



## TRACK 1: Exam First, Portfolio Review Second

**Step 1:** Register for Track 1



**Step 2:** Once you receive the exam email from Castle, schedule and take the exam. This process must be completed within six (6) months of registering for Track 1.



**Step 3:** Once you have received official notice from AICI HQ and been assigned a reviewer, complete and submit your portfolio for review.  
**NOTE:** notice from HQ of exam score can take up to 30 days to receive.



**Step 4:** Once you have received notice from AICI HQ that you have completed all certification requirements, you can start using the CIC designation and celebrate!



## TRACK 2: Portfolio Review First, Exam Second

**Step 1:** Register for Track 2

**Step 2:** You will receive an email from AICI HQ with your reviewer contact information. You must complete and send your portfolio review within one (1) year of registering for Track 2.

**Step 3:** You will receive the exam email from Castle, schedule and take the exam. This process must be completed within six (6) months of your portfolio approval date.

**Step 4:** Once you have received notice from AICI HQ that you have completed all certification requirements, you can start using the CIC designation and celebrate!

**NOTE:** Exam scores can take up to 30 days to be received by HQ.