



# AICI Certified Image Consultant (AICI CIC) Portfolio Handbook

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## AICI CERTIFIED IMAGE CONSULTANT (AICI CIC)

### **Congratulations for aspiring to the first level of certification in your profession!**

The AICI Certified Image Consultant (AICI CIC) designation shows others that you have achieved practiced standards in the image consulting industry and that you keep abreast of current thinking and technical knowledge. As an AICI First Level Certified Image Consultant, you will be able to use the letters “AICI CIC” after your name and will be perceived by clients, colleagues, and the media to have achieved a competent level of training and knowledge in the image field.

**To earn your CIC certification you must have successfully completed your CIC portfolio and passed the CIC exam. Both steps are mandatory** for earning the AICI CIC designation and you may not use the “AICI CIC” after your name until you have successfully completed both steps. The order in which you complete these steps is determined by the track that you selected on your CIC application.

Please review this application carefully, as it will take some time to complete. All information will remain confidential. You will be on your way to becoming an AICI CIC if you successfully fulfill all the requirements stated in the AICI CIC Portfolio. The standard is high and you must prove to the reviewer that you have received appropriate training and are working in a qualified image business.

The decision of the AICI CIC Reviewer is final, but you will be told the reasons you fell short in any section. You have one year from the date you pay your certification registration fee to complete the requirements, add or clarify information and send the folder with your documentation to the AICI CIC Reviewer. It is strongly advised that you submit your completed portfolio at least two (2) months in advance of your final deadline, in case you need to add or clarify any documentation.

You may submit your CIC Portfolio electronically using this fillable PDF document or you may submit the application by mail to your designated reviewer. You will receive the contact information for your designated reviewer when AICI processes your application fee. If you choose to submit online, you need to combine all files into ONE SINGLE PDF document. Be certain to keep all your originals and only submit copies of your supporting documentation, with the exception of the client evaluations that must be sent by mail unopened.

Note AICI will not return any documentation, if you wish to have your documents returned you will need to make special arrangements with the Professional Development Coordinator at the AICI Headquarters at, Ewald Consulting, 1000 Westgate Drive, Suite 252, St. Paul, MN 55114 651.290.7493 (direct) 651.290.2266 (fax) or email [lilym@ewald.com](mailto:lilym@ewald.com).

Please note that all entries and supporting documentation, with the exception of promotional materials must be submitted in English. It is the responsibility of the applicant to translate materials into English.

Please contact your AICI VP of Certification for guidance or to ask questions about your Portfolio submission. Your VP Certification will be listed under Board Members on the AICI website [www.aici.org](http://www.aici.org).

## **AICI CIC Portfolio Basic Requirements**

1. Submit your AICI application and payment to AICI Headquarters. Once you are ready to submit your portfolio, please contact [lilym@ewald.com](mailto:lilym@ewald.com) to assign your portfolio reviewer to you.
2. Submit the AICI Accreditation Code of Conduct and Standards of Professional Behavior
  - a. Non Members sign and return the AICI Code of Conduct to AICI Headquarters
  - b. Members agree to abide by the AICI Code of Conduct when joining AICI and each year at renewal
  - c. Members must be in good standing with AICI and the AICI Ethics Reviewer. Dues and all fees are up to date and any ethical or professional issues are cleared
3. You show proof of professional preparation (30 hours of image consulting training) in the image field.\*
4. You are a member of a professional image association. See application for the list of acceptable associations and the list of participation/leadership roles that will be accepted. Others will be considered upon request.
5. You have promoted yourself and your image knowledge through your business identity.\*
6. You submit your photo with the application.\*
7. You have experience working with at least five paying clients, showing proof of payment and submitting client evaluations.
8. Your portfolio demonstrates a professional level and passes the AICI CIC image and presentation criteria. The documents must be computer-typed. Handwriting is not acceptable.

\*See the AICI CIC Portfolio Guidelines for specifics.

## **AICI CIC Portfolio Guidelines**

### **Step 1: Submit the AICI CIC Application**

- a. AICI CIC Application submitted to AICI Headquarters either online or hard copy mailed or faxed
- b. Select the certification track
- c. Payment submitted for the AICI CIC application
- d. Receive an email confirmation for AICI Headquarters that your AICI CIC Certification application has been received and payment submitted.
- e. Receive email instruction on next step in the application process.

### **Step 2: AICI CIC Portfolio Submission**

- a. Download AICI CIC Portfolio documents from website
- b. Complete the fillable application
- c. Gather all supporting documentation
- d. Save a copy of your AICI CIC Portfolio
- e. Gather your client evaluations
- f. Submit your AICI CIC Portfolio
  - i. Email all documents with the exception of the client evaluations to your assigned AICI CIC Reviewer
  - ii. Send client evaluations (un-opened) by a reliable carrier to your AICI CIC Reviewer
- g. Submit your AICI CIC Portfolio by hard copy
  - i. Send a copy of your AICI CIC Portfolio by a reliable carrier to your AICI CIC Reviewer include your client evaluations (unopened).

### **DEADLINE**

You have twelve (12) months to complete your review, regardless of which track you have chosen.

To ensure success in your AICI CIC application and give to your AICI CIC Reviewer an opportunity to be of help to you, it is highly recommended your portfolio reach your designated reviewer TWO (2) months in advance of your final deadline. No refunds are given. If the application process is not completed within the stated time period, the certification registration fee is required again upon resubmission.

### **MATERIALS SUBMISSION – Online Submission**

Keep all original documents. Scan all original documents and save them electronically on your computer. You will submit your AICI CIC Application electronically.

1. Download and complete the fillable AICI CIC Portfolio form, Sections I – VII and the CIC Summary Page.
2. Gather your electronic documentation requested in Sections I –VII.
3. Once you have completed the fillable CIC Portfolio form, Sections I – VII, and have gathered your electronic documentation, send the application form and documentation to the CIC Co-Chair designated to you.
4. You will submit your client evaluations (unopened) by a reliable mail carrier.

Once your electronic documentation is received and your client evaluations have been received, your AICI CIC Portfolio will be reviewed.

**AICI and the AICI CIC Reviewer reserve the right to change or update this application**

**and its fees at any time. It is the responsibility of the applicant to ensure they are working with the most recent edition of the AICI CIC Application.**

## Guide to Completing the AICI CIC Portfolio

### SECTION I: PROFESSIONAL PREPARATION

#### A. Image Industry Relevant Training: Attendance at Training Programs, Courses, Seminars or Workshops Offered by an AICI CEU Provider or Other Educational Providers

1. In order to qualify for the AICI CIC, applicants must have attended training programs, courses or seminars that address areas listed in the AICI Core Competencies (pages 16 – 18). You must include training in the areas listed in Section I.D of the AICI Core Competencies (Technical Knowledge: Artistic Aspects of Image/Visual Design in Apparel). Additional training may be in the areas listed in Section I.A through I.C of the AICI Core Competencies.
2. Each entry must be of at least six (6) hours.
3. Conference sessions and chapter CEU-approved educational events will not be considered in this sub-section, and must be entered under Continuing Education.
4. The Training Provider must be a reputable individual or company.
  - a. For programs/courses/workshops CEU'd by AICI: Provide a copy of your CEU Report to validate attendance
  - b. For programs/courses/workshops NOT CEU'd by AICI: You will be required to provide a complete course description or outline, as well as instructor's/company's qualifications as a trainer in this area.
5. For each training program/course/workshop that is submitted, you must attach at least ONE of the following as documentation. Make sure to clearly indicate Application Section and date for each piece of documentation:
  - CEU Report (may be obtained by going to [www.aici.org](http://www.aici.org))
  - Certificate of Attendance/Completion/Achievement
  - Letter of Confirmation: Letter must be on training company's letterhead and signed by the instructor. Letter should include the course title, date(s) of attendance, length of program, and confirmation of your attendance and completion of the program.

#### B. Continuing Education: Example: Attendance at Conferences, Seminars & Workshops Sponsored by National or International Image Organizations or Associations National or International Image Organizations or Associations that offer programs related to the AICI Core Competencies include:

- AICI Annual Conference or AICI Chapter Education Events or Conferences
- Colour Designers International
- Color Marketing Group
- Other

## **Documentation Required as Proof:**

It is required that each entry be supported by at least one or more of the following documentation. Make sure that all submitted documentation clearly indicates the relevant Application Section and is correctly dated.

- CEU Report or Copy of CEU Verification Form from AICI's Conference
- Continuing Education transcript
- Workshop or conference registration confirmation or welcome letter & proof of payment
- Letter of attendance (Short official letter signed by the instructor, preferably on letterhead, including the course title, date and length of course, confirming you attended and completed the course)
- Chapter Newsletters articles / Programs/ copy of handouts/ proof of attendance

### C: Business Development Courses, Seminars and Workshops Attended

Course content must address Section II of the AICI Core Competencies – Professional Preparation & Development. As an example this would include any courses related to finance, business management, computer software training, website development, or marketing.

#### Documentation required as proof:

It is required that each entry be supported by at least one or more of the following documentation. Make sure that all submitted documentation clearly indicates the relevant Application Section and is correctly dated.

- Certificate of Achievement/Completion
- Handout, program outline or description, proof of attendance
- Letter of confirmation
- CEU Report or Continuing Education transcript
- Invoice with proofs of payments: receipt, check/credit card statement

## **SECTION II: BUSINESS IDENTITY**

This section will be evaluated by the AICI CIC Reviewer. The applicant does not total points in this section. Please note that, if you work for an image consulting firm, you must submit your own promotional materials, such as: business cards, flyer, brochure, bookmark, print-out of blog or website and can be under the firm's brand.

### A. Professional Appearance

Please submit a recent promotional head shot photo of you with your application. Scan your photo and place in this Section in your AICI CIC Application. This provides identity of the applicant.

### B. Business Identity: Business Name / Logo / Business Card / Stationery

Please submit samples of your business identity (name and logo) such as your business card and stationery. Scan your business card and stationery for the electronic submission or if by mail mount them on paper and place in clear protectors. Place them in this section in your AICI CIC Application folder.

### C. Business Promotion: Brochure / Website

Please submit samples of your business brochure and/or website. Scan these pages if submitting electronically or submit the pages of the website and include for mail submission. Your samples should be placed in this section.

### **SECTION III: CONSULTING EXPERIENCE**

You are required to submit documentation as proof of having conducted Image consultations or presentations with five (5) paying clients. Please submit the following documentation for each entry:

- Invoice
- Evaluation form completed by client (two-page Evaluation Form follows on page 22)

If your client does not speak English, contact your Chapter and ask for a bilingual client evaluation form. You are not allowed to assist your client in completing this evaluation.

The evaluation forms cannot be completed online and emailed. They must be mailed unopened to the appropriate CIC Co-Chair.

#### Official Client Evaluations

Submit five evaluations from your clients, participants in a seminar or training, coaching clients or customers or a combination. Print or photocopy the evaluation form (page 22) and send it to at least 5 clients, with a date by when they should return it to you. Send each one a stamped, addressed envelope with their name and AICI CIC EVALUATION clearly marked on the front. If evaluations must be sent by courier or hand delivered, the following statement must be on the front of the envelope:

I certify the consultant has not read this evaluation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Client name: \_\_\_\_\_

Keep the envelopes sealed when submitting them with your one page online form or if you are submitting your application by mail in your portfolio. Evaluations that have not been through the mailing system (no OFFICIAL stamps or other proof of mailing) will not be considered. You may send more than 5 evaluations out to clients, but only submit 5 in with your application. Keep a record of all the clients to whom you have sent evaluations.

Include a list of the five clients' names whose evaluations you are submitting.

### **SECTION IV: MEMBERSHIP**

#### Proofs of documentation

Documentation must be provided for each year of membership! (From mo/day/year to mo/day/year)

- Membership application/Registration form
- Proofs of payment: receipt, check or credit card statement



## **SECTION V: PORTFOLIO PROFESSIONALISM**

This section will be evaluated by the AICI CIC Reviewer, and it applies to both physical and online submissions. The applicant does not total points in this section.

The CIC Co-Chair will assign a maximum of four (4) points for the clarity, organization, completeness and aesthetics of the portfolio.

## **SECTION VI: PROFESSIONAL PARTICIPATION IN AICI**

Participation in AICI at an international or chapter level in any capacity listed below. Only completed roles will be considered. Please review the AICI Leadership points system below:

### **Chapter Education Day Support (low involvement) = 1 pt.**

Example: speaker support, registration desk, physical arrangements

Supporting Documentation: Certificate from Chapter President or VP Education

### **City Circle Start Up Team or City Circle member = 2 pts.**

Example: face-to-face meeting of 3 or more as a city circle

Documentation: photo w/ letter from VP Chapter Relations

### **Chapter Start Up Team = 2 pts.**

Example: face-to-face meeting of 5 or more to start a Chapter

Documentation: photo w/ letter from VP Chapter Relations

### **Social Media Community Builder = 2 pts.**

Example: creation of a growing & updated Facebook Page to promote AICI, ongoing for at least one year

Documentation: screen shot of Facebook Page and other page info

### **Chapter Education Day Support (high involvement) = 2 pts.**

Example: research on chapter education day hotel venue + coordinate with hotel + invite members

Documentation: Certificate from Chapter President or VP Education

Level of Commitment	Position	CIC, CIP, CIM Application Points
<b>Very High</b>		
	International President	10
	International Board Member	8
<b>High</b>		
	International Committee Chair	6
	International Task Force Leader	6
	Chapter President	6
<b>Medium High</b>		
	Chapter Board Member	5
	International Task Force Team Member	5
	International Committee Member	5
<b>Medium</b>		
	Conference Team Leader	3
	Global Ambassador	3
<b>Medium Low</b>		
	Chapter Committee Member	2
	Chapter Education Day Support (High Involvement)	2
	Social Media Community Builder	2
	Chapter Start-Up Team	2
	City Circle Start-Up Team	2
<b>Low</b>		
	Conference Speaker Support	1
	Chapter Education Day Support (Low Involvement)	1
	I Am Here For You Buddy	1

## **SUMMARY**

Complete the summary page and include in this section.

## **CODE OF CONDUCT AND STANDARDS OF PROFESSIONAL BEHAVIOR**

Include a signed copy of the AICI Code of Conduct and Standards of Professional Behavior

### **Calculating Your Points**

(See applications for the points for each section.)

- Sections have point requirements. If you are unable to meet the requirements, set your application aside until you are eligible. If you have earned more points than the number allowed, write only the required number at the subtotal and total levels. As you complete each section, post your points in the subtotal space.
- Calculate and enter your total for each section.
- Transfer your total points for each section to the Summary Page at the end. You must attain a total of 20 points in order to qualify. The AICI CIC Reviewer will verify only 20 points.

### **DOCUMENTATION**

- The CIC Application submitted may be submitted electronically, using the fillable CIC Application Form or mailed in. The five client evaluations must be sent via postal mail.
- Except for the mailed evaluations, submit all supporting documentation electronically. If you are mailing in your portfolio—only submit copies of required documentations with the 5 un-opened evaluations.
- Some points will require multiple documents as proof.
- Expect to ask others (schools, trainers, associations, clients, etc.) to supply supporting information electronically. Verification by others requires their contact information and signature on their official letterhead. Telephone numbers for persons providing the documentation should be included so that the AICI CIC Reviewer can call to verify the information sent.
- Be accurate, factual, and complete in every response.
- Avoid abbreviations and acronyms.
- If there is a question of dates, qualify with “approximately.” When possible, try to obtain exact information.

### **FACILITATING THE REVIEW PROCESS**

The AICI CIC Application Review process takes two months. Here are some suggestions to consider:

- Only submit your CIC Application and supporting materials when you are confident that all points are strongly documented. However, please ensure that you submit your completed portfolio before your candidacy is up. It is highly recommended your portfolio reach your designated reviewer TWO (2) months in advance of your final deadline. This will give the Reviewer an opportunity to assist you in case you need to make revisions by the final deadline.
- Your information must speak clearly for you, as you are not present during the review process.
- When contacted by the AICI CIC Reviewer, please respond to their questions in a timely manner.

- Send only the electronic version of all supporting documentation for electronic application. If by mail send only copies of your required materials for your application. Electronic or by mail requires mailing for unopened client evaluations. The AICI CIC Reviewer and AICI cannot be held responsible for the loss or destruction of AICI CIC material.

**WHEN YOUR AICI CIC APPLICATION HAS BEEN RECEIVED**

The AICI CIC Reviewer will send a confirmation email that your application has been received. The AICI CIC Reviewer reserves the right to grant or withhold certification for any applicant. If you do not achieve the requirements needed for AICI Certified Image Consultant, you will be given reasons why certification is denied. Each application for certification will be duly considered based upon the criteria set out in the application.

**WHEN YOUR AICI CIC APPLICATION HAS BEEN APPROVED**

- You may not use “AICI CIC” after your name until you have successfully completed the AICI CIC Portfolio and passed the AICI CIC Exam.

**MAINTAINING YOUR CERTIFICATION STATUS WITH AICI**

Once you have obtained the title of AICI CIC, you will be required to renew your certification every three years. The Certification Renewal Requirements are as follows:

- All AICI Certifications are **renewed every three (3) years – with a June 30 due date.**
- As a measure of your ongoing professional development, you must **earn a minimum of 2.4 CEUs in the 3 years following your AICI CIC acceptance**, and every three years thereafter. If you neglect to earn the minimum number of CEUs, certified status will be revoked.
- **You will be required to pay a Certification Renewal Fee of \$300.00 US for AICI members/\$750.00 US/non-members. Please note that this three-year renewal fee is in addition to your AICI Annual Dues in your renewal year.**
- If certified status is revoked, AICI CIC status may be only reinstated to those who have continued to earn the required number of CEUs and who pay a Reinstatement Fee (see below) in addition to all renewal fees missed. Proof of CEUs earned will be required. Individuals who do not meet the CEU requirement will not be considered for reinstatement.

<b>Reinstatement Fees</b>	<b>Members</b>	<b>Non-Members</b>
AICI CIC	\$500	\$1000

- Practice and adhere to the AICI Code of Ethics. Violations may be reported to the Ethics Reviewer and may result in the rescinding of AICI CIC status.

## **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.

Please refer to the AICI CIC Exam (CIC) Examination Handbook at [www.aici.org](http://www.aici.org) for information on which Competencies are covered in the AICI CIC Exam.

### **I. Technical Knowledge**

- A. Psychological Aspects of Image
  - Effects of Image
  - Self Concept Theory/Individual Identity
  - General Values & Clothing Value Theory
  - Personality Theory
  - Defense Mechanisms
  
- B. Social Aspects of Image
  - Origins, Motives & Function of Apparel & Grooming
  - Non-Verbal Communication via Image
  - Cultural Patterns & Diversity
  - Roles, Status & Stratification/Rank
  - Historic Costume
  - Fashion Industry & Fashion Trends
  - Etiquette & Protocol
  - Civility
  
- C. Physical Aspects of Image
  - Physical Body Perception & Presentation
  - Body Language
  - Nutrition/Diet
  - Exercise/Fitness
  - Cosmetic Surgery
  - Grooming
  
- D. Artistic Aspects of Image/Visual Design in Apparel
  - Art in Dress & Image (including Accessories)
  - Design Principles (Goals)
    - Balance
    - Proportion
    - Scale

Rhythm  
Emphasis  
Unity

- Design Elements (Tools)
  - Line
  - Shape
  - Color
  - Texture
  - Pattern
  - Scale
- Personal Style in the Elements of Design
- Wardrobe Management

## **II. Professional Preparation & Development - Application of Technical Knowledge**

### A. Clientele/Target Market

- Potential Clientele

### B. Programs (Working with Groups)

- Presentation Topics (refer to I. Technical Knowledge, above)
- Program Presentation Skills
- Types of/Formats for Programs/Presentations
- Teaching/Facilitation Techniques
- Teaching Aids & Materials
- Program Preparation Materials

### C. Services (Working with Individuals)

- Potential Services (Women, Men, Children)
- Service Preparation Materials
- Coaching/Facilitation Techniques

### D. Products

- Potential Products/Product Development
- Distribution

### E. Marketing/Marketing Techniques

- Public Relations
- Promotions/Promotional Materials
- Graphics

- Fee Structure
- Selling Skills
- Business/Personal Networking
- Social Media

### **III. Business Management**

#### A. Organizational Aspects

- Business Forms
- Official/Business Location
- Financing
- In-Office Staff
- Resources/Related Professionals
- Associations to Join/Conferences to Attend
- Publications to Subscribe to

#### B. Management Aspects

- AICI Code of Ethics
- Strategic Planning/Business Plan
- Equipment & Supplies
- Legal Issues
- Management Style & Skills
- Accounting & Record Keeping
- Travel

Outline adapted with permission from the work of Judith Rasband, AICI CIM, Conselle LC, for use by AICI.

## **AICI Code of Conduct and Standards of Professional Conduct**

### **Members of AICI shall:**

- Act with integrity, competence, dignity, and in an ethical manner when dealing with the public, clients, prospects, employees and fellow members.
- Practice and encourage others to practice in a professional and ethical manner that will reflect credit on members and their profession.
- Strive to maintain and improve their competence and the competence of others in the profession.
- Use reasonable care and exercise independent professional judgment.

### **Standards of Professional Conduct**

#### **STANDARD I: FUNDAMENTAL RESPONSIBILITIES**

Members shall:

- A. Maintain knowledge of and comply with all applicable laws, rules, and regulations of any government, governmental agency, regulatory organization, licensing agency, or professional association governing the members' professional activities.
- B. Not knowingly participate or assist in any violation of such laws, rules, or regulations.
- C. Not undertake any professional responsibilities unless, by training and experience, the member is competent to adequately perform the work required.
- D. Accurately represent qualifications, education, experience and affiliations in all forms of personal and professional communication as prescribed in AICI's Bylaws.

#### **STANDARD II: RELATIONSHIP WITH AND RESPONSIBILITIES TO THE CLIENT**

Members shall:

- A. Clearly define, verbally or in writing, the scope and nature of the project or services to be performed and all fees or costs involved in the project or services from conception to completion.
- B. Inform clients and prospective clients of any special relationship or circumstances that could be considered a conflict of interest.
- C. Hold client information in confidence, except as compelled by law.

#### **STANDARD III: RELATIONSHIP WITH AND RESPONSIBILITIES TO THE PROFESSION AND THE ASSOCIATION**

Members shall:

- A. Not engage in professional misconduct.
- B. Members shall not engage in any professional conduct involving dishonesty, fraud, deceit, or misrepresentation or commit any act that reflects adversely on their honesty, trustworthiness, or professional competence.
- C. Not knowingly endorse an individual who is unqualified with respect to education, training, and/or expertise, as per the established Bylaws and membership requirements of the Association.
- D. Not discriminate against anyone based upon economic factors, race, creed, ethnic background, gender, age, sexual preference, physical condition or country of origin.
- E. Members shall not, without permission or giving appropriate credit, use materials,





## **AICI CIC Portfolio**

Please refer to the Guide to Completing the AICI CIC Portfolio (pages 3 - 9) to ensure you are adequately meeting all requirements.

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Name          Date

**SECTION I: PROFESSIONAL PREPARATION**

[Documentation must be included in support of each section]

We want to know if you have taken image training courses.

To qualify as validation for training or education, a course description, course learning outcomes, or a course outline must be submitted. The course topics must be within the AICI Core Competencies. (See AICI Core Competencies, pages 11-13). CEU Reports are considered validation.

- A. Attendance at Training Programs, Courses, Seminars or Workshops offered by an AICI CEU Provider or other educational providers.
  - . 1 point = per hour of instruction
  - Each entry must be of at least six (6) hours
  - (CEU Report is accepted as valid documentation.)

<b>Training Company</b>	<b>Course Name</b>	<b>Date(s)</b>	<b>Days</b>	<b>Points</b>

Minimum points 2 (20 hours)

Subtotal: \_\_\_\_\_

- B. Attendance at Seminars & Workshops Sponsored by National or International Image Organizations or Associations
  - .1 point = per 1 hour workshop or seminar during last 3 years
  - (CEU Report is accepted as valid documentation.)

<b>Sponsor</b>	<b>Activity</b>	<b>Date(s)</b>	<b>Days</b>	<b>Points</b>

Minimum points 1 (10 hours)

Subtotal: \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

C. Business Development Courses, Seminars and Workshops Attended

Finance, business management, etc., sponsored by the Small Business Administration or other business organizations or training companies

.1 point = per hour of instruction during the last 3 years

<b>Sponsor</b>	<b>Course</b>	<b>Date(s)</b>	<b>Days</b>	<b>Points</b>

Minimum points 0;

Subtotal: \_\_\_\_\_

SECTION I: Points Required: 3

Total Points

**SECTION II: BUSINESS IDENTITY**

[Documentation must be included in support of each section]

This section will be evaluated by the AICI CIC Reviewer. The applicant does not total points in this section.

A. Professional Appearance

Please submit a recent promotional headshot photo of yourself with your application. Scan and send electronically if submission is on-line. Mail-in application Insert the photos in this Section.

Points: 1 Point Points

B. Business Identity: Business Name / Logo / Business Card / Stationery

Scan and send electronically if submission is on-line. Mail-in application copy samples of your business identity (name and logo) such as your business card and stationery.

Points: 2 Points Points

C. Business Promotion: Brochure / Website

Scan and send electronically if submission is on-line. Mail-in application copy samples of your business brochure and/or website. Print the pages of the website and include.

Points: 2 Points Points

Section II: Points Required: 5 Points Total Points

Name \_\_\_\_\_ Date \_\_\_\_\_

**SECTION III: CONSULTING EXPERIENCE**

[Documentation must be included in support of each section]

Image Consulting Experience

You are required to submit documentation as proof of having conducted Image consultations or presentations with 5 paying clients. Please submit the following documentation for each entry:

- Invoice
- Evaluation form completed by client (two-page Evaluation Form follows)

1 point per consultation

<b>Client</b>	<b>Type of Consult</b>	<b>Date</b>	<b>Points</b>

SECTION III: Points Required: 5

Total Points

Name \_\_\_\_\_ Date \_\_\_\_\_

## Candidate Performance Evaluation | Client Evaluation

Candidate please complete:

Name of Image Consultant:

Name of Client Evaluator (Print):

Address:

Phone Number:

Email:

Date(s) of Consultation:

### To the Evaluator:

Please help me by taking a few minutes to fill out this Client Evaluation form as part of my AICI Certified Image Consultant (AICI CIC) Portfolio.

Please place the form in the stamped addressed envelope provided. Please seal the envelope and send it to me; it will remain confidential until opened by the Reviewers.

I will receive a copy of the evaluation only if you have given permission to do so.

I do  I do not give my permission for the Candidate to read this evaluation.

Evaluator's Signature          Date

### Image Consultation / Presentation Evaluation

Name of Image Consultant (Print): \_\_\_\_\_

Name of Consultation / Image Presentation: \_\_\_\_\_

Image Topics Covered: \_\_\_\_\_

Length of Consultation / Image Presentation: \_\_\_\_\_

Thinking about your sessions, how valuable was the image consultant's help to you? Please rate your level of satisfaction with the consulting/presenting process by circling the number that indicates how satisfied you are with each part of the process. Use the scale below.

<b>YOUR SATISFACTION</b>	1 Not Satisfied	2	3 Very Satisfied
Rapport with your consultant.			
Your consultant's knowledge.			
Your consultant's ability to relay knowledge.			
Your consultant's ability to understand your goals.			

Your consultant's ability to develop a plan to help you meet your goals.			
Other area you were or were not satisfied with: (Please specify)			

Did your meeting with the image consultant meet your expectations?  Yes  No

Was the image consultant professional in appearance and actions?  Yes  No

Evaluator's Signature          Date

Thank you! Please seal this survey in the envelope provided to you and return it and the cover sheet to your image consultant.

Name \_\_\_\_\_ Date \_\_\_\_\_



**SECTION IV: MEMBERSHIP**

[Documentation must be included in support of the section]

**PROFESSIONAL IMAGE ASSOCIATION MEMBERSHIP**

You are a member of a recognized professional image association (e.g., Association of Image Consultants International). Include proof of membership for the past year.

1 point = per full year of membership (only completed years are counted)

<b>Association</b>	<b>From month/year</b>	<b>To month/year</b>	<b>Points</b>

**SECTION IV: Points Required: 0**

Total Points

Name \_\_\_\_\_ Date \_\_\_\_\_

## **SECTION V: PORTFOLIO PROFESSIONALISM**

This section will be evaluated by the AICI CIC Reviewer, and it applies to both physical and online submissions. The applicant does not total points in this section.

The CIC Reviewer will assess the professionalism of portfolios based on the following criteria:

- 1 Point = Clarity of the portfolio submitted
- 1 Point = Organization of the portfolio submitted
- 1 Point = Completeness of the portfolio submitted
- 1 Point = Aesthetics of the portfolio submitted

SECTION V: Points Required: 4

Total Points

**SECTION VI: PROFESSIONAL PARTICIPATION IN AICI**

[Documentation must be included in support of the section]

You are required to have been an ACTIVE member of the Association of Image Consultants International. Please review the Leadership Points System included in the CIC Application Guidelines for a list of all roles that will be considered, and points awarded for each role.

Only completed roles will be counted. Include recent CEU Report or official letter from a Reviewer chair, Chapter Officer or International Board Member stating that you have completed a role in a volunteer capacity.

<b>Role in AICI</b>	<b>From month/year</b>	<b>To month/year</b>	<b>Points</b>

SECTION VII: Points Required: 2

Total Points

**AICI CIC Portfolio Summary Page**

Transfer your totals from each section to this page.

		<u>Required</u>	<u>Section Totals</u>	<u>Verified</u>
SECTION I	Professional Preparation	3	_____	<input type="checkbox"/>
SECTION II	Business Identity	5	_____	<input type="checkbox"/>
SECTION III	Consulting Experience	5	_____	<input type="checkbox"/>
SECTION IV	Membership	0	_____	<input type="checkbox"/>
SECTION V	Portfolio Professionalism	4	_____	<input type="checkbox"/>
Section VI	Participation in AICI	2	_____	<input type="checkbox"/>
			_____	

\*19 points are required for your AICI CIC Portfolio to be approved. Required points are established to ensure professional growth. Although your points may exceed the maximum, include only the points allowed when reporting totals. If you have fewer points than required, put the application aside until you can qualify.

Double-check your entries and documentation. All documents scanned or submitted must include your name, the section and subsection number. Submitted information is subject to verification by the AICI Certified Image Consultant (AICI CIC) Reviewer. Additional supporting documentation may be requested during the review process. Online Portfolios must be submitted to your designated reviewer. You will receive the name of your designated AICI CIC Co-Chair upon approval of your AICI CIC Application.

I hereby acknowledge that the information on this application is true and accurate.

Signed:

Date:

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Electronic signature is acceptable for online application.

Print Name:	
Address:	
Phone:	Fax:
Email:	