≽AI CERTs™

AI+ Certified Trainer (AICT) Program Guide

This AI+ Certified Trainer ("AICT") Program Guide ("Guide") describes the AICT Program. Please use this Guide for basic information regarding the AICT Program, including membership requirements, resources, and enrollment policies and processes.

1.   Overview of the AICT Program

Technology developments in the world today are arriving at an increasing rate. With the explosion of Artificial Intelligence tools and the democratization of access to them, AI Certs has identified a growing need to provide consistent, baseline training and support. By focusing on the job roles that will be augmented by Artificial Intelligence in the coming years, AI Certs has created a series of courses to prepare current and future workers for this paradigm shift.

AI Certs developed the AICT Program to create and support a community of qualified communicators to deliver and facilitate the training that leads to certification. The AICT Program requirements set forth the expectations and requirements for individuals who wish to deliver AI Certs' training courses for AI Certs Authorized Training Partners ("ATP"). The AICT Program allows AI Certs' authorized partners, other organizations, and the marketplace to identify qualified individuals who can deliver training on AI Certs courses. Trainers who are part of the AICT Program are a key asset in today's world which is rapidly adopting artificial intelligence technologies.

AICT Program members are entitled to several benefits which are outlined on the AI+ Certified Trainer overview page. Current AICTs will want to keep informed on program developments via the communication channels established. All communication shared with AICTs is covered by the AICT Nondisclosure Agreement.

The AICT Program is an annual program for qualified individuals. Qualified individuals who are not currently AICTs may elect to join the AICT Program at any time and enjoy a full year of participation. Individuals who are AICTs in good standing must renew their AICT membership by the anniversary date to continue participation in the AICT Program. AICTs that do not renew their AICT membership by their anniversary date may elect to re-enroll in the AICT Program.

2.   AICT Program Entry Requirements

2.1.   Overview of Requirements for AICT Candidates

To become an AICT, a candidate must complete the following requirements:

- The candidate must demonstrate teaching and facilitation skills.
  - Submit a resume showing a minimum of 3 years teaching experience in an adult education setting.
  - List of classes taught over the past 12 months, along with average course evaluation scores.
  - For candidates with less than 3 years' experience, a test teach may be requested.
- The candidate must demonstrate content mastery.
  - Pass the AI+ Executive examination with a score of 90% or higher. This is a requirement of all candidates.
  - For each additional AI+ course that the candidate wishes to teach, the candidate must pass the corresponding exam with a score of 90% or higher.
- The candidate must complete an application which includes the AICT Nondisclosure Agreement.

The approval process may take up to 30 days while the AICT Program Support Team verifies the candidate's application. You will receive an email from AI Certs informing you of the status of your AICT Program application. During this review, if the AICT Program Director determines that a test teach is required, one will be scheduled at a mutually agreed time. The test teach will be conducted online using virtual classroom tools of the candidate's choice such as Zoom or Webex.

2.2.   Certification Process

Step 1: Earn the AI+ Executive Certification

The AI+ Executive certification is foundational, and the starting point for the program. All AICT candidates are required to pass the AI+ Executive certification exam with a score of 90% or higher. The purpose of this requirement is to demonstrate that the candidate has a base level of understanding in the field of Artificial Intelligence. Additional certifications will build upon this starting point.

Step 2: Demonstrate Instructional Skills

The AICT Program mandates that its members have instructional abilities. Evidence of these skills must accompany the application for AICT Program membership. This evidence includes a resume, cover letter, and the average score from the last twelve (12) months of course evaluations for classes taught by the candidate. Prior to approving any AICT candidate, the AICT Program Director will review the evidence and determine whether a test teach is required. If a test teach is required, the AICT Program Director will coordinate with the AICT candidate to deliver a test teach using an online platform of the AICT candidate's choice.

Step 3: Execute the AICT Program Agreement

Please read this Guide and the current AICT Program Agreement in their entirety. AICT candidates will be expected to abide by all the terms and conditions outlined in those documents.

2.3.   Annual Renewal

The AICT Program is an annual membership program. Each year, AICTs are asked to maintain the following requirements to remain in good standing with the AICT Program:

- Complete the AICT Renewal application form, which will confirm your ongoing acceptance of the AICT Program Agreement.
- Maintain a current, active AI Certs certification.
- Deliver a minimum number of AI Certs courses and maintain a high level of quality as determined by post-class surveys.

The AICT Program Year is the same as the calendar year. Renewals will occur between January 1 and January 31. Failure to renew prior to January 31 will result in temporary suspension of AICT Program Membership. Any AICT who fails to renew by the January 31 deadline will not be eligible to deliver an AI Certs course nor to enjoy any benefits of the AICT Program.

AI Certs may choose not to renew your membership in the AICT Program and AI Certs is under no obligation to allow you to re-enroll in the AICT Program.

2.4.   AICT Competencies

The AI Certs certifications are grouped into two tracks: Professional and Technical:

- **Professional**: These certifications are geared towards professionals across a variety of job descriptions. The focus of these certifications is to prepare professionals to understand the impact of AI on their current job role, and begin to have intelligent conversations around the adoption of AI in their job role. Professional courses are characterized by being shorter in duration, more content-driven, requiring an adept facilitator to stimulate and lead discussion over the subject material.
- **Technical**: These certifications are geared toward IT professionals who interact with technology on a daily basis. The focus of these certifications is to prepare IT professionals to adopt AI and integrate its benefits into their current role. Technical courses are characterized by longer durations, more hands-on labs, requiring a presenter who is comfortable demonstrating technologies and products while also explaining concepts and contents.

Although the certifications are assigned to one track or another, the AICT Program makes no distinction for its members. It is expected that AICTs will align their strengths and experience with one of those tracks.

For example, a 10-year instructor with an emphasis on project management or business analysis would be an excellent candidate for the Professional track. Meanwhile a 10-year instructor with a background in .NET development or Azure would be well positioned to deliver courses from the Technical track.

3.   AICT Program Continuing Requirements

Once a candidate has been admitted to the AICT Program as an AICT, the following requirements are to be kept to maintain membership in good standing within the AICT Program:

3.1.   Program Compliance

The conditions for remaining in compliance with the AICT Program are as follows:

- The AICT must hold an active and current AI Certs certification.
- The AICT must adhere with the terms and conditions laid forth in this Guide, along with the AICT Nondisclosure Agreement.
- The AICT must deliver a minimum of one (1) training course using AI Certs courseware for an AI Certs Authorized Partner.
- The AICT must be willing to participate in any audit that AI Certs or the AICT Program may conduct.
- The AICT must respect and comply with any end user license agreement and any other terms and conditions that are applicable to, accompany, or are included with any virtual environment component, AI Certs Courseware, Trainer Kits, AI Certs Labs, AI Certs materials, AI Certs services or AI Certs software.
- The AICT may only deliver courses for AI Certs Authorized Partners.
- The AICT must adhere to a high ethical code of conduct. As a representative of AI Certs, the AICT is expected to be positively exemplary in their conduct and business practices.

Failure to adhere to these requirements may result in suspension and/or removal from the AICT Program, and all benefits granted to you under the AICT Program will be revoked.

3.2.   Restrictions on AI Certs Course Delivery

AICTs may only deliver courses for which they have passed the corresponding exam with a score of 90% or higher. Moreover, AICTs may only deliver courses for AI Certs Authorized Partners.

3.3.   Quality Assurance

AI Certs acknowledges AICTs as competent professionals in training delivery and course material. Given the pivotal role AICTs play in facilitating learning, it is important for them to demonstrate both instructional and technical proficiency to provide top-notch training. Therefore, the AICT Program mandates that each AICT consistently engages in at least an average score on the Post-Event Surveys throughout their term to uphold program standards. Failure to meet these requirements may result in termination from the AICT Program.

3.4.   Independent AICTs

AICTs who are not employed full-time by an ATP may join the AICT Program as "Independent AICTs". Independent AICTs may opt in to a list of AICTs available to be contacted directly by ATPs to deliver training events in accordance with the ATP Program Guide.

4.   Disclaimer

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