



ASSOCIATION OF
IMAGE CONSULTANTS
INTERNATIONAL

AICI Certified Image Consultant (AICI CIC) Examination Handbook and Study Guide





Table of Contents

THE PROCESS	3
STEP 1	3
STEP 2: REGISTER FOR CIC CANDIDACY	4
STEP 3: CONFIRMATION OF PAYMENT FROM AICI HEADQUARTERS	5
STEP 4: COMPLETION OF CIC PORTFOLIO AND CIC EXAM BASED ON TRACK SELECTED REQUIREMENTS FOR THE AICI CIC EXAM	5
STEP 5:	6
STUDY RESOURCES	6
CIC PRACTICE EXAM	6
EXAMINATION INFORMATION	8
HOW TO STUDY:	9
<i>AICI Core Competencies</i>	9
<i>AICI Key Terms of the Image Industry</i>	10
<i>Business Management</i>	12
<i>Technical Knowledge</i>	13
EXAM PREPARATION TIPS	11
AICI CIC SUGGESTED READING:	15





ASSOCIATION OF
IMAGE CONSULTANTS
INTERNATIONAL

The AICI Certified Image Consultant shows clients, colleagues and the media that you have achieved a competent level of training and knowledge in the image field and that you keep abreast of current thinking and technical knowledge. AICI confers AICI Certified Image Consultant on those who successfully complete the AICI CIC Portfolio review process and pass the AICI Certified Image Consultant exam. A consultant receiving the Certified Image Consultant may write "AICI CIC" after his/her name.

The Process

AICI CIC Exam and Followed by Portfolio Review and Approval

Step 1

1. After registering, you will have six (6) months to take the exam. This starts from the date payment was received.
2. You will receive your score immediately upon completing your exam. It may take up to 5 weeks for AICI to contact you with your next step.
3. If the candidate does not pass the AICI CIC Exam within six months, and still wishes to pursue certification, they will be required to start the process again with an additional





ASSOCIATION OF
IMAGE CONSULTANTS
INTERNATIONAL

six (6) months.

4. Once AICI has received confirmation of exam score from Prometric, a twelve (12) month candidacy period opens for the portfolio review.
5. AICI will contact you with your reviewer assignment. It is up to the reviewer and the candidate to coordinate the portfolio submissions.
6. The reviewer will inform AICI when you have passed the portfolio review.
7. If the candidate does not pass the CIC portfolio review within twelve (12) months, and still wishes to pursue certification, they will be required to start the process again.
8. AICI will contact you with your certificate and shipping information once they have confirmed you completed your CIC Certification Requirements.
9. Once exam has been passed and AICI has confirmed you have completed your CIC Certification Requirements, you will be contacted with your certificate and shipping information.

Step 2: Register for CIC Candidacy

10. Register via the AICI website for CIC application (\$310 for members, \$1,490 for non-members).

How to Register:

1. Review the AICI Certified Image Consultant (CIC) Examination Handbook.
2. Register for your CIC application.





ASSOCIATION OF
IMAGE CONSULTANTS
INTERNATIONAL

3. Ensure that your email program will accept emails from testing@prometricworldwide.com.
4. Email instructions from Prometric Worldwide on how to schedule your CIC exam. This email will be sent from, testing@Prometricworldwide.com.
 - Please note: it can take up to ten (10) days to receive testing instructions from Prometric Worldwide.
5. You will receive a second email from Prometric Worldwide, confirming your CIC exam appointment.
6. You will receive your test score immediately when taking the exam as a computer-based exam.
7. You will be contacted at AICI HQ with next steps within 6-8 weeks.

Step 3: Confirmation of Payment from AICI Headquarters

Email confirmation received from AICI Headquarters confirming your CIC application.

Step 4: Completion of CIC Portfolio and CIC Exam Based on Track Selected Requirements for the AICI CIC Exam

AICI offers the AICI CIC Exam as a computer-based Exam, known as a live proctor exam or LOP.

11. The computer based AICI CIC Exam may be taken anywhere that provides privacy
12. Hardware and software requirements
 - Webcam and reliable access to the Internet
 - Computer with 1GB of RAM or higher





ASSOCIATION OF
IMAGE CONSULTANTS
INTERNATIONAL

- Internet connection of (5 mbps)-wireless connection is acceptable, however a wired-connection is preferred
- Webcam with 640x480 video pixel resolution (laptop camera is acceptable)
- Speakers connected to the computer
- Microphone connected to the computer (consider a webcam with a built-in microphone)
- Flash player version 7 or higher
- Browser compatibility: Internet Explorer, Firefox, Chrome or Safari
- Registration can be completed online at any time.

13. The computer-based exam is available in English, French, Italian, Japanese, Portuguese, Simplified Chinese, and Spanish; or, it can be taken in English. Please note that interpreters or language dictionaries are not allowed.

14. You must be at least 18 years old to take the AIC CIC Exam

15. The fee is \$310/members and \$1,490/non-members

Step 5:

If your CIC Portfolio has been reviewed and approved, you have completed all the necessary steps to achieve your CIC certification. You will receive a formal notice and certificate from AICI Headquarters.

Study Resources

CIC Practice Exam

The practice exam is administrated by our testing partner Prometric



ASSOCIATION OF
IMAGE CONSULTANTS
INTERNATIONAL

Worldwide, key items to know:

1. Exam cost is \$20.00
2. Registration for the practice exam is done on the Prometric Worldwide website. [Register here to take the practice exam.](#)
3. Your practice registration expires one year from the date that you purchase





ASSOCIATION OF
IMAGE CONSULTANTS
INTERNATIONAL

4. You have 80 minutes to complete the practice exam. The exam will automatically submit once the time allotted has expired. Upon automatic submission, you will not be able to re-access the practice exam
5. You cannot re-enter this exam once you have submitted it for scoring
6. Once you have submitted your practice exam for scoring, you will be unable to change any answers
7. Once you submitted your practice exam for scoring you will receive a Feedback/Score Report
8. Provides overall score
9. Provides information about your performance in each of the five domains tested
10. Does not provide information about correct/incorrect answers for each question

Instructions for the practice exam can be found on the registration page at Prometric Worldwide, be sure to follow these instructions to ensure that your system meets the requirements. You will want to also be sure that you take the sample exam; this will allow you to take a demo exam to ensure that your system is working correctly. The time it takes to complete the demo exam is not included in the 80 minutes allotted to take your practice exam.

EXAMINATION INFORMATION

DOMAINS AND COMPETENCIES

The certification examination consists of 100 multiple-choice questions. Five (5) major domains account for the examination's content.



ASSOCIATION OF
IMAGE CONSULTANTS
INTERNATIONAL

AICI Classification	Code/Outline
Domain/Outline Area	Current Exam Count
Business Management – The AICI Code of Ethics	5
Physical Aspects of Image	10
Artistic Aspects of Image/Visual Design in Apparel	50
Psychological Aspects of Image	15
Social Aspects of Image	20
	100

HOW TO STUDY:

<https://youtu.be/OArNMmk8>

[ZTg](#)

AICI Core Competencies

The AICI Core Competencies identify the knowledge, skills, abilities and behaviors required for success as an image consultant. These Core Competencies form the basis for certification with AICI and establish a path for continued professional development.

If you are considering working with an image consultant, this listing will give you information about the scope of services an image consultant may offer. If you are considering becoming an image consultant, this will help you to identify areas of study.



ASSOCIATION OF
IMAGE CONSULTANTS
INTERNATIONAL

AICI Key Terms of the Image Industry

Formerly referred to as the "Glossary," this listing is an **invaluable resource** for both established image consultants and those studying to prepare for the AICI CIC Exam. This is a selected listing of key terms as they apply to the image industry. It will help you determine how a term is defined within the context of the AICI Core Competencies and the AICI CIC Exam. This listing of key terms does not include garment styling terms. It is recommended that you acquire a fashion dictionary to become familiar with these terms.

<http://c.ymcdn.com/sites/www.aici.org/resource/resmgr/Certification/Key-Terms.pdf>





ASSOCIATION OF
IMAGE CONSULTANTS
INTERNATIONAL

EXAM PREPARATION TIPS

How to Study

- AICI encourages candidates to prepare for the examination by using resources such as those listed in this handbook. Candidates may take training courses from image training leaders. A list of trainers is available on the AICI website.
- Plan your review methods well in advance of the examination. Think about the study method that is best for you (e.g., individual review, study group, class) and the types of materials that are most helpful (e.g., textbooks, audio or video programs, outlines, memory aids). It may also be helpful to use materials given to you during training activities related to your work as an image consultant.

Managing Test Anxiety

- A little anxiety regarding test taking can be helpful because it stimulates and motivates you to perform at your best; however, severe anxiety can hinder test performance. If you know that you frequently experience severe test anxiety, consider preparing yourself for the examination by developing coping mechanisms to make your tension work for you.





ASSOCIATION OF
IMAGE CONSULTANTS
INTERNATIONAL

- Before the day of the examination, visualize and rehearse the testing situation. Imagine yourself taking the examination with a positive attitude and focused, but calm, behavior.
- Take measures to reduce your stress during the examination. Use deep-breathing techniques and be sure to stretch your muscles periodically. Such exercises can reduce both physical and mental stress. If necessary, take a few minutes to imagine a calm, pleasant scene, and repeat positive phrases.
- Do not let the comments or behavior of testing personnel or other examinees make you anxious. As examinees are taking different versions of the examination, examinees will finish at different times- some finishing very early, others taking the full three (3) hours. Examinees who finish more quickly than you may not perform any better than you. Everyone works at his or her own speed. Some of the best test performers routinely use the total allocated time. Remember that (a) there is no limit to the number of examinees who can receive passing scores, (b) there is no bonus for completing the examination early, and (c) you are not competing with anyone else.
- Eating well, avoiding too much alcohol, and maintaining a regular sleep pattern for several days before the examination will help you to be physically prepared. Also, on the day before you take the test, collect all the supplies you will need and choose comfortable clothing. Knowing that you are prepared for the test will help to reduce your anxiety.
- Finally, your best method for controlling your anxiety is to feel prepared for



ASSOCIATION OF
IMAGE CONSULTANTS
INTERNATIONAL

the test. Designing a study plan well in advance will help you get ready.

Tips for Taking the Examination

- Budget your time well. Because you will have three (3) hours to complete 100 questions, you will want to complete more than half (SO) in less than half the time. This is because you will want extra time after completing the full examination to review questions you either skipped or questions you may have marked for review. Also, allow time so that every hour you can take a minute or so to relax your eyes and stretch your neck and hand muscles. But nevertheless, want to give a tentative response at the time, mark the test question to indicate that you want to review the test question and your answer if time allows. Go back to questions marked in this manner after completing the entire test.





ASSOCIATION OF
IMAGE CONSULTANTS
INTERNATIONAL

- Read all options before selecting your answer. Always select the best choice.
- Do not overanalyze or try to "read into" a question. Questions are not written to be tricky. Do not assume additional information beyond what is given in the test question. All information necessary to answer the question will be given in the text of the question or scenario.
- Remember that this is an international test. The questions will be based upon an accepted knowledge base. Choose options that you know to be correct in any setting.
- Skip difficult questions and come back to them later. Questions on the test are not ordered by difficulty (i.e., they do not go from easiest to hardest). Also, content areas (the domains) and topics are addressed randomly in questions throughout the test.
- When guessing, use the process of elimination. Treat each option as a true or false statement and eliminate those that you would not select. Narrow your choices and then make an educated guess.
- Answer every question because there is no penalty for guessing. Go through the entire test, answering the questions you believe you know and skipping the ones you do not. Leave time at the end of the testing



ASSOCIATION OF
IMAGE CONSULTANTS
INTERNATIONAL

period to go back to the questions you skipped or want to review. If you are running out of time, leave a minute or so at the end to complete all of the blank questions randomly. Remember, you have a 25% probability of answering a question correctly by chance alone, so don't miss any!

- If reading English is difficult for you because English is not your primary language, maximize your time by reading and answering all the shorter questions first. After completing all of the short questions, go back and attempt to answer the longer questions.

AICI CIC Suggested Reading:

Baldridge, Letitia.

Letita Baldridge's Complete Guide to The New Manners for the 90's. Macmillian Publishing Company, 1990.

Bassil, James. ***AskMen.com Presents The Style Bible: The 11 Rules for Building a Complete and Timeless Wardrobe.***

Collins, 2007.

Bell, Catherine Graham.

Managing Your Image Potential: Creating Good Impressions in Business.



ASSOCIATION OF
IMAGE CONSULTANTS
INTERNATIONAL

Prime Impressions, 2001.

Bixler, Susan, and Lisa Scherrer Dugan.

5 Steps to Professional Presence: How to Project Confidence, Competence and Credibility at Work.

Avon, MA: Adams Media Corporation, 2001.

Brown, Bobby.

Bobby Brown Make-up

Manual. Springboard, 2008.

Casperson, Dana May.

Power Etiquette: What You Don't Know Can Kill Your

Career. New York: AMA Publication, 1999.

Forni, P.M.

Choosing Civility: The Twenty-Five Rules of Considerate

Conduct. St. Martin's Griffin, 2003

Fujii, Donna.

Color with Style.

Graphic-Sha Publishing, 1991.

Knudsen, Joyce M. and Desmond C.Y. Chan.

From Head to Soul,® International





ASSOCIATION OF
IMAGE CONSULTANTS
INTERNATIONAL

(Third Edition). Red Publish, 2005.

Mathis, Carla and Helen Villa Connor.

The Triumph of Individual Style: A Guide to Dressing Your Body, Your Beauty, Your Self.
Fairchild Books & Visuals,
2002. Nix-Rice, Nancy.

Looking Good: A Comprehensive Guide to Wardrobe Planning, Color & Personal Style Development.

Portland, OR: Palmer/Pletsch Publishing, 1996.

Parsons, Alyce.

Style Source: The Power of the Seven Universal Styles for Women and Men. Universal Style, 2008.

Pease, Barbara and Allan Pease.

The Definitive Book of Body Language.
Bantam, 2006.

Post, Peggy and Peter Post.

The Etiquette Advantage in Business: Personal Skills for Professional Success.
HarperCollins Publisher, 1999.

Rasband, Judith.

Wardrobe Strategies for Women.





ASSOCIATION OF
IMAGE CONSULTANTS
INTERNATIONAL

Fairchild Books and Visuals, 2002.

