10%
II	Data Foundations and Cost Information Quality	12%
III	AI-Augmented Cost Estimating and Pricing	15%
IV	AI-Augmented Planning, Scheduling and Forecasting	15%
V	AI in Earned Value, Performance Measurement and Predictive Controls	15%
VI	AI for Risk, Contingency and Claims Analytics	12%
VII	AI Governance, Ethics, Trust and Assurance	12%

#	Domain	Weight
VIII	AI Adoption Strategy, ROI and Change Management	9%
	Total	100%

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

5 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.

6 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.

7 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.

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

Item	Fee
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 two years (24 months). AICCP holders are recertified every 24 months by completing 16 CPD hours, of which at least 6 must address AI governance, ethics or AI risk, and by reaffirming the GAICC Code of Ethics.

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.

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 about this handbook, bookings, adjustments, appeals or recertification: support@gaicc.org.