



Guide to obtain the **CIP Certification**

Requirements:

- You must have completed and held your AICI CIP Certification for at least 1 year
- You must also have been a member of a professional image association for 2 full years and participated in leadership positions

CIP Certification Process

The CIP Certification Process involves developing a Portfolio to demonstrate competencies, training and Professional experiences in Image Consulting. The Portfolio is divided into nine sections, which must be completed in a clear, organized and sequential manner, providing all required information. Once finalized, the portfolio is submitted for review and approval.

To start the CIP Certification Process, you must go to the AICI Certification menu on the AICI website:

https://www.aici.org/page/CIP_NEW

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CERTIFIED IMAGE PROFESSIONAL

[CIP Walkthrough](#) | [CIP Portfolio](#) | [Maintaining Certification](#) | [Evaluation Forms](#) | [CIP FAQ](#)

The AICI Certified Image Professional (AICI CIP) designation after your name demonstrates to clients, colleagues and the media that a professional standard in the image industry has been attained. This has been achieved by extensive training, technical knowledge and experience.

You will be accepted as an AICI CIP, only if you successfully fulfill all the requirements stated in the AICI CIP Application. Your acceptance is NOT guaranteed. The decision of the AICI CIP External Reviewer is final. The Scoring Report you receive, after the review of your application, will indicate whether you did or did not meet the requirements and will include the reasons for the scores that were given. In addition, you must meet the AICI Code of Ethics and Standards of Professional Conduct to qualify as a CIP.

You are on a journey towards excellence in your profession!

Become an AICI Certified Image Professional

Step 1: Verify Your Eligibility

- Please check [CIP Handbook](#)

Step 2: Register for the CIP Application & Complete Payment

- Before you can register, you must have completed and held your AICI CIC Certification for at least one (1) year.
- You must also have been a member of a professional image association for two (2) full years and participated in leadership positions.
- Once the above requirements are met, please complete the online form and registration fee.
- You will receive an email confirmation from AICI Headquarters confirming registration and payment.
- Pricing: \$400 USD for members**
- Refund Policy:** Please be mindful that the application fee is only refundable before the portfolio submission process with a 20% service charge. The application fee is not refundable when the dropbox link has been given.

[REGISTER HERE](#)

Step 3: Create and Review your CIP Portfolio




- AICI Headquarters will contact you with how to submit your CIP portfolio to your designated AICI CIP External Reviewer. It is up to the reviewer and the candidate to coordinate the portfolio submissions.
- You have one year from the date you pay your CIP application fee to complete the requirements and send your CIP portfolio, with all your documentation, to your designated AICI CIP External Reviewer. Only work completed prior to your application date will be considered for review. If your CIP portfolio is not completed within one year, you may reapply and pay the application fee again.
- Ask a Certified Image Professional or Certified Image Master to be your coach to assist in the application process. This is strongly advised, but it is not mandatory.

Step 4: Completion of CIP Portfolio Submission

- The AICI CIP External Reviewer will inform AICI Headquarters when you have passed the portfolio review.
- If the candidate does not pass the CIP portfolio review within twelve (12) months, and still wishes to pursue certification, they will be required to start the process again.
- AICI Headquarters will contact you with your certificate and shipping information once they have confirmed you completed your CIP Certification Requirements.

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AICI CERTIFICATION



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](#)

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REGISTER HERE

Portfolio

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Submission

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CERTIFIED IMAGE CONSULTANT (CIP) APPLICATION
REGISTRATION

>> Back to CIP Home

Complete the registration form for the Certified Image Professional (CIP)

The AICI Certified Image Professional (AICI CIP) designation demonstrates to clients, colleagues and the media that a professional standard in the image
industry has been attained. This has been achieved by extensive training, technical knowledge and experience. A consultant whose AICI CIP Application is
accepted may write "AICI CIP" after their name.

You are strongly encouraged to review the AICI CIP Portfolio thoroughly before submission. The information you provide in your application materials will
remain confidential. If you have any questions about the application, [please contact the Vice President of Certification](#).

The following outlines the steps you will need to take to register and complete your CIP application:

- Use the online form below to register and submit payment for the CIP Certification Application. The fee for the CIP Certification application is \$400 USD
for members.
- An email confirmation will be sent by AICI Headquarters that you have applied for the CIP Certification Application.
- Email instructions will be sent to you by AICI Headquarters on next steps to submit your CIP Portfolio. You have one (1) year to submit your CIP
portfolio, with all your documentation, to your designated AICI CIP External Reviewer.

First Name *

Nelly

Middle Name

Last Name *

Villarreal

Mailing Address Line 1 *

Avda. Carrera 1821, D-702

Mailing Address Line 2

Mailing City *

Antofagasta

Mailing Location

Chile

Mailing Country

Chile

Mailing Postal Code *

1240000

Email Address *

nelly.a.villarreal@gmail.com

Date you earned your AICI CIC
Certification: *

I would like my CIP materials
returned to me. *

☐ Yes

☐ No

Please read and acknowledge
the information below:

I understand that all my financial, proprietary and copyrighted m

I understand that the decision of the AICI CIP Reviewer is final a
comments and recommendations
made to me in the Review Report.

I understand that AICI is not responsible for any lost or stolen fi
External Reviewer.

I submit payment with this online form for \$400.00 USD to open
Professional Candidacy period, which will end one year from the

Electronic Signature: *

SUBMIT

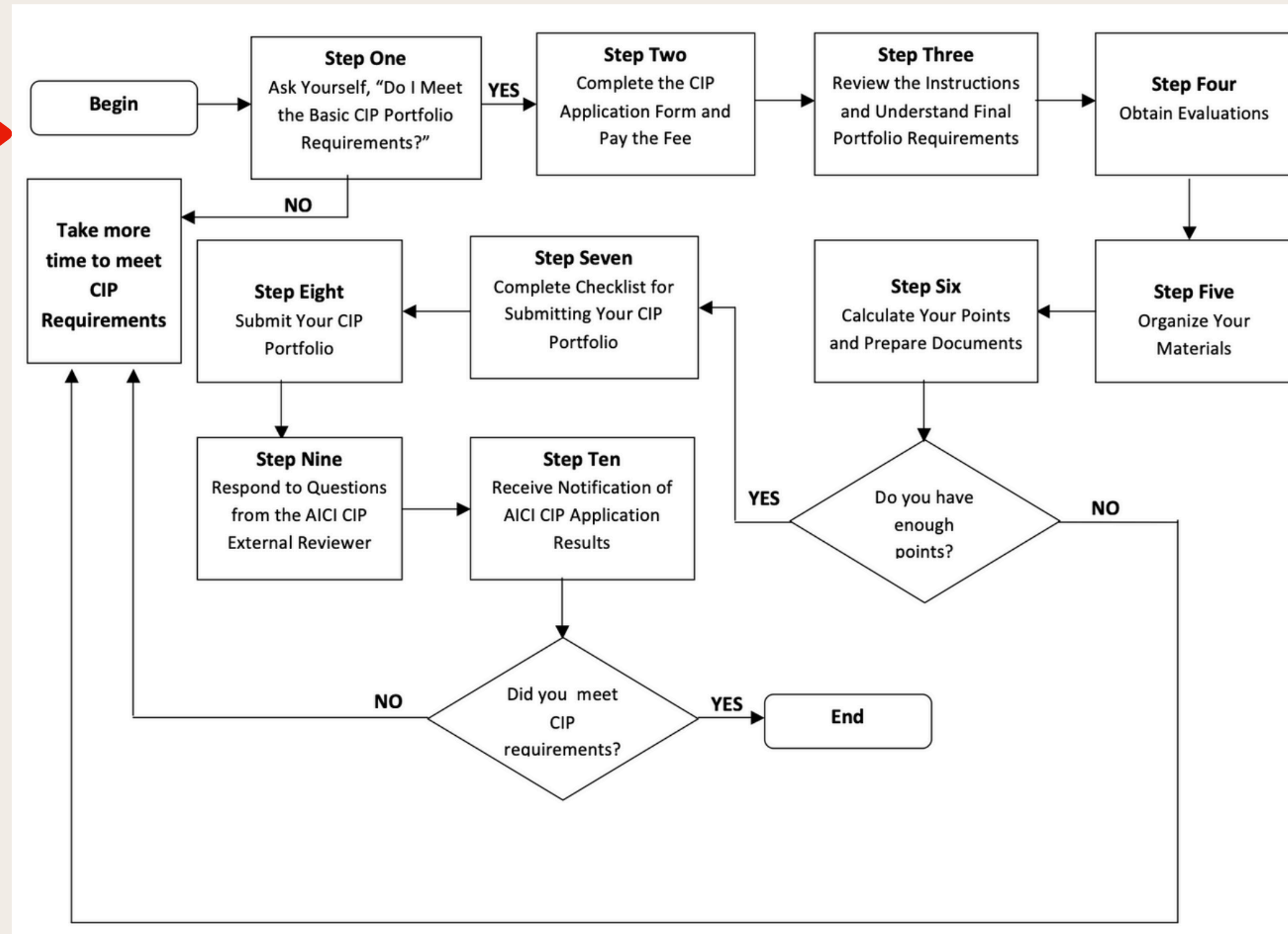
Once you submit your CIP application, AICI will generate an invoice for **USD 400**.

After the invoice is paid, you have one year from the date you pay your fee to complete the requirements and send your CIP portfolio to your designated AICI CIP External Reviewer.

CIP Application Process Map

https://cdn.ymaws.com/www.aici.org/resource/resmgr/images3/CIP_Process_Map.pdf

AICI provides, as a resource, a map of the CIP Certification Process.



Portfolio Sections

https://cdn.ymaws.com/www.aici.org/resource/resmgr/certification/250102_aici_cip_handbook.pdf



Section 1 - Professional Preparation

A. FOUNDATION IMAGE TRAINING:

Attendance at training courses, seminars, or workshops of at least 6 hours each and offered by at least two education providers.

0.25 point = 1 hour of class instruction

Education Provider	Course Name i.e. Type of Course	Date(s) and # of Days	Hrs. of Instruction	Points
#1				
#2				
#3				
#4				
#5				
#6 etc.				

Minimum Points **24**; Maximum **50**Subtotal: _____

B. IMAGE INDUSTRY CONTINUING EDUCATION:

Attendance at educational events that build on core image training, are in the AICI Core Competencies, and occurred during the last 3 years (from the date your CIP Application was submitted to AICI HQ).

.2 point = 1 hour

Education Provider	Activity	Date(s) and # of Days	Hrs. of Instruction	Points
#1				
#2				

C. DEGREE EDUCATION:

Degrees earned that are in the AICI Core Competencies. You only earn points for the highest level achieved.

10 points = Associate Degree
20 points = Graduate Degree
30 points = Post-Graduate Degree
40 points = Doctorate Degree

Education Provider	Major	Degree	Date	Points
#1				
#2				
#3				
#4 etc.				

Minimum Points **0**; Maximum **40**Subtotal: _____

Section 2 - Years of Business Experience

A. HAVING YOUR OWN IMAGE CONSULTING PRACTICE

- 20 points per year, full time (40 hours or more per week) – not employed in another job
- 10 points per year, part time (minimum 20 hours per week)

B. EMPLOYED BY ANOTHER IMAGE CONSULTANT, UNIVERSITY, COMPANY, OR ORGANIZATION

- 20 points per year, full time (40 hours or more per week) – not employed in another job
- 10 points per year, part time (minimum 20 hours per week)

C. RELATED IMAGE CAREER EXPERIENCE:

Retail, cosmetology, fashion writing, verbal and non-verbal communication positions, psychology, life coaching, corporate training, etc.

- 10 points per year, full time (at least 40 hours per week)
- 5 points per year, part time (at least 20 hours per week)

Business	Responsibility	From (Month/ Day/Yr)	To (Month/ Day/Yr)	Points
#1				
#2				
#3				
#4				
#5 etc.				

Minimum Points 40; Maximum 120Subtotal: _____

Business	Responsibility	From (Month/ Day/Yr)	To (Month/ Day/Yr)	Points
#1				
#2				
#3				
#4				
#5 etc.				

Minimum Points 40; Maximum 120Subtotal: _____

Business	Responsibility	From (Month/ Day/Yr)	To (Month/ Day/Yr)	Points
#1				
#2				
#3				
#4				
#5 etc.				

Minimum Points 40; Maximum 120Subtotal: _____

Section 3 - Business Services

A. TRAINING DEVELOPMENT AND DELIVERY:

Multiply course hours by the number of times you taught it. Attach course outlines, descriptions, and samples of instructional materials. Preparation time does not count.

1 point per hour of instruction

Course Title	Sponsor	Date(s)	Hours	Points
#1				
#2				
#3				
#4 etc.				

Minimum Points 0; Maximum 50Subtotal: _____

B. CONSULTING AND COACHING

1 point per hour of consulting or coaching individual clients

Topic	Client	Date(s)	Hours	Points
#1				
#2				
#3				
#4 etc.				

Minimum Points 0; Maximum 50Subtotal: _____

C. SPEAKING ENGAGEMENTS:

These are solo presentations to an audience for 1-2 hours. This is not a class.

1 point per hour of speaking

Topic	Sponsor	Date(s)	Hours	Points
#1				
#2				
#3				
#4 etc.				

Minimum Points 3; Maximum 50Subtotal: _____

Section 4 - Business Products

A. TRAINING RESOURCES:

Materials developed by the applicant themselves to support training deliveries, e.g. workbook for participants, PowerPoint slide show, training prop or exercise

B. CONSULTING AND COACHING TOOLS:

Materials developed by the applicant to support consulting and coaching activities, e.g. consultant worksheet, prop, article

C. AUTHORED BOOKS ON IMAGE

(topics found in AICI Core Competencies)

- 20 points per published book at least 100 pages in length
- 2 points = co-authored book/wrote one chapter/booklet

2 points = participant workbook, manual
0.5 points = PowerPoint slideshow
0.1 point = training exercise

Title	Description	Points
#1		
#2		
#8		
#9 etc.		

Subtotal: _____

2 points = client notebook, image tool, e.g. color fan
0.1 = handout

Title	Description	Points
#1		
#2		
#3		
#6 etc.		

Subtotal: _____

Title	Description	Points
#1		
#2		
#3		
#4		
#5		
#6		
#7		
#8		
#9 etc.		

Subtotal: _____





Business Products

D. AUTHORED ARTICLES/BLOGS ON IMAGE

(topics found in AICI Core Competencies)

0.5 points = newsletter, magazine, newspaper, e-zine
0.1 points = blog

Title	Description	Points
#1		
#2		
#7		
#8		
#9 etc.		

Subtotal: _____

E. VIDEO/AUDIO ON IMAGE RELATED TOPICS

(found in AICI Core Competencies): at least 30 minutes in length, e.g. podcasts 12 points = DVD or mp4 6 points = CD or mp3

Title	Description	Points
#1		
#2		
#3		
#4		
#5		
#6		
#7		
#8		
#9 etc.		

Subtotal: _____

Section 5 - Business Identity

A. MARKETING MATERIALS

- 15 points = website
- 3 points = brochure, business logo, active business Facebook, Twitter, Pinterest, and Instagram accounts
- 1 point = business card, letterhead, flyer, advertisement

Item	Topic	Dates	Points

Minimum Points 25; Maximum 40Subtotal: _____

B. MEDIA APPEARANCES

- 15 points per year of regularly hosted program
- 5 points per radio or television appearance in last five years
- 1 point per magazine, newspaper, or online media feature in last five years

Sponsor	Topic	Date(s)	Points

Minimum Points 0; Maximum 40Subtotal: _____

Section 6 - Professional Contribution

A. PROFESSIONAL IMAGE ASSOCIATIONS

1. Membership:

e.g. Association of Image Consultants, Fashion Group International, Color Marketing Group, Image Institute of Image Training and Testing International

2. Leadership in AICI and other image associations:

Please review the AICI Leadership Points System on p. 45 for roles that will be considered for points.

B. OTHER ASSOCIATIONS: Membership in any image-related association, e.g. National Interior Design Association, National Speakers Association, Toastmasters, Chamber of Commerce, Association for Talent Development, etc.

2 points per year of membership (Only completed years will be counted.)

Association	From Month/Year	To Month/Year	Points
Year 1			
Year 2			
Year 3 etc.			

Minimum Points 4; Maximum 20 Subtotal: _____

Role in Association	Association	From Month/ Year	To Month/ Year	Points

Minimum Points 5; Maximum 20 Subtotal: _____

1 point per year of membership

Association	From Month/Year	To Month/Year	Points
Year 1			
Year 2			
Year 3, etc.			

Minimum Points 0; Maximum 5 Subtotal: _____





Professional Contribution

C. CHARITABLE ORGANIZATIONS:

Participation and leadership in not-for-profit organizations. This excludes what you have documented in Section IIIC: Speaking Engagements.

D. IMAGE AWARDS: Awards, commendations, or honors from professional image organizations. Awards must be image industry relevant. 5 points = per award

E. OTHER AWARDS: Special awards from non-image organizations

1 point per event (day-long) .1 point per volunteer hour for charitable organizations				
Organization	Event	Date(s)	Hours	Points

Minimum Points **2**; Maximum **5** Subtotal: _____

Award	Organization	Date	Points

Minimum Points **0**; Maximum **10** Subtotal: _____

5 points = per award			
Award	Organization	Date	Points

Minimum Points **0**; Maximum **5** Subtotal: _____

Section 7- Candidate Professionalism

This section will be evaluated by the AICI CIP External Reviewer. You do not total points in this section.

A. PEER EVALUATIONS: Please submit the following documentation. Three (3) Peer Evaluations from image-related peers, preferably AICI CIP or AICI CIM image consultants, who have seen your work and can vouch for its high standard and your professional reputation.

B. CLIENT EVALUATIONS: Please submit the following documentation. Ten (10) Client Evaluations from paying clients that vouch for the standard of your work and your professional knowledge. It is recommended that you select clients from a variety of your image business ventures rather than all the evaluations being written by members of one of your classes. Have clients send their completed forms to certification@ aici.org. Keep a record of all the clients to whom you send evaluations.

Section 8 - Portfolio Professionalism

This section will be evaluated by the AICI CIP External Reviewer who determines the total points in this section. The appearance/presentation of the portfolio provides valuable information about the candidate's professionalism. It is important that every item is clearly marked and that the External Reviewer can easily find all the documents supplied. It is expected that the portfolio materials are of the highest quality. The AICI CIP External Reviewer will assess the professionalism of your portfolio based on the following criteria:

- Proper documentation provided for all sections (completeness)
- Documents inserted in appropriate sections and in the proper sequence (organization)
- Documents labeled and numbered (organization)
- If necessary, English explanation notes are provided (clarity)
- Binder overall appearance (aesthetics)

Section 9 - Candidate's Image

Please submit a recent professional full-body photograph with your application.

Professional Summary

		<u>Minimum Required</u>	<u>Maximum Allowed</u>	<u>Section Totals</u>
Section I	Professional Preparation	30	110	_____
Section II	Years of Business Experience	40	120	_____
Section III	Business Services	50	150	_____
Section IV	Business Products	20	80	_____
Section V	Business Identity	35	80	_____
Section VI	Professional Contribution	11	65	_____
Section VII	Candidate Professionalism	80	145	_____
Section VIII	Portfolio Professionalism	30	50	_____
Section IX	Candidate's Image	35	80	_____
TOTAL POINTS		331	880	_____