AI CERTs Certification Exam Policies and Procedures

AI CERTs ensure that its certification exams are respected and valued globally. Our certification policies and procedures are designed to be non-discriminatory and are applicable to all applicants, candidates, and certified individuals. The certification exams are delivered on a secure, fully online proctored platform.

1. Non-Discrimination and Accessibility Policy

Certification is open to all candidates without any restrictions due to financial or other limiting conditions, such as membership in specific associations or groups. AI CERTs ensures that the exam process is fair, accessible, and upholds the integrity of the certification.

2. Candidate Agreement and Exam Integrity

Candidates are bound by the **Candidate Agreement**, which prohibits the release of confidential exam materials or involvement in fraudulent activities during the exam. Violations may result in disqualification and loss of certification.

3. Exam Monitoring Procedures

- **Proctoring**: Each certification exam is actively proctored, with a clear view of the candidate's testing environment. The proctor remotely monitors the candidate through video surveillance.

- **Uninterrupted Exam**: Candidates may take the exam without interruptions, and the use of devices such as printers, phones, or other electronics is prohibited during the exam.

- **Violation Reporting**: Any exam security breaches observed by proctors or coordinators must be reported to AI CERTs immediately.

4. Candidate Check-in and Exam Procedures

Before starting the exam:

- **Identity Verification**: Candidates must present a valid ID with both a photograph and signature, which must match the registered information.

- **No Recording Devices**: The use of recording or electronic devices is strictly prohibited during the exam.

- **Compliance with Rules**: Candidates must adhere to all rules outlined in the **Candidate Certification Agreement**. Violations may result in the loss of certification or a permanent ban from future exams.

5. Exam Retake Policy

- **No Waiting Period**: Candidates who fail the exam on the first attempt can retake the exam at any time without a waiting period, upon payment of the retake fee.

- **Retake Fee**: The retake fee is required for each subsequent attempt.

6. Violation of Exam Policies

Candidates who violate any exam policy or engage in activities that compromise the integrity of the certification exam will face permanent disqualification. Certified individuals may also be decertified, and exam results voided.

7. Exam Scoring Policy

The passing score for AI CERTs certification exams is 62%, based on psychometric analysis. This applies to all versions of the exam.

8. Certification Ownership Policy

Certifications are awarded to individuals who meet all the certification requirements and are valid only for that individual. Certification cannot be transferred to a company or organization.

9. Exam Retirement Policy

AI CERTs provide a 90-day notice period before the retirement of any certification exam. Candidates are notified through the AI CERTs website and via email. It is the responsibility of candidates to keep their contact details up to date.

10. Export Restrictions Policy

AI CERTs abide by U.S. trade laws and regulations. Candidates from restricted countries are subject to the following conditions:

- **No Direct or Indirect Services**: AI CERTs do not deliver exams or accept payments from candidates residing in restricted countries.

- **Case-by-Case Exemptions**: Permanent residents of non-restricted countries may apply for an exemption.

11. Fraudulent Activity Policy

AI CERTs prohibit fraudulent activities such as cheating during exams, tampering with certificates, or violating exam retake policies. Candidates found engaging in fraudulent activities will face decertification, permanent bans, and possible legal action.

12. Fee Structure for AI CERTs Certifications:

Please note that purchasing courseware is not mandatory to take the certification exams. Candidates may choose to prepare independently using their resources or purchasing the courseware provided by AI CERTs for guided preparation.

Certification Program	Complete Courseware & Exam Fee	Examination Fee Only	Recertification Exam Fee
AI+ Security: Level 1	$300	$150	$100
AI+ Security: Level 2	$300	$150	$100
AI+ Security: Level 3	$300	$150	$100
AI+ Security: Compliance	$300	$150	$100
AI+ Ethical Hacker	$300	$150	$100
AI+ Network	$300	$150	$100

Explanation:

- **Complete Courseware & Exam Fee**: Includes course materials and exam access.

- **Examination Fee-Only**: This applies to candidates taking the exam without courseware.

- **Recertification Exam Fee**: Applies to candidates seeking recertification.

- The **Examination** and **Retake Fees** are the same, as outlined in the fee structure above.

Version History				
Version	Date	Description of Changes	Policy Title/Section Updated	Notes
V1.0	8th Jan 2024	Initial Copy	AI CERTs Certification Exam Policies and Procedures	NA