



AICI First Level Certification Frequently Asked Questions

The goals of the AICI First Level Certification are to:

- Validate your knowledge base and strengthen your skills;
- Ensure that those who are certified are currently practicing image consultants;
- Build your credibility as an expert and help your business grow.

This list of Frequently Asked Questions will help members who have passed the AICI FLC Exam understand the AICI FLC Application process.

1. After I pass the AICI FLC Exam, how long do I have to complete the AICI FLC Application form?

- **For those who passed the AICI FLC Exam in 2008:**

1. After you pass the AICI FLC Exam, you have up to one year to submit the AICI FLC Application Form with your \$100.00 US fee.
2. Once your AICI FLC Application form is received by AICI Headquarters, you will have one year (365 days) from the date your fee is received by AICI to send your completed AICI FLC folder to the AICI FLC Committee. It is recommended you send in your completed folder 60 days prior to the 365 day deadline to allow for any revisions you may need to make.
3. This means that you have almost two years to fulfill the requirements of the AICI FLC Application!

- **For those who passed the AICI FLC Exam in 2005, 2006 or 2007:**

1. You have to until December 31, 2009, to send in your completed AICI FLC folder to the AICI FLC Committee.

2. After passing the AICI FLC Exam, how long do I have to complete the AICI FLC Application?

- You will have 365 days **from the date you take the exam** to submit the AICI FLC Application with \$100.00 US.
- Once your AICI FLC Application form is received by AICI Headquarters, you will have one year (365 days) from the date your fee is received by AICI to send your completed AICI FLC folder to the AICI FLC Committee. It is recommended you send in your completed folder 60 days prior to the 365 day deadline to allow for any revisions you may need to make.

3. I have passed the AICI FLC Exam. Can I use AICI FLC after my name? When will AICI FLC be added to my name on the website?

- No. You are only able to use the designation AICI FLC after your name when the AICI FLC Committee has approved your application. Passing the AICI FLC Exam is only the first step in the certification process.
- AICI FLC will be added to your name and on the website after you have been notified your AICI FLC Application has been approved.

4. How do I create my folder?

- Go to www.aici.org/education/certification.htm. This page lists all the necessary information you need to know in this section. You may submit documentation either online or by paper. The key areas are:
 - i. Documentations that indicate you have passed the FLC exam and necessary training (the core competencies http://www.aici.org/education/core_curriculum.htm)
 - ii. Documentation of your business card, brochure or website
 - iii. A photo of yourself
 - iv. Five (5) client evaluations
 - v. Send a copy of the originals if you are sending the portfolio along with the client evaluations. We will keep the portfolio and the copies of the evaluations back to you. You keep the originals.

5. What is the difference between CEUs and leadership points?

- CEU is The CEU is an internationally recognized educational credit that has been in existence for since 1968. You receive 0.1 CEU for every hour of instruction; therefore, one (1.0) CEU is awarded for ten (10) contact hours of participation in an organized continuing education experience under authorized sponsorship, capable direction, and qualified instructors. AICI is an authorized CEU Provider. All Conference sessions, and many Chapter Education Days offer CEUs to participants.
- Points are given for participating in a leadership role at AICI either on chairing a committee or on a committee.
- CEUs are awarded for education/professional development. Leadership points are given in recognition of leadership contribution when completing a Certification application.

6. When do I pay my AICI FLC Application fee?

- You submit your AICI FLC Application Form with the \$100.00 US application fee within the first 365 days after the date you have taken and passed the AICI FLC Exam.

7. Where can I find the AICI FLC Application?

- www.aici.org/education/certification.htm

8. What do I send if I choose to submit my AICI FLC Application by mail?

- You send a copy of all the required original documentation along with the five (5) client evaluations. The client evaluations will only be sent back to you – we will keep the copies.
- If you choose to submit your application online, all required documentation will be scanned sent via e-mail to aicicertification@gmail.com. You will still need to mail the client evaluations and they will be returned to you.

9. What happens if I do not renew my AICI certification?

- You will no longer be considered a certified AICI member and will be listed on the website under non-certified members.
- You will no longer be able to use the designation AICI FLC or AICI CIP in any of your marketing materials, on your website, or in any correspondence.

10. How do I regain my AICI FLC certification status after I have been certified?

- Only those individuals who have earned the required number of CEUs (2.4 CEUs for every three-year Certification Renewal period) will be eligible for Reinstatement by paying all owing Certification Renewal Fees in addition to the \$500 Reinstatement Fee.

11. Can I apply for AICI CIP without completing the AICI FLC Application?

- Yes. Depending on your experience in the image industry, you have the option of completing the requirements of the AICI CIP Application or the AICI FLC application once you have passed the AICI FLC Exam. You must pay the application fee for either level, within one year of successfully passing the AICI FLC Exam.

12. What happens if I miss the one-year deadline to complete my AICI CIP Application?

- If you fail to submit your Application Fee for either the AICI FLC or AICI CIP Application within one year of passing the AICI FLC Exam, then you will continue as an Associate member of AICI.
- You have one year from the date your fees are received by AICI to complete the requirements of either application. Failure to do so will mean you will not be certified by AICI, and will continue as an Associate Member. You will be required to re-take the AICI FLC Exam should you wish to be certified by AICI at a later date.

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