



Guide to obtain the
CIC Certification
(Process / Exam / Portfolio)

Start the CIC Certification Process

Education & Training

AICI Certification

Member Resources

CI CERTIFI

Become AICI Certified

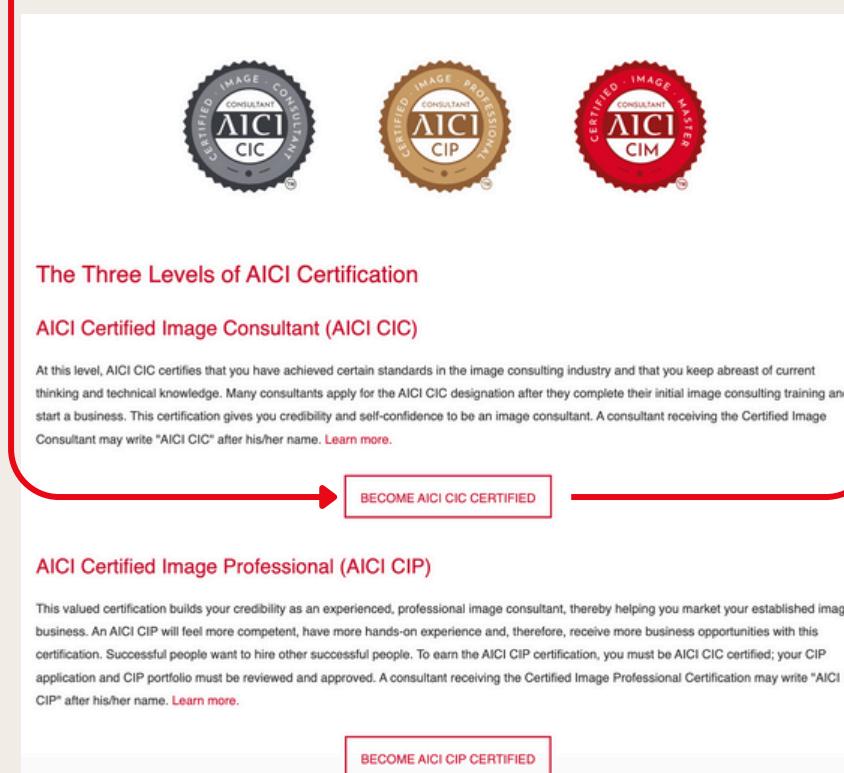
Maintaining Certification

AICI Certification Forms

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



The Three Levels of AICI Certification

AICI Certified Image Consultant (AICI CIC)

At this level, AICI CIC certifies that you have achieved certain standards in the image consulting industry and that you keep abreast of current thinking and technical knowledge. Many consultants apply for the AICI CIC designation after they complete their initial image consulting training and start a business. This certification gives you credibility and self-confidence to be an image consultant. A consultant receiving the Certified Image Consultant may write "AICI CIC" after his/her name. [Learn more.](#)

BECOME AICI CIC CERTIFIED

AICI Certified Image Professional (AICI CIP)

This valued certification builds your credibility as an experienced, professional image consultant, thereby helping you market your established image business. An AICI CIP will feel more competent, have more hands-on experience and, therefore, receive more business opportunities with this certification. Successful people want to hire other successful people. To earn the AICI CIP certification, you must be AICI CIC certified; your CIP application and CIP portfolio must be reviewed and approved. A consultant receiving the Certified Image Professional Certification may write "AICI CIP" after his/her name. [Learn more.](#)

BECOME AICI CIP CERTIFIED



CERTIFIED IMAGE CONSULTANT

[Exam](#) | [CIC Portfolio](#) | [Maintaining Certification](#) | [Testimonials](#) | [CIC Resources](#) | [CIC FAQ](#)

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.

Become an AICI Certified Image Consultant

Step 1: Register for the Program & Complete Payment

- Complete the online form and registration fee.
- You will receive an email confirmation from AICI Headquarters confirming registration and payment. AICI will then create an account for you with our online testing provider, Prometric.
- Pricing: \$310 USD for members
- Refund Policy: Please be mindful that the application fee is only refundable before registration of the exam. There will be a 20% service charge for refund. The application is not refundable after an exam is registered or over 6 months after the application date.

REGISTER HERE

Step 2: Completion of CIC English Practice Exam (Optional)

- By taking the Practice Exam, you can replicate the experience of the CIC Exam, receive your score, see your weakest areas and be in a position to better prepare for the actual CIC exam.
- Pricing: \$20 USD for members

CIC ENGLISH PRACTICE EXAM - REGISTER HERE

Step 3: Take the CIC Online Exam

- You will receive email instructions from our testing partner, Prometric, which will contain instructions for registering and scheduling your CIC exam. You may take your exam online or at an available testing location.
- After registering, you will have six (6) months to take the exam. This starts from the date payment was received.
- 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.
- 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.

Step 4: Completion of CIC Portfolio Submission

- Once AICI has received confirmation of your CIC exam score from Prometric, a twelve (12) month candidacy period opens up for the portfolio review.
- AICI will contact you with your portfolio reviewer assignment. It is up to the reviewer and the candidate to coordinate the portfolio submissions.
- The reviewer will inform AICI when you have passed the portfolio review.
- 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.
- AICI will contact you with your certificate and shipping information once they have confirmed you completed your CIC Certification Requirements.

CIC WALKTHROUGH VIDEO IN ENGLISH

CIC WALKTHROUGH VIDEO IN SPANISH

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.

AICI Membership Latest News & Events Education & Training AICI Certification Member Resources About Us

CERTIFIED IMAGE CONSULTANT (CIC) - EXAM REGISTRATION

[>> Back to CIC Home](#)

Complete the registration form for the Certified Image Consultant (CIC) Exam

The AICI Certified Image Consultant (AICI CIC) designation shows others that you have achieved practical standards in the image consulting industry and that you keep abreast of current thinking and technical knowledge. The successful completion of the CIC Exam is one of the steps necessary in completing your CIC certification.

The following outlines the steps you will need to take to register and schedule your CIC exam.

1. Use the online form below to register and submit payment for the CIC exam.
2. The fee for the CIC Certification Exam is \$310 USD for members.
3. An email confirmation will be sent by AICI Headquarters informing you that you have been registered for the CIC exam.
4. Within 7-10 business days, our testing partner, Prometric, will email instructions for registering and scheduling your CIC exam. You may take your exam online or at an available testing location.

Reminders:

- If you are a member, please sign-in before filling out this form.
- Please note that due to current health and safety restrictions, some testing centers may not be available.
- Please note that it can take up to ten (10) days to receive testing instructions from Prometric.
- Ensure that your email program will accept emails for our testing partner, Prometric.

First Name *

Nelly

Middle Name

Last Name *

Villarroel

Email Address *

nelly.a.villarroel@gmail.com

Chapter *

Preferred Exam Language *

Do you need an interpreter? *

Exam Type *

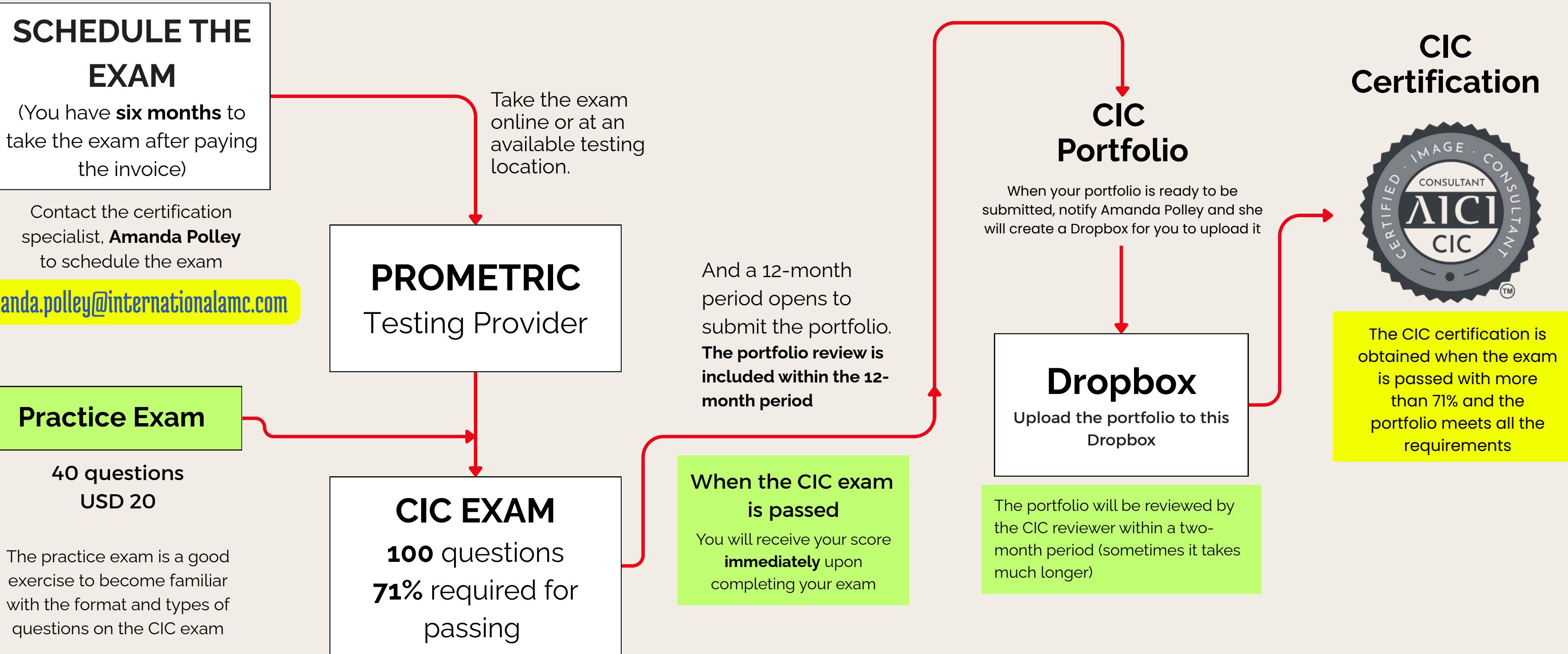
If In-Person Exam add location of exam

Additional Information

SUBMIT

Enter the requested information.

CIC Certification Process





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

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

1

3

4

Personal Style

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

Judith Rasband

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
 - Psychological Shifts (Working From Home)
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 - Wardrobe Management

1. Etiquette & Protocol

2. Fashion Industry

3. Non verbal communication

4. Sustainability (Paper #1, 2, 3)

5. Diversity & Equity

2

• The fashion Curve

1

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

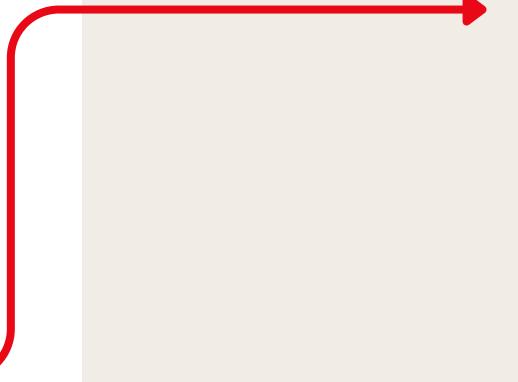
3

- 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
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 - Motives
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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

6

Key Terms 2021

1

- Physical
- Psychological
- Social
- Aesthetic

2

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

3

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

Judith Rasband



CIC Application Portfolio

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

Professional 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 Commitment	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
Low →	Chapter Start-Up Team	3	1 year
	City Circle Start-Up Team	3	1 year
Low →	Chapter Committee Member	3	1 year
	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.

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