Certified AI Practitioner (CAIP) Exam Guide

Version: 1.0
Exam Code: AIP-CAIP-100
Date: 2025-12-08

Introduction

The **Certified AI Practitioner (CAIP)** exam is a vendor-neutral, entry-level **applied AI certification** for students and professionals who use AI systems in their daily study or work. It is designed for **AI "power users"**, not for machine learning engineers or data scientists building models from scratch.

CAIP focuses on **practical, no-code workflows** with large language models (LLMs), generative media tools, no-code automation platforms, and AI-assisted data analysis. It verifies that candidates can **use AI responsibly and effectively** to support research, communication, automation, and decision-making, while understanding core concepts such as the AI lifecycle, evaluation metrics, and ethical risks.

Specific tools and platforms used during preparation may vary (e.g., different LLMs, media generators, automation platforms, or RAG tools). The exam content emphasizes **transferable concepts and workflows rather than any single vendor or product**.

This exam validates a candidate's ability to:

- Design and refine **effective prompts and interaction patterns** when working with conversational AI systems.
- Apply AI tools to **study, research, and knowledge work**, including literature review, summarization, note-taking, and responsible citation workflows.
- Use generative AI to create and integrate **images, video, and audio** into professional communication, respecting copyright and platform rules.
- Configure **no-code automation workflows and personal knowledge bases** using AI tools and RAG-style assistants.

- Demonstrate **basic data and evaluation literacy**, including AI-assisted data analysis and conceptual understanding of model metrics.
- Make **ethically informed decisions** about how, when, and where to use AI in real-world academic and workplace contexts.

Target Candidate Description

The CAIP certification is intended for candidates who:

- Regularly use AI tools as part of their **study, research, or professional work**, and want to validate and formalize these skills.
- Work in roles where they **design and execute AI-augmented workflows**, but are **not responsible for coding or training models from scratch**.
- Need to collaborate with more technical colleagues (e.g., ML engineers, data scientists) and therefore require a **solid conceptual understanding** of AI systems.

Typical candidates include:

- **University students** and early-career professionals across all disciplines (Humanities, Social Sciences, STEM, Business, Arts).
- **Knowledge workers, analysts, consultants, and project managers** who use AI to research, summarize, and prepare presentations or reports.
- **Educators, trainers, and instructional designers** integrating AI into teaching, learning materials, assessment, and student support.
- **Content creators, marketing and communications specialists** using AI-generated text, visuals, and media in a responsible way.
- **Operations, support and coordination roles** using AI and no-code tools to automate routine tasks and workflows.

The exam is **not** aimed at:

- Machine Learning Engineers,
- Data Scientists specializing in model development, or
- Advanced technical roles requiring deep knowledge of algorithms, architectures, or mathematics.

Recommended Knowledge and Experience

There are **no formal prerequisites** for the CAIP exam.

However, candidates are more likely to succeed if they meet the following **recommended profile**:

- **Practical experience with AI tools**
  - At least **3–6 months** of regular, hands-on experience using conversational AI tools for real tasks (study, work, research, content creation).
  - Exposure to at least one:
    - conversational AI assistant (LLM),
    - generative image or video tool,
    - no-code automation platform, and
    - personal knowledge base or RAG-style tool.
- **General digital literacy**
  - Confident use of a computer, modern web browser, and common productivity tools.
  - Ability to manage files, browser tabs, logins, and basic troubleshooting.
- **Language skills**
  - The exam is delivered in **English**.
  - A minimum of **B2-level English** (reading comprehension) is strongly recommended.
- **Basic data comfort**
  - Ability to read simple tables and charts.
  - Intuitive understanding of basic numerical concepts (percentages, simple comparisons), **without needing formal statistics or advanced math**.

No programming knowledge is required. The exam is aligned with **no-code and low-code usage** of AI systems.

Exam Details

Certified AI Practitioner (CAIP) Exam Guide

Attribute	Details
Certification Title	Certified AI Practitioner (CAIP)
Exam Code	**AIP-CAIP-100**
Guide Version	**1.0**
Format	Multiple-choice (single answer) and multiple-response (select all that apply). No drag-and-drop or multi-question case studies. Some items include a short scenario within a single question.
Number of Questions	**60 scored questions**
Duration	**90 minutes** of standard testing time.
Language	**English**
Prerequisites	**None** (see recommended background above).
Delivery Method	Remote, online, **proctored exam** delivered via an **AIPROI Approved Exam Provider** using a secure exam client or browser.
Passing Score	**720 out of 1000** on a scaled score range (0–1000).
Scoring & Reporting	Scaled score (0–1000) with pass/fail result, plus **domain-level performance indicators** where available. Scores are scaled to ensure that candidates face a consistent standard even if different exam forms vary slightly in difficulty.
Certification Validity	**2 years** from the date of certification issue.
Retake Policy (summary)	Minimum **14-day** waiting period after a failed attempt; up to **3 attempts in any rolling 12-month period**, according to the current Exam & Retake Policy.

Attribute	Details
Accommodations	Additional **30 minutes** of exam time may be available for **non-native English speakers**, and other accommodations may be available for eligible candidates, based on the current Exam & Retake Policy.

Accommodations & Accessibility

Candidates who require additional time or other accommodations must **submit a request in advance** through the AIPROI Exam Portal or via their AIPROI Approved Exam Provider. Documentation requirements, review timelines, and eligible accommodations are described in the **AIPROI Exam & Retake Policy** and related accessibility guidelines. Approved accommodations must be confirmed **before** the exam date.

> **Important:** There are **no unscored experimental items** in this version of the exam. All questions contribute to the candidate's final score.

Registration, Scheduling & Changes

Registration & Scheduling

- Candidates register for the CAIP exam through the **AIPROI Exam Portal** or an **AIPROI Approved Exam Provider** listed on the official certification website.
- During registration, you will select your preferred exam date and time and provide required personal and payment information.
- Once your booking is complete, you will receive a **confirmation email** with exam details, technical requirements, and access instructions.

Rescheduling & Cancellation

- You may be able to **reschedule or cancel** your exam within specified deadlines, subject to the **AIPROI Exam & Retake Policy** and any applicable provider fees.
- Exact notice periods, fees, and limits on rescheduling are defined by the AIPROI Exam & Retake Policy and by the chosen exam provider.

- Always review the terms shown on the exam booking page and in your confirmation email, as these govern your eligibility to change appointments.

For full details, candidates should consult the **AIPROI Exam & Retake Policy** and the information provided by their selected exam provider.

Knowledge Domains and Weights

The CAIP exam covers six domains. Each domain corresponds to clusters of learning outcomes from the **Applied Artificial Intelligence** course and emphasizes **applied, vendor-neutral skills**.

Domain	Name	Weight
1	Prompt Engineering & Core LLM Literacy	20%
2	AI for Study & Research Workflows	15%
3	Generative Media (Images, Video, Audio)	15%
4	Agents, Automation & Personal Knowledge Bases	20%
5	Data & Evaluation Literacy	15%
6	Ethics & Responsible AI	15%

With 60 questions in total, the **approximate number of items per domain** is:

- Domain 1: ~12 items
- Domain 2: ~9 items
- Domain 3: ~9 items
- Domain 4: ~12 items
- Domain 5: ~9 items
- Domain 6: ~9 items

Actual distributions may vary slightly between test forms.

Detailed Exam Objectives

All objectives below are assessed at an **applied and conceptual level**. The exam does **not** require coding, formal mathematical derivations, or knowledge of specific ML algorithms (e.g., random forest, SVM). Questions about machine learning and RAG are **conceptual only**.

Domain 1: Prompt Engineering & Core LLM Literacy (20%)

1.1 LLM Fundamentals

- Explain, at a high level, how large language models generate text (tokens, context windows, and probabilistic prediction).
- Recognize common limitations of LLMs (hallucinations, outdated training data, arithmetic weaknesses).
- Distinguish LLMs from other AI systems (e.g., specialized ML models, image generators, rule-based systems).

1.2 Prompting Strategies

- Apply core prompting techniques (zero-shot, few-shot, persona/role, style control).
- Use step-by-step and structured prompting strategies to improve reasoning and clarity of outputs.
- Debug and refine prompts iteratively based on model responses.
- Design reusable prompt templates or prompt libraries for recurring tasks.

1.3 Safe and Effective Use

- Recognize when to ask an LLM for clarification, alternative views, or counterexamples.
- Identify outputs that require extra verification (facts, numbers, citations).
- Apply basic guardrails (instructions, constraints) to reduce the risk of inappropriate or off-topic responses.

Domain 2: AI for Study & Research Workflows (15%)

2.1 Literature Discovery and Summarization

- Use AI tools to explore topics, discover candidate sources, and summarize long documents at different levels of detail.

- Formulate effective queries and prompts for research assistance (e.g., comparing viewpoints, extracting key arguments).
- Recognize the risk of hallucinated or fabricated sources and DOIs and plan verification steps.

2.2 Reading, Note-Taking, and Synthesis

- Build AI-augmented reading workflows (e.g., using AI to summarize key points, generate questions, and organize notes).
- Combine multiple sources into a coherent, AI-assisted summary while maintaining the original meaning.
- Distinguish between AI-generated paraphrase and direct quotation and understand the implications for academic integrity.

2.3 Citations, Verification, and Integrity

- Verify citations and references recommended by AI against trusted databases and publisher websites.
- Apply principles of **transparent disclosure** of AI assistance in academic or professional writing.
- Recognize practices that constitute academic misconduct when using AI tools (e.g., unattributed AI-generated work, fabricated references).

Domain 3: Generative Media (Images, Video, Audio) (15%)

3.1 Prompting for Visual and Media Outputs

- Create prompts for generative media tools that specify content, style, tone, and format.
- Iteratively refine generated images, video clips, or audio based on feedback and intended use.
- Identify typical artifacts and limitations in generative media outputs.

3.2 Responsible Use and Integration

- Explain practical considerations around copyright, licensing, and usage rights for AI-generated media.
- Recognize when consent and additional approvals are required (e.g., depicting real people, brands, or sensitive topics).

- Integrate AI-generated media into presentations, teaching materials, or communication assets in a way that is honest and non-deceptive.
- Distinguish acceptable creative enhancement from misleading edits (e.g., deepfake-style manipulations that could cause harm).

Domain 4: Agents, Automation & Personal Knowledge Bases (20%)

4.1 No-Code Automation & Agentic Workflows

- Describe the idea of an **"agentic" workflow**, where AI tools perform multi-step tasks with limited human intervention.
- Identify suitable tasks for no-code automation (e.g., content drafting sequences, summarizing incoming messages, notifications).
- Configure simple no-code workflows connecting AI services with other systems (e.g., forms, email, storage, collaboration tools).
- Recognize the importance of human review and approval steps in automated AI workflows.

4.2 Personal Knowledge Bases & Conceptual RAG

- Set up or configure a **personal knowledge base** (e.g., via a RAG-style tool) using curated documents or datasets.
- Explain, at a conceptual level:
  - embeddings and vector representations,
  - vector search / indexes,
  - context windows and truncation,
  - chunking and summarization.
- Understand how these concepts influence the quality and completeness of answers in a knowledge-based assistant.
- Identify privacy and data-protection considerations when uploading personal or sensitive content into AI tools.

Domain 5: Data & Evaluation Literacy (15%)

5.1 AI-Assisted Data Analysis

- Use conversational AI tools to explore small datasets (e.g., CSV tables) and obtain descriptive insights.
- Ask questions that help identify trends, distributions, and outliers.
- Interpret basic charts and visualizations produced with AI assistance (bar charts, line graphs, histograms).

5.2 Conceptual ML Lifecycle & Metrics

- Describe the key stages of training and evaluating a machine learning model:
  - dataset preparation,
  - features vs. labels,
  - train / validation / test splits,
  - overfitting vs. generalization.
- Interpret simple performance metrics (accuracy, precision, recall, F1) at a conceptual level to determine whether a model is "good enough" for a given task.
- Distinguish between:
  - using LLM-based tools to **analyze an existing dataset**, and
  - the separate process of **training and evaluating ML models**, even when using AutoML or no-code ML tools.
- Recognize when AI-generated numerical results should be validated using dedicated tools (e.g., spreadsheets, statistical software), and why reproducible transformations are important.

> **Note:** The exam does **not** require implementing algorithms, writing code, or performing manual statistical calculations.

Domain 6: Ethics & Responsible AI (15%)

6.1 Identifying Risks and Harms

- Identify potential harms from AI use, including bias, discrimination, privacy breaches, misinformation, and reputational damage.
- Recognize scenarios where AI-generated content (text, images, video) could mislead or deceive audiences.

- Understand the importance of institutional policies and emerging regulations governing AI use.

6.2 Responsible Practice in Real Scenarios

- Evaluate practical scenarios and choose risk mitigation strategies (e.g., human oversight, consent, transparency, limitations on use).
- Apply responsible-use principles when:
  - handling personal or sensitive data,
  - generating or editing media that depicts real people,
  - using AI in assessment or grading contexts.
- Formulate simple guidelines for responsible AI usage for oneself or a team (e.g., when to disclose AI assistance, when to escalate concerns).
- Demonstrate awareness that AI risk management and governance are ongoing processes, not one-time decisions.

Sample Questions

The following example items illustrate the style and difficulty level of CAIP exam questions. They are **not** exhaustive and do not represent the full breadth of exam content.

Sample Question 1

You are using an advanced conversational AI system to help with a literature review. The tool provides a list of articles with titles, authors, and DOIs. When you check a few of the DOIs in a scholarly database, some of them do not exist.

What is the **most appropriate** next step?

A) Remove the problematic references and keep the remaining ones without further checks.

B) Ask the AI to “fix the DOIs” and copy the updated list directly into your document.

C) Manually verify each reference in a trusted database or publisher website before including it in your work.

D) Keep the references as they are and add a note that “some details may be approximate.”

Correct answer: C

Sample Question 2

A team wants to deploy a no-code knowledge assistant over their internal documentation using a tool that relies on retrieval-augmented generation (RAG). They plan to upload a large collection of PDFs and allow staff to ask questions.

Which action best reflects an understanding of how RAG and context limits work in practice?

A) Upload all documents as single large files so the model can always see the full document at once.

B) Split long documents into smaller chunks, monitor context window limits, and test typical questions for completeness.

C) Disable chunking and retrieval so the assistant uses only its built-in training data, which is usually more reliable.

D) Avoid testing the system with real questions until all documents have been uploaded, to save time.

Correct answer: B

Recommended Preparation

Study Approach

A structured preparation plan can significantly improve your chances of success:

Phase 1 – Foundations & Concepts

- Review key concepts related to:
  - LLM fundamentals and prompting,
  - research and study workflows,
  - generative media,
  - automation and knowledge bases,
  - data and evaluation,

    - ethical and responsible AI use.
- Map your current knowledge and experience to the **six CAIP domains**, identifying areas where you feel less confident.

Phase 2 – Hands-On Practice

- Use at least one conversational AI system regularly for tasks such as summarization, drafting, and explanation.
- Experiment with:
    - a generative image or video tool,
    - a no-code automation platform,
    - a personal knowledge base or RAG-style tool.
- Re-create realistic scenarios (e.g., building a prompt library, designing a research workflow, configuring a simple automation).
- Practice **responsible use** by:
    - double-checking citations,
    - validating important numbers,
    - reflecting on ethical implications of generated content.

Phase 3 – Exam Readiness & Review

- Work through sample questions (including official practice questions when available) and analyze why each correct answer is correct.
- Revisit weaker domains and practice until you can consistently reason through similar scenarios.
- Familiarize yourself with the **Exam Day Guidelines**, technical requirements, and exam rules to avoid any procedural issues.

Recommended Resources

Primary Preparation

- **Applied Artificial Intelligence** – the official AIPROI course aligned with the CAIP domains.
    - Delivery may be instructor-led or self-paced, depending on the provider.
    - Recommended as a core preparation path but **not mandatory**.

Additional Practice

- Any modern, reputable:
  - conversational AI tools,
  - generative image / video tools,
  - no-code automation platforms,
  - RAG / personal knowledge base tools.

Focus on mastering **concepts and workflows** rather than memorizing the interfaces of specific products. Candidates may also benefit from institutional or employer guidelines on responsible AI use.

The AI Professional Institute may provide additional materials, such as:

- **Certified AI Practitioner (CAIP) – Student Guide**
- **Certified AI Practitioner (CAIP) – Official Practice Exam**

Check the official CAIP certification page for the latest list of available resources.

Exam Day Guidelines

Before the Exam

- Verify that your computer, operating system, browser, webcam, microphone, and internet connection meet the requirements of the **AIPROI Approved Exam Provider** and secure exam client or browser.
- Install and test any required **secure exam browser or client** in advance, including any compatibility checks.
- Choose a **quiet, well-lit, private room** where you can sit alone for the duration of the exam.
- Clear your desk and surroundings of all unauthorized materials (books, printed notes, additional devices).
- Have a **valid government-issued photo ID** ready for identity verification.
- Log into the exam platform at least **15 minutes before** the scheduled start time to complete system checks and the check-in process.

During the Exam

- Follow all on-screen instructions and any guidance from the remote proctor.
- Keep your **webcam and microphone** active and remain visible in the camera frame throughout the exam.
- Do **not** access any external resources during the exam:
  - No books, printed notes, or handwritten notes.
  - No web browsing, email, messaging, or other online communication.
  - No code editors, spreadsheets, or analytical tools unless explicitly permitted.
- You may not use any additional devices:
  - No smartphones, tablets, or smartwatches.
  - No second computers or external monitors (unless specifically approved as an accommodation).
- The secure exam environment may prevent you from switching to other applications or windows.
- Manage your time so that you can answer all questions within the **90-minute** exam period (plus any approved extra time).

> **Use of AI tools during the exam is strictly prohibited.**
> You may not use any AI assistants (including, but not limited to, conversational AI systems, integrated AI assistants, or browser-based AI tools) on any device while the exam is in progress.

After the Exam

- Submit your answers following on-screen instructions and exit the secure browser or client as directed.
- After submitting your exam, you will typically see a **provisional pass/fail result on screen**.
- An official score report (including domain-level performance indicators where available) will be made available in your exam account and/or sent by email **within a few business days**, depending on the exam provider's processing timelines.
- If you do not pass:
  - You may schedule a **retake after at least 14 days**.
  - You may take the CAIP exam up to **three times in any rolling 12-month period**, subject to the current AIPROI Exam & Retake Policy.
- Keep any exam confirmation and result messages for your records.

Maintaining Certification

The CAIP certification is valid for **2 years** from the date of issue. To keep your certification active, you must **recertify before the expiry date**.

Recertification Options

1. **Pass the current CAIP exam again**
    - Schedule and pass the latest version of the CAIP exam before your current certification expires.
    - Your new validity period will be calculated from the date of the successful recertification exam.
2. **Earn an approved higher-level certification**
    - Achieving an eligible higher-level AI Professional Institute certification (such as **Certified AI Expert – CAIE**) may renew or supersede your CAIP status, as defined in the current program rules.
    - Details of which certifications qualify and how they interact with CAIP will be provided on official AIPROI certification program pages.

If your CAIP certification **expires** without recertification, it will be marked as **“Expired”**. You may regain active status by meeting the then-current requirements (typically by passing the current CAIP exam again or obtaining an eligible higher-level certification).

Additional Information

Code of Ethics

All CAIP candidates and certification holders are expected to use AI **responsibly, lawfully, and ethically**. They must:

- Follow all exam rules; never engage in cheating, proxy testing, or unauthorized sharing of exam content.

- Use AI tools in ways that respect **privacy, confidentiality, and applicable laws and regulations**.
- Avoid intentionally creating or deploying AI solutions that cause harm, mislead users, or unfairly discriminate.
- Be transparent about AI involvement in content and decisions when this is relevant for trust and accountability.
- Respect institutional and employer policies regarding AI use.

By registering for and taking the CAIP exam, you agree to abide by the **AI Professional Institute Certification Code of Ethics**, available at:

https://legal.aipro.institute/certification/code-of-ethics

Violations of the Code of Ethics or exam policies may result in invalidation of exam results, revocation of certification, and restrictions on future exam participation.

Career Pathways

The CAIP certification supports a variety of **applied AI roles** focused on using, configuring, and integrating AI tools, including:

- **Applied AI Practitioner / AI Practitioner**
- **AI Power User / AI Champion** within a team, department, or business unit
- **AI-Enhanced Business or Data Analyst** using AI-assisted analytics and reporting
- **AI-Augmented Consultant or Product Owner** involved in designing AI-enabled solutions with technical teams
- **AI-Savvy Educator or Instructional Designer** integrating AI into teaching, learning and assessment workflows
- **Digital Solutions or Automation Specialist** configuring AI-driven workflows and no-code automations
- **Knowledge Worker or Researcher** systematically using AI for literature review, drafting, and decision support

CAIP demonstrates that the holder can **responsibly and effectively apply AI tools in real-world workflows**, communicate with more technical colleagues, and contribute to AI-enabled transformation initiatives.

Key Policies & Documents

Candidates should review the most up-to-date versions of:

- **AIPROI Exam & Retake Policy**
- **AIPROI Candidate Agreement**
- **AIPROI Privacy & Data Protection Notice**
- **AIPROI Certification Code of Ethics & Exam Security Policy**

These documents, together with the latest version of this Exam Guide, are available via official AI Professional Institute websites and legal pages.

> **Disclaimer:** This exam guide is subject to updates. Always refer to the **latest version available on the official certification website**. In the event of any inconsistency between this guide and official policies or website information, the **official policies and website** take precedence.

Last Updated: 2025-12-08
Next Review: 2026-03-08
Website: https://aipro.institute/certifications/certified-ai-practitioner-caip/