



Certified AI HR Professional

CAIHRP

Exam Content Outline

AI for HR Professionals.
HR Professionals in the AI Era.

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CAIHRP at a Glance

The Certified AI HR Professional (CAIHRP) is a vendor-neutral, role-anchored credential that prepares HR practitioners to lead the responsible, defensible adoption of artificial intelligence across the employee lifecycle and to govern AI's impact on the workforce.

100 MCQs · 2 hours
Examination

4 days · 32 CPDs
Course

16 CPDs / 2 years
Recertification

About the CAIHRP

Artificial intelligence is reshaping every part of the people function — from how candidates are sourced and screened, to how learning is delivered, performance evaluated, compensation modelled and employee questions answered. At the same time, HR is increasingly accountable for governing AI's impact on the workforce: managing bias and adverse-impact risk, meeting fast-moving employment-AI regulation, redesigning jobs as tasks are automated and augmented, and stewarding the human experience of change.

The CAIHRP equips HR professionals to do both: to use AI confidently in their daily work, and to lead their organisations in deploying AI on people responsibly. It is vendor-neutral, framework-aligned, and grounded in the realities of HRBPs, recruiters, learning leaders, people analysts and CHROs.

The credential complements existing HR designations — SHRM-CP/SCP, SPHR/PHR, CIPD, CHRL and equivalents — by adding the AI-fluency layer their bodies of knowledge do not yet cover in depth.

Who Should Pursue the CAIHRP

- HR Business Partners, HR Managers, HR Directors and CHROs
- Talent Acquisition leaders, recruiters and sourcers
- Learning, Development, Talent and Organisational Development professionals
- People Analytics, HRIS and Workforce Planning specialists
- Total Rewards, Compensation, Benefits and HR Operations leaders
- DEI, Employee Relations and Employee Experience professionals stewarding AI's impact on the workforce

Eligibility

The CAIHRP is open to HR professionals globally. There is one required component and one recommended component.

Required: CAIHRP Training

Completion of at least 32 contact hours of structured CAIHRP training delivered by GAICC-authorized providers or equivalent recognised institutions. Students can also fulfil this requirement by completing GAICC self-paced courses. Completing the required training hours ensures every certified holder shares a common baseline in AI concepts, governance, and HR application patterns.

Recommended Professional Experience

Prior HR experience is recommended but not required. The guidance below helps candidates self-assess readiness; no documentation of experience is requested at registration.

Academic Qualification	Recommended HR Experience	Status
Master's degree (HR, Business, Psychology or related)	2 years	Recommended, not required
Bachelor's degree (any discipline)	3 years	Recommended, not required
Associate degree or HR diploma	5 years	Recommended, not required
Secondary education	8 years	Recommended, not required

What You Will Be Able To Do

- Identify high-value AI and generative-AI use cases across the employee lifecycle, and distinguish hype from defensible application.
- Specify business, ethical and compliance requirements for HR AI tools, including human-in-the-loop, transparency, and candidate notice obligations.
- Select HR-tech and AI vendors using a risk-based evaluation framework covering data, bias, security, and explainability.
- Use prompting, AI assistants and copilots effectively and safely in daily HR work — from job descriptions to policy drafting to people-data analysis.
- Refine AI-generated content (JDs, communications, learning material, performance summaries) with professional HR judgement.
- Apply bias-detection, fairness-testing and adverse-impact analysis to AI used in hiring, promotion, and compensation decisions.
- Establish governance, documentation and audit-readiness for HR AI in line with ISO/IEC 42001, the NIST AI RMF and the EU AI Act.
- Build workforce-transformation plans — including job redesign, skills taxonomies and reskilling pathways — for an AI-augmented organisation.

- Communicate AI decisions transparently and empathetically to candidates, employees, leaders, works councils and regulators.

Examination Blueprint

Domain Weights

The CAIHRP examination is structured around eight domains. Together they cover both "AI for HR" — using AI across the employee lifecycle — and "HR in the AI Era" — governing AI's impact on the workforce. Weights reflect the depth of competence expected from a practising AI-fluent HR professional.

Domain	Topic	Weight
1	AI and Generative-AI Foundations for HR	10%
2	AI Governance, Ethics, Risk and Employment-AI Law	15%
3	People Data, HR Information Quality and People Analytics	12%
4	AI-Augmented Talent Acquisition	14%
5	AI-Augmented Learning, Performance and Talent Development	12%
6	AI in Total Rewards, HR Operations and Employee Experience	10%
7	Workforce Transformation, Job Redesign and Reskilling	12%
8	Change Leadership, Adoption and Measuring AI ROI in HR	15%
	Total	100%

Cognitive Level Distribution

Items are written and balanced across Bloom's levels to test not only recall but practical judgement in HR scenarios.

Cognitive Level	Approximate Share of Items
Remember	10%
Understand	25%
Apply	35%

Analyse	20%
Evaluate	10%

Examination Specifications

Specification	Detail
Number of items	100 multiple-choice questions, single best answer
Duration	2 hours (120 minutes)
Pass mark	70%, anchored via modified-Angoff standard setting
Reference materials	Closed book
Language	English
Delivery	Online proctored
Re-take policy	Up to two re-takes per 12-month period; minimum 30 days between attempts
Accommodations	Reasonable accommodations available on request, in line with applicable disability and equality law

Domain Summaries

Each domain below identifies its weight in the examination, a description of the competence assessed, and the key topics from which items will be drawn.

Domain 1. AI and Generative-AI Foundations for HR

Weight: 10%

Establishes the shared vocabulary an HR professional needs to engage credibly with technology partners, vendors and the C-suite. Covers what AI, machine learning, deep learning and generative AI actually are; how large language models work in plain terms; what they can and cannot do reliably; and the categories of AI tooling currently shaping HR work.

Key topics

- Core concepts: AI, ML, deep learning, generative AI, foundation models, agents
- How LLMs work in plain terms: tokens, context windows, training vs. inference
- Capabilities, limits and failure modes (hallucination, recency, brittleness)

- The HR-AI tooling landscape: copilots, ATS AI, LXP/LMS AI, conversational HR, people-analytics AI
- Prompt fundamentals and structured prompting patterns for HR tasks
- Build vs. buy vs. configure: when to use a general copilot vs. a specialised HR AI tool

Domain 2. AI Governance, Ethics, Risk and Employment-AI Law

Weight: 15%

The defensibility layer of the credential. HR is the function most often accountable when AI affects people decisions, and regulators are moving quickly. This domain develops fluency in the governance frameworks, legal regimes and ethical principles HR must apply when AI touches hiring, promotion, pay, performance, or termination.

Key topics

- AI risk and governance frameworks: ISO/IEC 42001:2023, ISO/IEC 23894:2023, NIST AI RMF 1.0, OECD AI Principles
- EU AI Act: employment as high-risk (Annex III); obligations on deployers and providers
- U.S. employment-AI regulation: EEOC guidance, NYC Local Law 144 bias audits, Illinois AI Video Interview Act, Colorado AI Act, California ADS rulemaking
- Global data-protection touchpoints: GDPR Articles 22 and 35, UK GDPR, PIPEDA, Australia Privacy Act reforms
- Bias, fairness and adverse-impact concepts; the four-fifths rule; intersectional risk
- AI ethics in HR: dignity, contestability, human-in-the-loop, transparency to candidates and employees
- Documentation expectations: AI impact assessments, model cards, vendor due diligence, audit trails

Domain 3. People Data, HR Information Quality and People Analytics

Weight: 12%

AI in HR is only as trustworthy as the people data behind it. This domain covers the data foundations HR needs: where people data lives, how it should be governed, how to assess its quality, and how AI now amplifies — for better and worse — the analytics HR teams can produce.

Key topics

- HR data landscape: HRIS, ATS, LMS/LXP, payroll, engagement, performance
- People-data quality dimensions: accuracy, completeness, timeliness, lineage, consent

- Sensitive attributes, proxies and the special-category data trap
- From descriptive to predictive to prescriptive people analytics
- AI-assisted analytics: natural-language querying of HR data, narrative generation, dashboard copilots
- Privacy-by-design for AI on people data: minimisation, aggregation, anonymisation, retention

Domain 4. AI-Augmented Talent Acquisition

Weight: 14%

Talent acquisition is the most AI-saturated part of HR and the most regulated. This domain develops the judgement to deploy AI across the hiring funnel responsibly — generating job content, sourcing candidates, screening at scale, conducting structured interviews, and protecting the candidate experience.

Key topics

- AI-assisted job description writing, inclusive-language checking and posting optimisation
- Sourcing AI: candidate discovery, matching, outreach personalisation
- Resume parsing, ranking and screening — fairness controls and human oversight
- AI-assisted and asynchronous video interviewing; structured interview generation
- Assessment AI: psychometric, gamified and skills-based; validation expectations
- Candidate experience, transparency and notice obligations under emerging law
- Bias auditing of TA AI: NYC LL 144-style audits, vendor evidence packs

Domain 5. AI-Augmented Learning, Performance and Talent Development

Weight: 12%

AI is rewiring how organisations build skills, evaluate performance and develop talent. This domain covers how to use AI to personalise learning at scale, to support — not replace — performance conversations, and to surface skills and succession insights from people data.

Key topics

- Adaptive and AI-personalised learning; AI tutors and coaches
- AI-generated learning content: scripting, video, micro-learning, translation
- Skills inference and skills-based organisation design with AI
- AI in performance management: drafting feedback, summarising signals, calibration support
- Coaching bots and conversational development; appropriate use and limits
- Succession planning and internal mobility AI

Domain 6. AI in Total Rewards, HR Operations and Employee Experience

Weight: 10%

Covers AI applied to the operational backbone of HR — compensation, benefits, HR service delivery and the day-to-day employee experience. The HR professional learns where AI creates real efficiency and where it introduces sensitive equity, privacy and trust risks.

Key topics

- AI in compensation: market intelligence, pay-equity analysis, structure modelling
- Benefits personalisation, decision support and nudges
- HR service delivery: AI chatbots, knowledge-base copilots, tier-zero support
- AI-assisted policy drafting, translation and accessibility
- Employee listening: AI-driven sentiment, theme detection, ethical guardrails
- Workflow automation and agentic HR processes (onboarding, offboarding, case management)

Domain 7. Workforce Transformation, Job Redesign and Reskilling

Weight: 12%

AI changes work itself. This domain prepares HR to lead — not react to — that transformation: assessing which tasks AI will automate or augment, redesigning jobs, building skills taxonomies, and running reskilling and redeployment programmes that protect both performance and people.

Key topics

- Task-level analysis: automation, augmentation and elimination of work
- Job redesign and the shift from jobs to skills and tasks
- Skills taxonomies, skills inference and a dynamic skills architecture
- Workforce planning in an AI-augmented organisation
- Reskilling, upskilling and internal mobility programme design
- Responsible workforce reductions: ethics, communication, redeployment-first practice

Domain 8. Change Leadership, Adoption and Measuring AI ROI in HR

Weight: 15%

Most HR AI initiatives fail on adoption, not technology. This capstone domain develops the change, communication, measurement and operating-model capability HR needs to make AI investments pay back — and to position the HR function itself as AI-fluent.

Key topics

- AI change strategy: stakeholder mapping, narrative, trust building
- Communicating AI to employees, candidates, leaders and works councils / unions
- Training and AI-literacy programmes for the workforce and for HR itself
- Measuring AI value in HR: efficiency, quality, experience, risk-adjusted ROI
- Operating-model implications: the AI-fluent HRBP, the new people-analytics function, centres of expertise
- Building a responsible HR AI roadmap: portfolio, pilots, scaling, sunseting

How to Earn the CAIHRP

Step	What you do
1	Confirm eligibility and review this Exam Content Outline.
2	Enrol in the 4-day CAIHRP Course with a GAICC-authorized provider or an equivalent recognised institution; you may also complete GAICC's self-paced course.
3	Register for and pass the CAIHRP examination (100 MCQs, 70% pass mark).
4	Agree to the GAICC Code of Professional Ethics.
5	Use the CAIHRP designation and maintain it through ongoing CPDs.

Recertification

CAIHRP holders recertify every 24 months by completing 16 Continuing Professional Development (CPD) credits, of which at least 6 must address AI Governance, Ethics or Risk. This ensures certificants stay current with both fast-moving AI capability and fast-moving employment-AI regulation.

Acceptable CPD activities include GAICC-approved courses and webinars, structured self-study against the published reading list, contributing to AI-in-HR research or standards work, speaking or publishing on AI in HR, and serving in approved HR-AI governance roles. Full details, evidence requirements and the audit process are set out in the GAICC Recertification Policy.

Fees and Pricing

Examination, membership and renewal fees are published in the applicable GAICC Candidate Handbook and on the GAICC website (www.gaicc.org). To maintain a single source of truth, fee amounts are not reproduced in this Examination Content Outline.

Standards and Frameworks Informing the CAIHRP

The CAIHRP draws on the leading bodies of knowledge in both HR and AI governance. Candidates are expected to demonstrate recognition-level awareness of the following frameworks and how they apply to AI on people decisions.

HR and people-profession bodies of knowledge

- SHRM Body of Competency and Knowledge (SHRM BoCK)
- HRCI a Body of Knowledge (aPHR, PHR, SPHR, GPHR)
- CIPD Profession Map
- ATD Talent Development Capability Model
- IHRP Body of Competencies (Singapore) and equivalents

AI governance, risk and ethics (recognition-level)

- ISO/IEC 42001:2023 — AI Management Systems
- ISO/IEC 23894:2023 — AI Risk Management Guidance
- NIST AI Risk Management Framework 1.0 and the Generative AI Profile
- OECD AI Principles and the UNESCO Recommendation on the Ethics of AI

Employment-AI regulation (recognition-level)

- EU AI Act — employment-related uses as high-risk (Annex III)
- U.S. EEOC technical guidance on AI and employment decisions
- New York City Local Law 144 — automated employment decision tools
- Illinois AI Video Interview Act and Colorado AI Act
- Global data-protection regimes touching HR AI: EU/UK GDPR, PIPEDA, Australia Privacy Act

About the Global AI Certification Council

The Global AI Certification Council (GAICC) develops vendor-neutral, role-anchored professional credentials that help practitioners adopt artificial intelligence responsibly and defensibly within their professions. GAICC credentials are designed by working practitioners, validated against established bodies of knowledge, and maintained through transparent psychometric and continuing-education processes.

Get in touch

For programme inquiries, partnership opportunities, or to become an Authorised Training Provider, please contact the Global AI Certification Council.

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