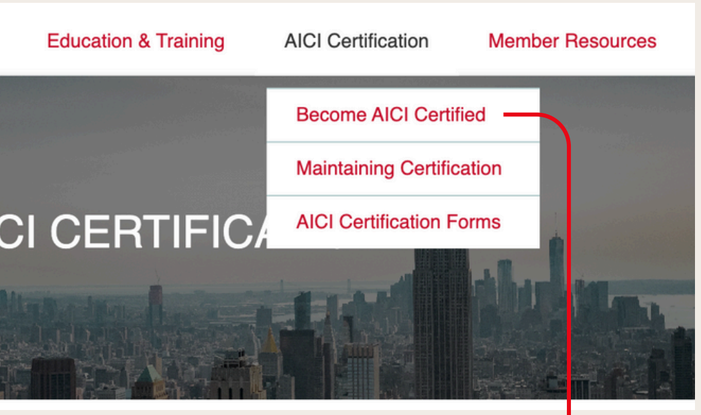
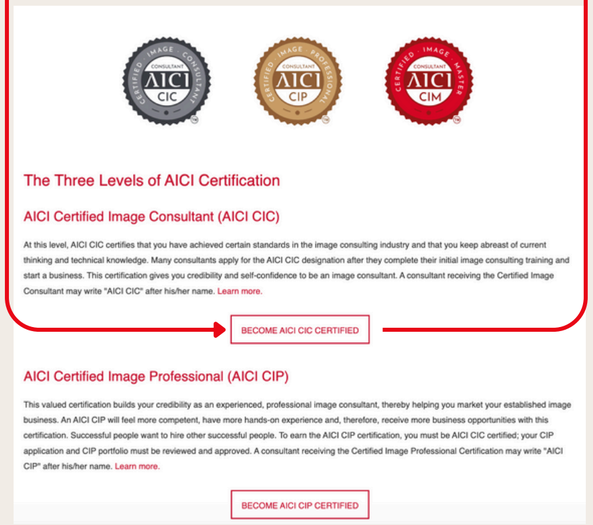
# Guide to obtain the CIC Certification

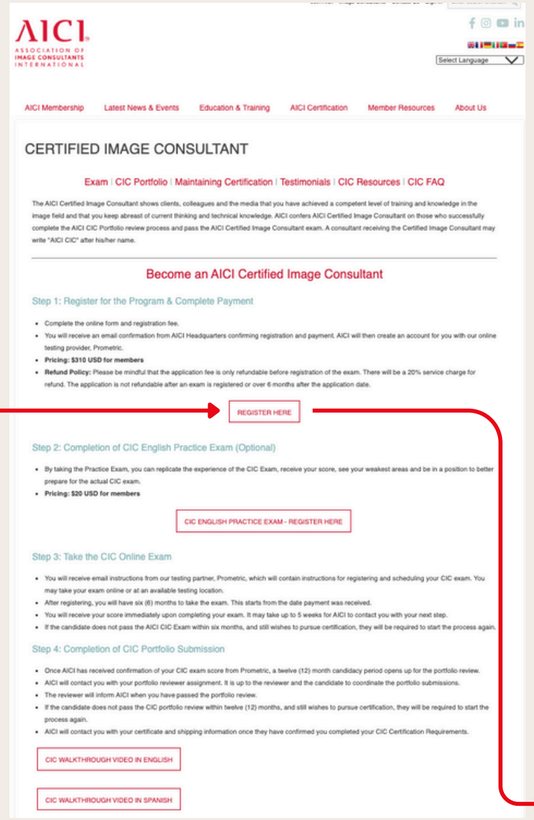
## (Process / Exam / Portfolio)

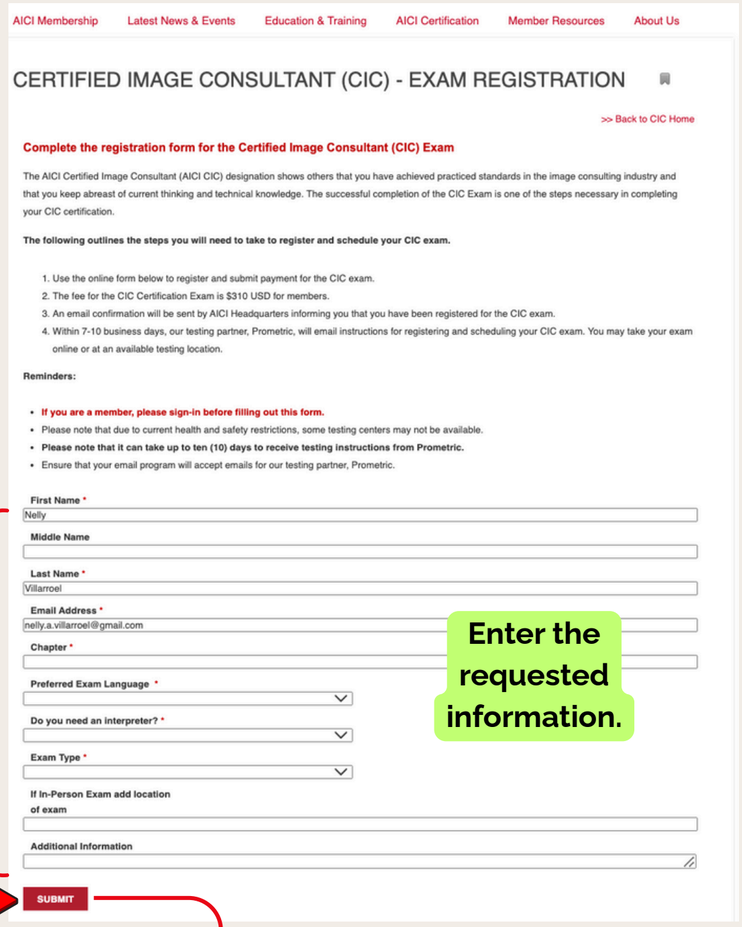
# Start the CIC Certification Process




To start the CIC Certification process, you must go to the AICI Certification menu on the AICI website https://www.aici.org/general/custom.asp?page=CIC and then follow the steps




Enter the requested information.

Once you submit your exam registration, AICI will generate an invoice for **USD 310**. **After the invoice is paid**, you can schedule a date to take the CIC exam.

SCHEDULE THE EXAM

# CIC Certification Process

## SCHEDULE THE EXAM

(You have **six months** to take the exam after paying the invoice)

Contact the certification specialist, **Amanda Polley** to schedule the exam

amanda.polley@internationalamc.com

Take the exam online or at an available testing location.

## PROMETRIC

Testing Provider

## Practice Exam

**40 questions**
**USD 20**

The practice exam is a good exercise to become familiar with the format and types of questions on the CIC exam

## CIC EXAM

**100** questions
**71%** required for passing

### When the CIC exam is passed

You will receive your score **immediately** upon completing your exam

And a 12-month period opens to submit the portfolio. **The portfolio review is included within the 12-month period**

## CIC Portfolio

When your portfolio is ready to be submitted, notify Amanda Polley and she will create a Dropbox for you to upload it

## Dropbox

**Upload the portfolio to this Dropbox**

The portfolio will be reviewed by the CIC reviewer within a two-month period (sometimes it takes much longer)

## CIC Certification

The CIC certification is obtained when the exam is passed with more than 71% and the portfolio meets all the requirements

# **CIC** Exam

## Contents

# **CIC** Exam Contents

The CIC exam consists of four major groups of information:

1. **Artistic aspects of Image**
2. **Social aspects of Image**
3. **Psychological aspects of Image**
4. **Physical aspects of Image**

AICI provides the content in a very general way, which is presented in the list that can be found in the Portfolio Handbook at the following address

https://cdn.ymaws.com/www.aici.org/resource/resmgr/certification/250102_aici_cic-portfolio-ha.pdf

I recommend these books for studying. They cover almost all the content related to the Artistic Aspects of Image

**Technical Knowledge**

- Psychological Aspects of Image
  - Effects of Image,
  - Self-Concept,
  - Theory/Individual Identity,
  - General Values & Clothing Value Theory,
  - Personality Theory,
  - Defense Mechanisms
  - Psychological Shifts (Working From Home
- 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
  - Sustainability
  - Diversity and Inclusivity
- Physical Aspects of Image
  - Physical Body Perception and Presentation
  - Body Language
  - Nutrition/Diet
  - Exercise/Fitness
  - Cosmetic Surgery
  - Grooming
- 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
  - Personal Style in the Elements of Design
  - Wardrobe Management

# Artistic Aspects of Image

1. Design Elements
2. Design Principles
3. Personal Style
4. Wardrobe management

1

## Color, line, shape, texture, patterns

- **Color**
  - Color temperature
  - Color dimensions
  - Color harmonies
  - Color quality
  - Color psychology (effect & communication)
  - Color wheel
  - Seasonal coloring (4)
- **Texture**
  - Natural fibers and man-made fibers
  - Fabrics (woven / knitted)
- **Shapes (Body Silhouette)**
  - Rectangle
  - Oval
  - Hourglass
  - Triangle
  - Inverted triangle
  - Eight figure

3

- **Personal Style**
  - Yin and Yang concept
  - Yin/Yang personal style categories
  - Characteristics
    - Physical body
    - Personality
    - Clothing
- Universal Styles

Judith Rasband

4

- **Wardrobe Management**
  - Fashion, trend, classic, basics, separates
  - Accessories
  - Wardrobe for personality and lifestyle
  - Cluster / cost per wearing
  - Wardrobe evaluation
  - Business dress / business casual

2

- **Vertical Proportion**
- **Design Principles**
  - Balance
  - Proportion
  - Scale
  - Emphasis
  - Harmony
  - Unity
  - Rythm
- **Camouflage**
- **highlight techniques**

Carla Mathis

## Men

- **Body shapes**
- **Clothing style**
- **Shirts (collar, cuff, spread)**
- **The perfect fit**
- **Accessories**
- **Dress code**
- **Formal attire**
- **Color coordination**
- **Business dress / business casual**

# Social Aspects of Image

**Technical Knowledge**

- Psychological Aspects of Image
  - Effects of Image,
  - Self-Concept,
  - Theory/Individual Identity,
  - General Values & Clothing Value Theory,
  - Personality Theory,
  - Defense Mechanisms
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1. **Etiquette & Protocol**
2. **Fashion Industry**
3. **Non verbal communication**
4. Sustainability (**Paper #1**, 2, 3)
5. Diversity & Equity

1

- Difference (etiquette / protocol)
- Introductions
- Gender neutral
- dinning etiquette
  - table setting
- International etiquette

2

- **The fashion Curve**

3

- Personal space
- facial expressions
- Gestures
- Posture
- Hand shakes

# Physical Aspects of Image

**Technical Knowledge**

- Psychological Aspects of Image
  - Effects of Image,
  - Self-Concept,
  - Theory/Individual Identity,
  - General Values & Clothing Value Theory,
  - Personality Theory,
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  - Personal Style in the Elements of Design
  - Wardrobe Management

- Basic knowledge of:
  - skin types
  - skin care
  - cosmetic application techniques
  - hair types and care
  - grooming standards

# Phycological Aspects of Image

**Technical Knowledge**

- Psychological Aspects of Image
  - Effects of Image,
  - Self-Concept,
  - Theory/Individual Identity,
  - General Values & Clothing Value Theory,
  - Personality Theory,
  - Defense Mechanisms
  - Psychological Shifts (Working From Home
- Social Aspects of Image
  - Origins
  - Motives
  - Function of Apparel & Grooming
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1. Clothing Needs
2. Self concept Theory
3. Effects of clothing
4. Clothing value theory
5. Personality Theory (Yin & Yang)
6. Defense mechanisms
   - Rationalization
   - projection
   - regression
   - repression
   - isolation
   - identification

1
- Physical
- Psychological
- Social
- Aesthetic

2
- Body Image
- Self-image
- self-steem
- self-confidence
- self-competence

Judith Rasband

3
- Economic
- Aesthetics
- Social
- Political
- theoretical
- religious
- sensory
- exploration

Key Terms 2021

# **CIC** Application Portfolio

HTTPS://CDN.YMAWS.COM/WWW.AICI.ORG/RESOURCE/RESMGR/CERTIFICATION/240716_CIC_PORTF_FORMS.PDF

The link where you can find all the tables and descriptions, section by section, of the CIC Portfolio

# Introduction

## Index


Introduction

Section I: Professional Preparation

Section II: Business Identity

Section III: Consulting Experience

Section IV: Portfolio Professionalism

Section V: Professional Participation in AICI

AICI Portfolio Summary Page

AICI Code of Ethics


**Your Bio**

# Section I

## Profesional Preparation

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.

| Training Company | Course Name | Date(s) | Days | Points |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Minimum points 2 (20 hours)

# Section II

## Business Identity

A. Professional Appearance

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

Points: 1 Point Total_____

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

If you are submitting it online, scan and send it electronically. Otherwise, mail-in application copy samples of your business identity (name and logo), such as your business card and stationery.

Points: 2 Points Total_____

C. Business Promotion: Brochure /Website

If your submission is online, scan and send electronically. Mail-in application copy samples of your business brochure and/or website. Print the pages of the website and include them.

Points: 2 Points Total_____

Section II: Points Required: 5 Points

# Section III

## Consulting Experience

You must 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)

1 point per consultation

| Client | Type of Consult | Date | Points |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

SECTION III: Points Required: 5

# Section IV

## Portfolio Professionalism

This section will be evaluated by the AICI CIC Reviewer. It applies to both physical and online submissions, and 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 IV: Points Required: 4

# Section V

## Professional Participation in AICI

AICI Leadership Points - Effective January 1, 2024

| Level of Committment | Position | Total Points | Period to Earn Points |
|---|---|---|---|
| Very High → | International President | 10 | 1 year |
| | International Board Member | 8 | 1 year |
| High → | International Committee Chair | 6 | 1 year |
| | Chapter President | 6 | 1 year |
| Medium High → | Chapter Board Member | 5 | 1 year |
| | International Committee Member | 5 | 1 year |
| Medium → | Global Conference Team Leader | 4 | Conference period |
| Medium Low → | Global Conference Team Member/Ambassador | 3 | Conference Period |
| | *Regional Conference Team Member | 3 | Conference period |
| | Chapter Start-Up Team | 3 | 1 year |
| | City Circle Start-Up Team | 3 | 1 year |
| | Chapter Committee Member | 3 | 1 year |
| Low → | Global Conference Speaker Support | 1 | During Conference |
| Low → | Regional Conference Speaker Support | 1 | During Conference |
| | **Chapter Education Day Support | 2 | 1 Year or 4 cumulative chapter events |

*Regional Conference refers to events like Asia Conference and Latin America Conference, which is informed to AICI Global in advance.

*Regional Conference team leader and members are only eligible to collect LP when they are not chapter board member. Chapter board member should not be awarded LP for tasks taken during regional conference.

** Chapter Education Day Support should only be accounted for LP for non-chapter board members' participation in chapter education events. Not limited to online or physical, including task force for picture-taking, video-recording, attendance-keeping, speaker support, CEU statement, etc. This position is a yearly commitment, which means volunteers should work for a year to earn the point, not one-event. It is acceptable the 4 events being offered by different chapters.

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 a 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.

| Role in AICI | From month/year | To month/year | Points |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

SECTION V: Points Required: 3

# Summary Page

## AICI CIC Portfolio Summary Page

Transfer your totals from each section to this page.

| | | Required | Section Totals Verified | |
|---|---|---|---|---|
| Section I | Professional Preparation | 3 | | ☐ |
| Section II | Business Identity | 5 | | ☐ |
| Section III | Consulting Experience | 5 | | ☐ |
| Section IV | Portfolio Professionalism | 4 | | ☐ |
| Section V | Participation in AICI | 3 | | ☐ |