



**Certified AI Governance Professional**

Effective September 2023

# WELCOME

Congratulations on taking the first step toward achieving an IAPP certification. This study guide contains the basic information you need to get started, including:

- Key areas of knowledge for the AIGP program.
- Recommended steps to help you prepare for your exam.
- An outline of the body of knowledge for the AIGP program.
- General exam information.
- An explanation of the IAPP certification program structure.

## AIGP key areas of knowledge

The AIGP program was developed to certify professionals in the field of AI governance. The AIGP credential exhibits a fundamental understanding of AI governance and comprehension of best practices for responsible management of AI systems in the U.S., EU and other jurisdictions.

Subject matter areas include:

- Foundations of AI — key terms and definitions, differences among types of AI systems, AI use cases, history and evolution of AI.
- AI impacts and principles — identifying risks and harms of ungoverned AI systems, characteristics of ethical AI, responsible AI governance, and risk management.
- AI laws and life cycle — how current laws intersect with the use of AI and major frameworks, current and emerging global regulations (such as the EU AI Act and Canada's Bill C-27), AI system planning, design, development, implementation, testing and maintenance.
- Awareness and accountability — liabilities of AI systems, user concerns, monitoring, auditing and adaptation to evolving standards.

## Preparation

IAPP certification is an important effort that requires advance preparation. Deciding how you will prepare for your exams is a personal choice that should include an assessment of your professional background, scope of knowledge and your preferred method of learning.

In general, the IAPP recommends you plan for a minimum of 30 hours of study time in advance of your exam date; however, you might need more or fewer hours depending on your personal choices and professional experience.

The IAPP recommends you prepare in the following manner:

### 1. Review the body of knowledge

The body of knowledge for the AIGP program is a comprehensive outline of the subject matter areas covered by the AIGP exam. The integrated exam blueprint indicates the minimum and maximum number of items included on the AIGP exam from the major areas of the body of knowledge. Questions may be asked from any of the topics listed under each area and can be used to guide your preparation. Studying the body of knowledge can help you further target your primary study needs and determine which areas merit additional focus in your preparation.

### 2. Get certification training

The IAPP offers in-person, live online and self-paced online certification prep classes to help you prepare for your exams. You can find a list of scheduled classes or purchase self-paced online training in the IAPP store.

### 3. Review IAPP preparation resources

Resources for exam preparation are available on the topic page for artificial intelligence on the IAPP website, where you can navigate by topic and also view featured resources. Find articles, reports, a glossary of terms and networking opportunities with other AI governance professionals.

## **AIGP Body of Knowledge outline**

### **I. Understanding the Foundations of Artificial Intelligence**

- A. Understand the basic elements of AI and machine learning.
- B. Understand the differences among types of AI systems.
- C. Understand the AI technology stack.
- D. Understand the history of AI and evolution of data science.

### **II. Understanding AI Impacts and Responsible AI Principles**

- A. Understand the core risks and harms posed by AI systems.
- B. Understand the characteristics of trustworthy AI systems.
- C. Understand the similarities and differences among existing and emerging ethical guidance on AI.

### **III. Understanding How Current Laws Apply to AI Systems**

- A. Understand the existing laws that interact with AI use.
- B. Understand key EU General Data Protection Regulation intersections.
- C. Understand liability reform.

### **IV. Understanding the Existing and Emerging AI Laws and Standards**

- A. Understand the requirements of the EU AI Act.
- B. Understand other emerging global laws.
- C. Understand the similarities and differences among the major risk management frameworks and standards.

### **V. Understanding the AI Life Cycle**

- A. Understand the key steps in the AI system planning phase.
- B. Understand the key steps in the AI system design phase.
- C. Understand the key steps in the AI system implementation phase.

### **VI. Implementing Responsible AI Governance and Risk Management**

- A. Ensure interoperability of AI risk management with other operational risk strategies.
- B. Integrate AI governance principles into the company or institution.
- C. Establish an AI governance infrastructure.
- D. Map, plan and scope the AI project.
- E. Test and validate the AI system during development.
- F. Manage and monitor AI systems after deployment.

### **VII. Contemplating Ongoing Issues and Concerns**

- A. Awareness of legal issues.
- B. Awareness of user concerns.
- C. Awareness of AI auditing and accountability issues.

## AIGP exam format

The AIGP is a three-hour exam composed of 100 items. Most of the items are multiple choice, including both single stand-alone questions and others associated with AI case studies. Also, there are some alternative item types that require the test-taker to move answer options into a certain order or categories. There are no essay questions. Each correct answer is worth one point.

## Example questions

1. During which phase in the AI system process would a positionality exercise occur?
  - A. When mapping, planning and scoping the AI project.
  - B. When establishing an AI governance infrastructure.
  - C. When testing and validating the AI system during development.
  - D. When managing and monitoring AI systems after deployment.
2. All of the following are key technical performance indicators of an AI model EXCEPT?
  - A. Prediction accuracy.
  - B. Resource usage.
  - C. Training time.
  - D. Conversion rate.
3. Which of the following would be the most suitable categorization for institutional and historical biases that can be present in the datasets used in AI?
  - A. Human bias.
  - B. Cognitive bias.
  - C. Systemic bias.
  - D. Confirmation bias.

## General exam information

The IAPP offers testing via computer-based delivery at more than 6,000 testing centers worldwide, or you can take your certification exam from home with online proctoring. Remote proctoring is currently available for in-language exams but requires enough knowledge of English to communicate with exam proctors.

You can find detailed information about how to register for exams, as well as exam-day instructions, in the IAPP Certification Information Candidate Handbook, on our website at [iapp.org/certify](https://iapp.org/certify).

## Questions?

The IAPP understands certification is an important professional development effort requiring commitment and preparation. We thank you for choosing to pursue certification, and we welcome your questions and comments.

Please do not hesitate to contact us at [certification@iapp.org](mailto:certification@iapp.org).

### Example questions: answers

1. During which phase in the AI system process would a positionality exercise occur?
  - A. When mapping, planning and scoping the AI project.**
  - B. When establishing an AI governance infrastructure.
  - C. When testing and validating the AI system during development.
  - D. When managing and monitoring AI systems after deployment.
2. All of the following are key technical performance indicators of an AI model EXCEPT?
  - A. Prediction accuracy.
  - B. Resource usage.
  - C. Training time.
  - D. Conversion rate.**
3. Which of the following would be the most suitable categorization for institutional and historical biases that can be present in the datasets used in AI?
  - A. Human bias.
  - B. Cognitive bias.
  - C. Systemic bias.**
  - D. Confirmation bias.



## The IAPP Certification Program Structure

The IAPP currently offers four certification programs: the Artificial Intelligence Governance Professional (AIGP), the Certified Information Privacy Professional (CIPP), the Certified Information Privacy Manager (CIPM) and the Certified Information Privacy Technologist (CIPT).

AIGP certification demonstrates comprehension of AI systems and the ability to deploy AI in a manner that abates risk and ensures safety and trust. It confirms an understanding of AI ecosystems, identification and mitigation of bias, and the capability to effectively communicate best practices for responsible AI management.

CIPP certification demonstrates a mastery of data privacy laws and regulations and how to apply them: jurisdictional laws, regulations and enforcement models, plus legal requirements for handling and transferring data. Within the CIPP, there are four concentrations:

- Asian privacy (CIPP/A).
- Canadian privacy (CIPP/C).
- European privacy (CIPP/E).
- U.S. private-sector privacy (CIPP/US).

CIPM certification demonstrates an understanding of implementing privacy requirements in day-to-day operations. It confirms the ability to create a company vision, structure a data protection team, develop and implement system frameworks, communicate to stakeholders and measure performance.

CIPT certification demonstrates an understanding of privacy's role in technology, including building privacy-friendly products, services and systems; deploying emerging technologies while respecting consumer privacy; and establishing privacy practices for data security and control.

There are no concentrations within the AIGP, CIPM or CIPT — they cross all jurisdictions and industries.

## Requirements for IAPP certification

1. You must pay a certification maintenance fee of USD250 for two years.

**OR**

2. You can become a member of the IAPP with access to numerous benefits, like discounts, networking opportunities, members-only resources and more, for just USD295 annually, which includes your maintenance fee.

More information about IAPP membership, including levels, benefits and rates, is available at [iapp.org/join](https://iapp.org/join).