



# 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



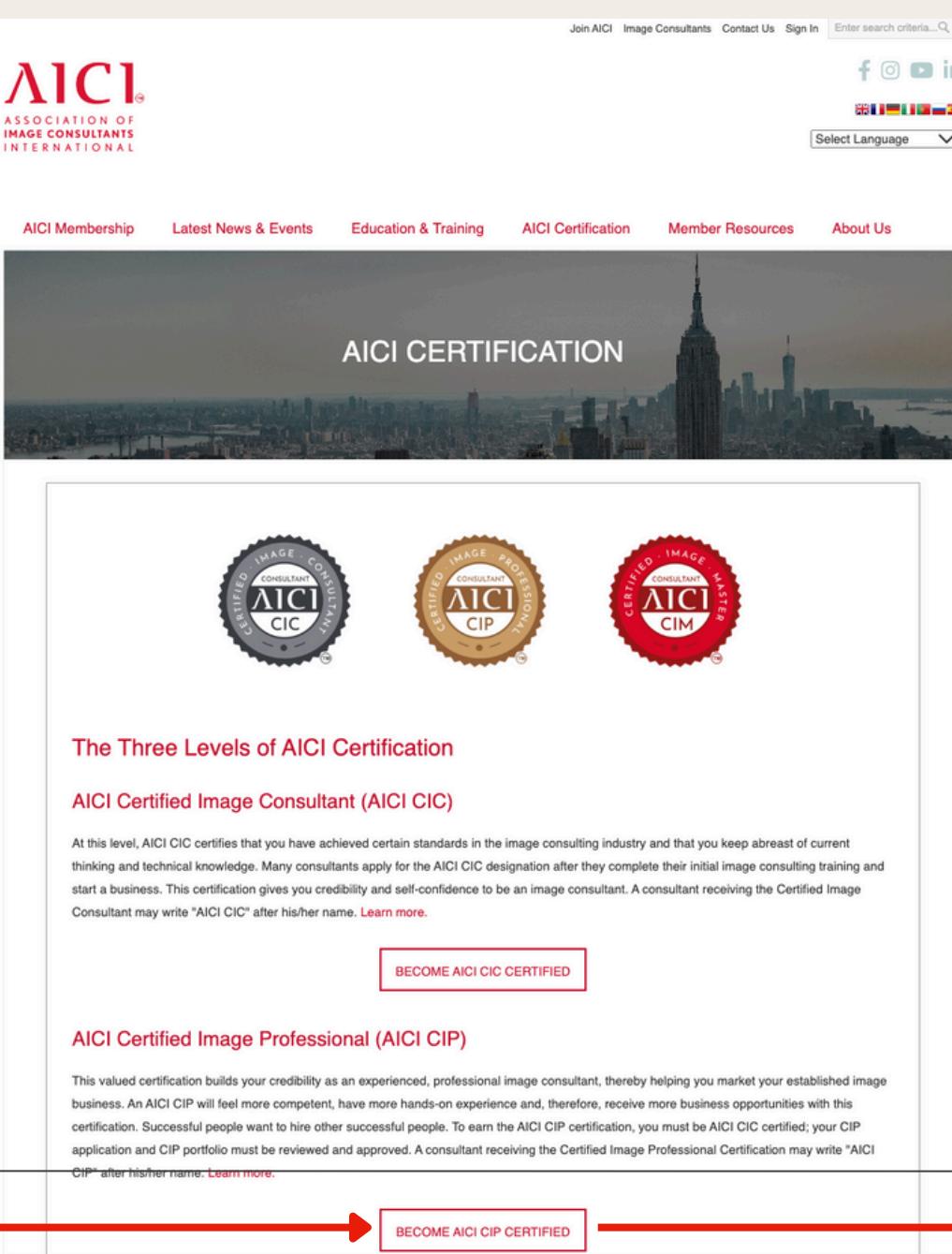
The AICI Global Magazine banner features a smartphone displaying a colorful graphic with the text 'EVOLVE ELEVATE EMPOWER EXCEL'. The AICI logo and 'MAGAZINE' text are visible. A red box highlights the 'Become AICI Certified' link in the top right corner of the banner.

The CIP Certification Process involves developing a Portfolio to demonstrate competencies, training and Professional experiences in Image Consulting.

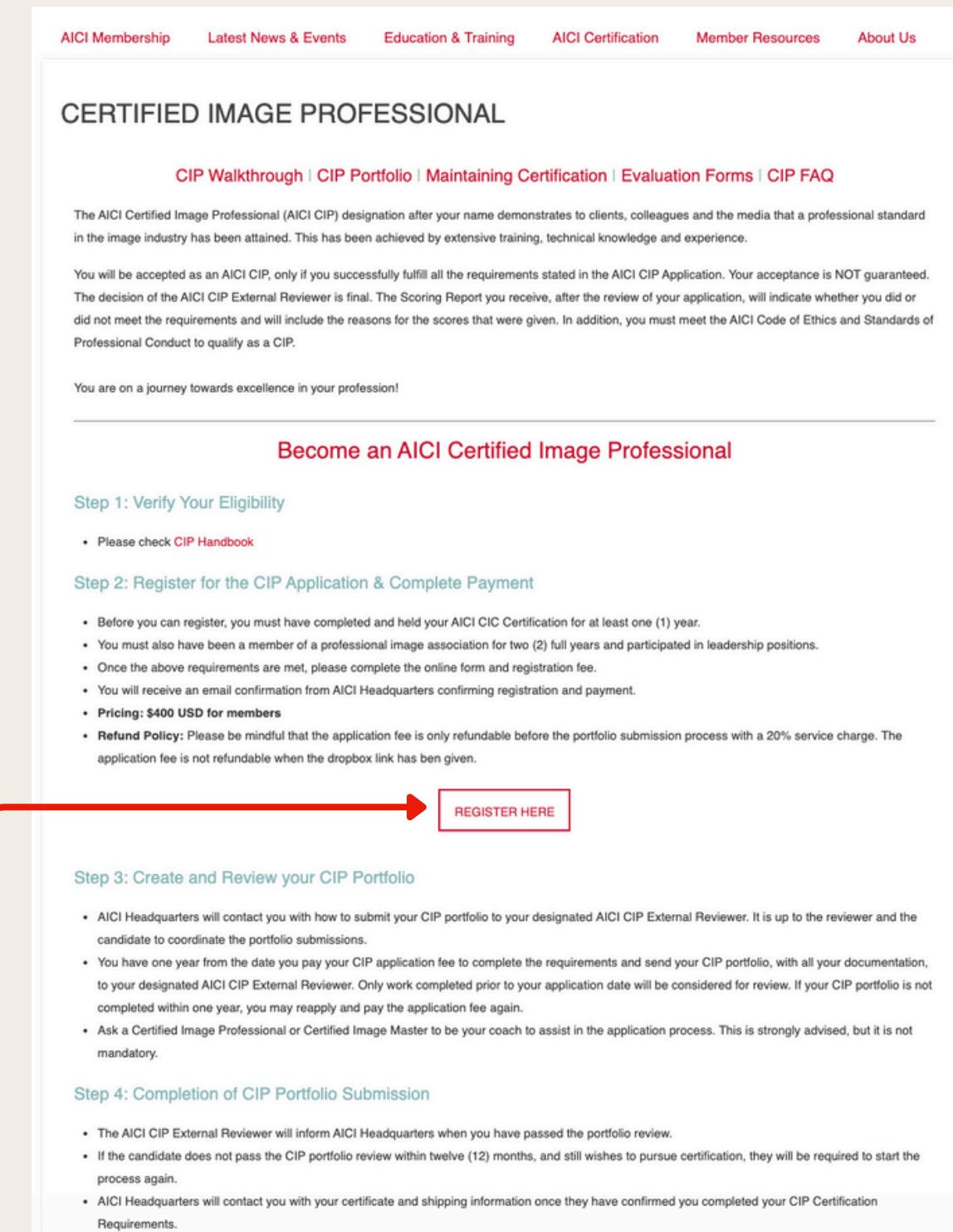
The Portfolio is divided into nine sections, which must be completed in a clear, organized and sequential manner, providing all required information.

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](https://www.aici.org/page/CIP_NEW)



The AICI Certification page features a banner with the text 'AICI CERTIFICATION' and a city skyline background. Below the banner, three circular seals for 'CERTIFIED IMAGE CONSULTANT (AICI CIC)', 'CERTIFIED IMAGE PROFESSIONAL (AICI CIP)', and 'CERTIFIED IMAGE MASTER (AICI CIM)' are displayed. The page is divided into sections: 'The Three Levels of AICI Certification', 'AICI Certified Image Consultant (AICI CIC)', and 'AICI Certified Image Professional (AICI CIP)'. Each section includes a 'BECOME AICI CERTIFIED' button. A red arrow points from the 'AICI CIP' section to the 'BECOME AICI CIP CERTIFIED' button on the AICI website.



The AICI Certification menu page includes links for 'AICI Membership', 'Latest News & Events', 'Education & Training', 'AICI Certification', 'Member Resources', and 'About Us'. The 'AICI Certification' menu is highlighted with a red box. The page features a yellow header box with the text 'CERTIFIED IMAGE PROFESSIONAL' and a 'REGISTER HERE' button. Below the header, sections for 'CIP Walkthrough', 'CIP Portfolio', 'Maintaining Certification', 'Evaluation Forms', and 'CIP FAQ' are listed. The main content area includes sections for 'Step 1: Verify Your Eligibility', 'Step 2: Register for the CIP Application & Complete Payment', 'Step 3: Create and Review your CIP Portfolio', and 'Step 4: Completion of CIP Portfolio Submission'. Each step has a list of requirements and a 'REGISTER HERE' button. A red arrow points from the 'REGISTER HERE' button on the AICI website to the 'REGISTER HERE' button on this page.

# CIP Certification

Education & Training AICI Certification Member Resources About Us

FESSIONAL

Portfolio | Maintaining Certification | Evaluation Forms | CIP FAQ

signation after your name demonstrates to clients, colleagues and the media that a professional standard has been achieved by extensive training, technical knowledge and experience.

successfully fulfill all the requirements stated in the AICI CIP Application. Your acceptance is NOT guaranteed. 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.

an AICI Certified Image Professional

on & Complete Payment

ed and held your AICI CIC Certification for at least one (1) year.

ional image association for two (2) full years and participated in leadership positions.

complete the online form and registration fee.

AICI Headquarters confirming registration and payment.

ication fee is only refundable before the portfolio submission process with a 20% service charge. The

box link has been given.

REGISTER HERE

Portfolio

submit your CIP portfolio to your designated AICI CIP External Reviewer. It is up to the reviewer and the

is.

CIP application fee to complete the requirements and send your CIP portfolio, with all your documentation, Only work completed prior to your application date will be considered for review. If your CIP portfolio is not

pay the application fee again.

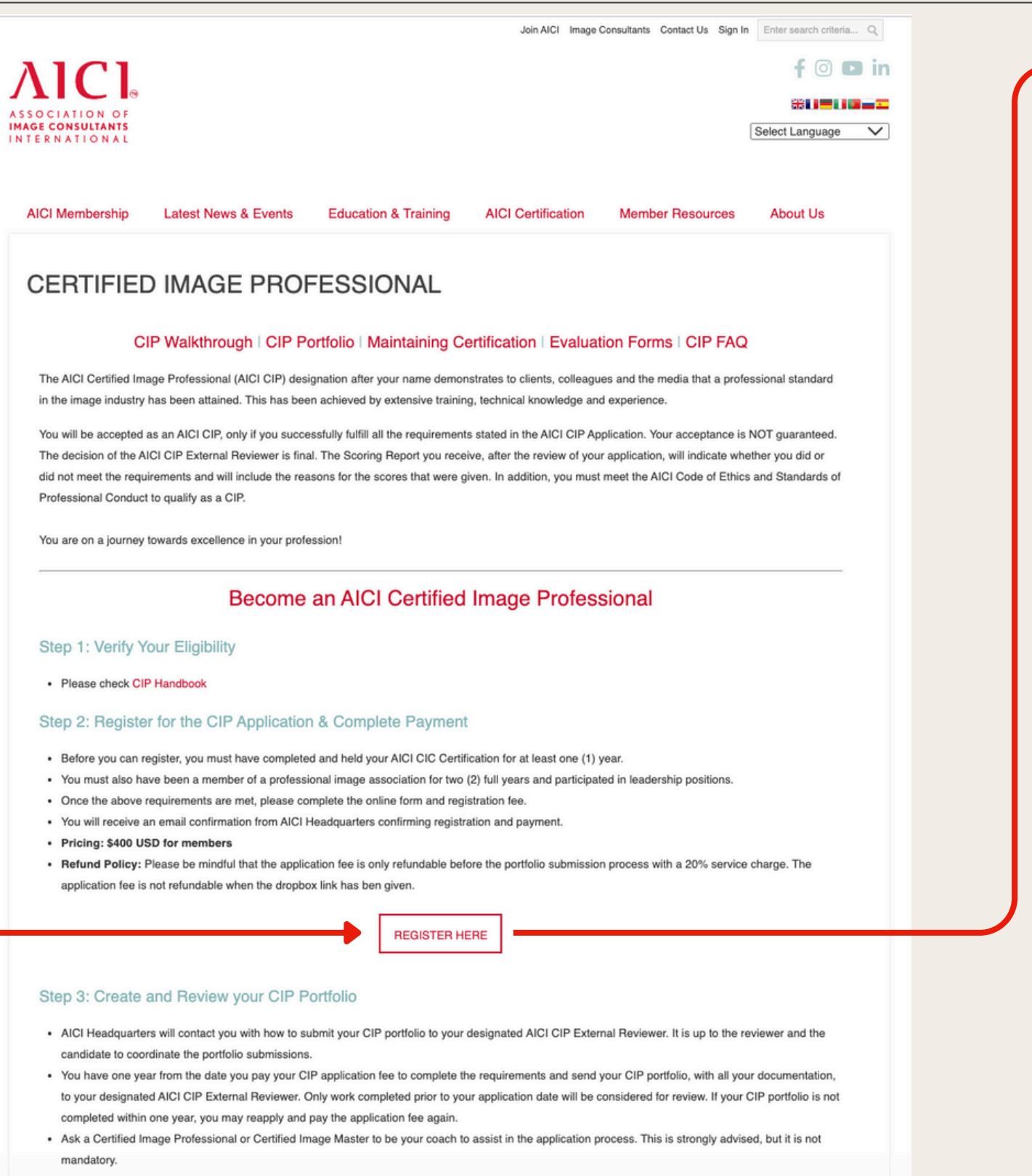
Image Master to be your coach to assist in the application process. This is strongly advised, but it is not

ubmission

AICI Headquarters when you have passed the portfolio review.

review within twelve (12) months, and still wishes to pursue certification, they will be required to start the

ertificate and shipping information once they have confirmed you completed your CIP Certification



The image shows a screenshot of the AICI CIP Application Registration form. The page has a header with the AICI logo and navigation links. The main content is titled 'CERTIFIED IMAGE PROFESSIONAL' and includes sections for 'CIP Walkthrough', 'CIP Portfolio', 'Maintaining Certification', 'Evaluation Forms', and 'CIP FAQ'. Below this, there are three main steps: 'Step 1: Verify Your Eligibility', 'Step 2: Register for the CIP Application & Complete Payment', and 'Step 3: Create and Review your CIP Portfolio'. Each step has a list of requirements or steps. A red arrow points from the 'REGISTER HERE' button in the 'Step 2' section to the 'REGISTER HERE' button in the 'Step 3' section. Another red arrow points from the 'REGISTER HERE' button in the 'Step 3' section to the 'REGISTER HERE' button in the 'Step 2' section.



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

## 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:

1. 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.
2. An email confirmation will be sent by AICI Headquarters that you have applied for the CIP Certification Application.
3. 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 materials are the property of AICI. I understand that the decision of the AICI CIP Reviewer is final and binding. I understand that comments and recommendations made to me in the Review Report are not binding. I understand that AICI is not responsible for any lost or stolen files. I submit payment with this online form for \$400.00 USD to open my application for the Certified Image Professional Candidacy period, which will end one year from the date of application.

Electronic Signature: \*

SUBMIT

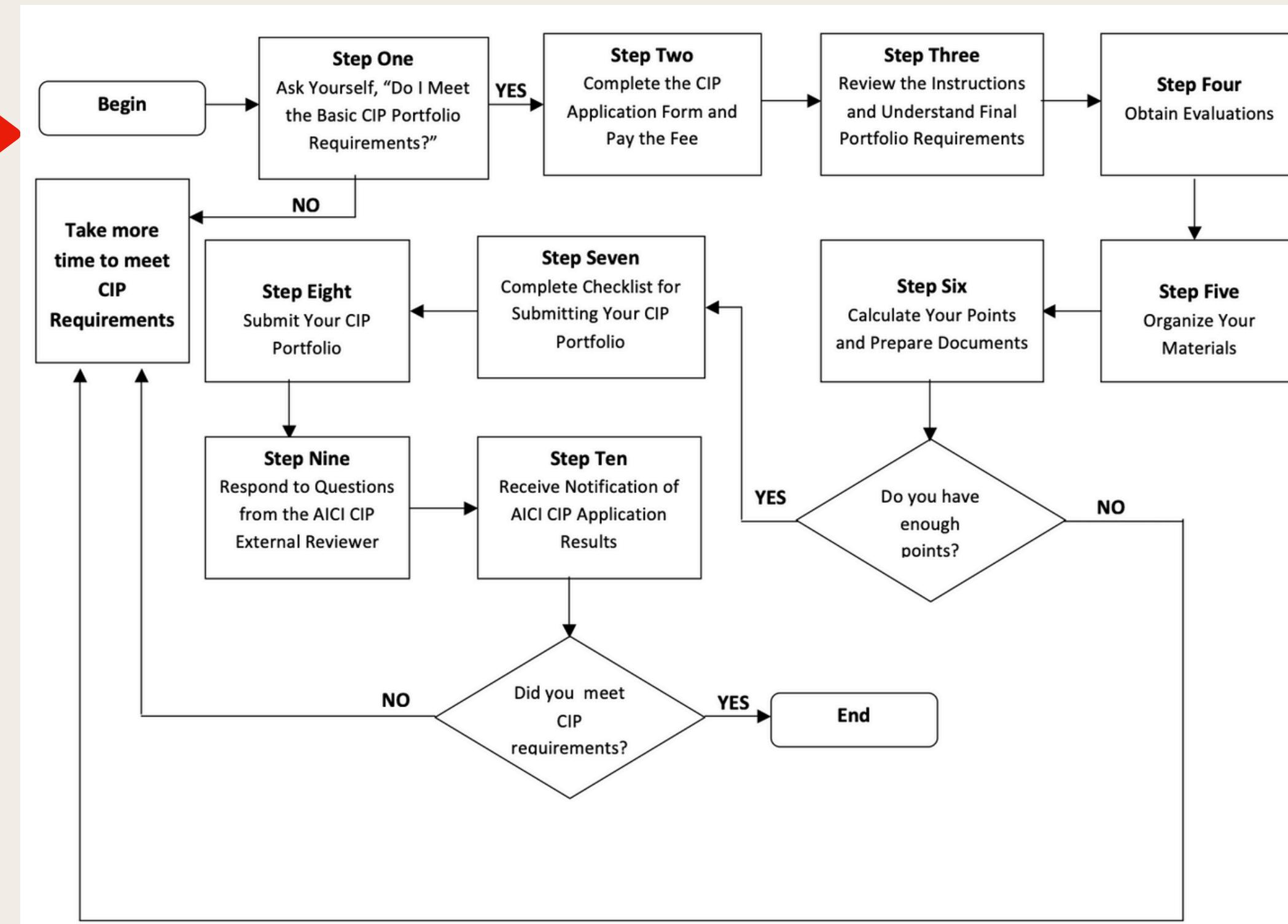
Once you submit your CIP application, AICI will generate an invoice for **USD 400**.

**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](https://cdn.ymaws.com/www.aici.org/resource/resmgr/images3/CIP%20Process%20Map.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](https://cdn.ymaws.com/www.aici.org/resource/resmgr/certification/250102_aici_cip_handbook.pdf)

1

## Section I Professional Preparation

Attendance at Training Programs, Courses, Seminars or Workshops

2

## Section II Years of Business Experience

Having your own Image Consultant practice or employed by another Image Consultant

3

## Section III Business Services

Training developing and delivery

4

## Section IV Business Products

Training resources and Consulting & Coaching Tools

5

## Section V Business Identity

Marketing materials & media appearances

These sections are more complex

6

## Section VI Professional Contribution

Professional Image Associations & Charitable organizations

7

## Section VII Candidate Professionalism

Peer & client evaluations

8

## Section VIII Portfolio Professionalism

This section will be evaluated by the AICI CIC Reviewer

9

## Section IX Candidate's Image

# 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				

10 points = Associate Degree

20 points = Graduate Degree

30 points = Post-Graduate Degree

40 points = Doctorate Degree

## C. DEGREE EDUCATION:

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

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)

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

Minimum Points 40; Maximum 120      Subtotal: \_\_\_\_\_

## 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)

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

Minimum Points 40; Maximum 120      Subtotal: \_\_\_\_\_

## 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 120      Subtotal: \_\_\_\_\_

# 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 50

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

## 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 50

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

## 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 50

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

# 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

2 points = participant workbook, manual

0.5 points = PowerPoint slideshow

0.1 point = training exercise

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

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

## B. CONSULTING AND COACHING TOOLS:

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

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

0.1 = handout

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

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

## 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

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 **40**

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

## 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 **40**

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

# 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 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: \_\_\_\_\_

### 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.

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

Minimum Points 5; Maximum 20

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

**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.

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.

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: \_\_\_\_\_

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

Award	Organization	Date	Points

Minimum Points **0**; Maximum **10** Subtotal: \_\_\_\_\_

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

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](mailto:certification@aici.org). Keep a record of all the clients to whom you send evaluations.

# Section 8 - Portfolio Professionalism

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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

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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	_____
<b>TOTAL POINTS</b>		<b>331</b>	<b>880</b>	_____