



Certified AI Project Professional

CAIPP

Candidate Handbook

AI for Project Managers.
Managing AI Projects.

Issued by the Global AI Certification Council
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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 GAICC Code of Ethics.

Field	Detail
Certification	GAICC Certified AI Project Professional (CAIPP)
Handbook code	GAICC-CH-CAIPP-001
Version	v1.0
Issued	7 July 2026
Frameworks	Project-management bodies of knowledge; AI governance, risk & regulation (recognition-level)
Level	Professional

1 About this certification

Confirms competence to apply AI responsibly across project delivery — from foundations and AI governance, through AI-augmented planning, execution, monitoring and stakeholder leadership, to scoping and delivering AI and machine-learning projects and realising their value.

Who it is for: project managers, programme and PMO leaders, agile and delivery practitioners, and project-governance professionals.

2 Eligibility and prerequisites

Completion of at least 32 contact hours of structured CAIPP training delivered by GAICC-authorized 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 project management, delivery, or a related project 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 Project Professionals	10%
II	AI-Augmented Planning, Estimation and Scheduling	12%
III	AI for Execution, Monitoring, Control and Reporting	13%
IV	AI for Stakeholders, Communication, Teams and the AI-Fluent PM	15%
V	Scoping, Initiating and Business-Casing AI/ML Projects	12%
VI	Delivering AI/ML Projects: Lifecycle, Delivery Approaches and Data	13%
VII	AI Governance, Ethics, Risk and Regulatory Compliance in Delivery	15%
VIII	Value, Benefits Realisation, Change Enablement and the AI-Era PMO	10%
	Total	100%

Domains I-IV cover AI for project managers; Domains V-VIII cover managing AI projects — a balanced 50/50 split. 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
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. It is maintained by completing the CPD required under the CAIPP Recertification Policy (16 CPD credits over 24 months, at least 6 in AI Governance, Ethics or Risk) 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 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.

16 Where the CAIPP Fits in the GAICC AI Governance Ecosystem

GAICC credentials are not standalone exams. Each one is a working part of an integrated governance system — the GAICC AI Governance Framework, the AI Maturity Model, the Implementation Roadmap and the Credential Landscape — so that what a professional certifies in also maps to how an organisation governs, matures and implements AI. The CAIPP is the project-delivery specialty within that system: it turns governance intent into governed delivery on real projects.

Ecosystem asset	How the CAIPP connects
AI Governance Framework	Develops the Delivery & Operations layer (the first line — where AI is built and run) and the People, Functions & Capability spokes (governance embedded in the project and PMO function). Directly strengthens the Lifecycle, AI impact assessment, Data, Responsible-use and Third-party control domains, and the Direct → Assess → Operate → Improve governance loop.

Implementation Roadmap	CAIPP-certified professionals operationalise Phases 3-6 — Scope & baseline, Policy & controls, Embed, and Assure & certify — applying toolkit templates such as the AI System Inventory register, AI Impact Assessment, Statement of Applicability and RACI / accountability map on live projects.
AI Maturity Model	Advances the Capability & culture, Lifecycle control, and Risk, impact & trustworthiness governance dimensions, and supports the technology journey from AI-enabled to AI-first to AI-native — governed at every step.
Credential Landscape	Joins as an AI Governance Speciality — alongside CAILCP, AICCP and CAIHRP — complementing the AI Governance Core (CPAIG) and the ISO/IEC 42001 and ISO/IEC 27001 credential families.

Learn more

Resource	Link
AI Governance Framework	https://gaicc.org/ai-governance-framework/
AI Maturity Model	https://gaicc.org/ai-maturity-model/
Implementation Roadmap	https://gaicc.org/implementation-roadmap/
Governance Toolkit (templates)	https://gaicc.org/implementation-roadmap/#toolkit
Rosetta-Stone crosswalk (ISO 42001 ↔ NIST AI RMF ↔ EU AI Act)	https://gaicc.org/implementation-roadmap/#crosswalk
Credential Landscape	https://gaicc.org/credential-landscape/

The Credential Landscape is reviewed quarterly; the CAIPP is published as a new AI Governance Speciality within it. For the authoritative view of all GAICC credentials and how they align to ISO/IEC 42001, the NIST AI RMF and the EU AI Act, see the Credential Landscape and the Rosetta-Stone crosswalk above.