

Frequently Asked Questions about the Certified Image Professional (CIP) Application

1. What is a Certified Image Professional (CIP)?

An AICI Certified Image Professional is an individual who has achieved the middle level in AICI's certification system. Earning a CIP indicates that the person has had extensive training and experience in the image industry and is highly motivated to continually grow and improve his/her image business.

2. Why should I consider applying for my CIP?

When you earn your CIP, you can include "AICI CIP" after your name. This will inform clients, members, colleagues and the media that you have achieved a professional standard that is recognized by AICI, and throughout the global image industry.

3. Where will I find specific information for completing the CIP application?

You will find information about the application process on the AICI website. Please click this link.

<http://www.aici.org/?page=CIP>

4. How do I know I am ready to apply for my CIP?

In the CIP application document (page 3), the first step in the process is 'Ask Yourself, "Do I Meet the Basic CIP Portfolio Requirements?"' Reviewing the statements listed will help you know if you are ready to submit a CIP application. Do not make application until you know you have met the CIP requirements.

5. How do I apply and pay the application fee?

You must complete the one page CIP Application form and send it with payment to AICI Headquarters. See pg. 7 and 8 in CIP Application document for details.

6. How much time will it take to prepare my CIP portfolio?

You will have one year, from the time AICI Headquarters receives your application and payment, to complete your CIP portfolio.

7. Who should I contact if I have questions?

First of all, please read the CIP Application document in its entirety because most of your questions you will find addressed in that document. In Step 3 for developing your CIP portfolio (page 9) you can ask an AICI CIM (Certified Image Master – the highest certified image consultant) or an AICI CIP to be your coach to assist you through the process by answering your questions. (This is not mandatory.) If your coach cannot answer your questions, the VP of Certification will be happy to do so. Click on the following address to find the contact information for the VP of Certification

<http://www.aici.org/?page=BoardofDirectors>

8. Where do I send my CIP Portfolio

Please send your CIP Portfolio to:

AICI CIP External Reviewer

or by email to the AICI Dropbox (Jessicag@aici.org)

3408 SW Timberline Dr

Ankeny, Iowa 50023 USA

9. Who decides if my CIP portfolio meets the CIP standards?

AICI has engaged the services of a certification expert called the CIP External Reviewer, who will objectively and confidentially review your application.

10. How will I hear about whether I have been awarded my CIP?

You will receive notification from the AICI VP of Certification by letter about whether you have been awarded your CIP. The VP of Certification will share comments and scores given by the CIP External Reviewer.