



AICI Certified Image Professional Certification

Frequently Asked Questions

1. Where do I send my CIP Portfolio?

- If you reside in the United States, send your portfolio to:

Marjory DeRoeck, AICI CIP
3483 Golden Gate Way, #15
Lafayette, CA 94549
Phone: +1 (925) 299-0660
Email: marjory@theimagestudio.biz

- If you reside outside of the United States, send your portfolio to:

Angèle Desgagné, AICI CIP
1865 Pilgrims Way
Oakville, Ontario L6M 1X1
Canada
Phone: +1 (905) 469-1889
Email: adesgagne@imageliteinternational.com

2. How long do I have to submit a portfolio after I submit my Application and money to HQ?

- You have one year from the date you submit your CIP Application to HQ to submit your CIP portfolio. HQ will send an email to you confirming this date.

3. Do programs or trainings have to be CEU'd for Section 1 Professional Preparation A. Attendance at Training Programs, Courses, Seminars or Workshops?

- No.

4. What types of documentation do I need to provide if they are not CEU'd?

- The Training Provider must be a reputable individual or company.
 - Programs/Courses/Workshops CEU'd by AICI: Provide a copy of your CEU Report to validate attendance
 - Programs/Courses/Workshops NOT CEU'd by AICI: You will be required to provide a complete course description or outline, as well as instructor's/company's qualifications as a trainer in this area.
- For each training program/course/workshop that is submitted, you must attach at least ONE of the following documentation. Make sure to clearly indicate Application Section and date for each piece of documentation:
 - CEU Report (may be obtained by contacting AICI headquarters)
 - Certificate of Attendance/Completion/Achievement
 - Letter of Confirmation: Letter must be on training company's letterhead and signed by the instructor. Letter should include the course title, date(s) of attendance, length of program, and confirmation of your attendance and completion of the program.
- Any training or documentation previously used for your FLC application can be re-used.

5. Would online courses like the ones offered by Fashion Institute of Technology qualify for Section I Professional Preparation?

- Yes, this would qualify for Section I A. The course does not have to be offered by AICI as long as it meets the Core Competencies.

6. Are my monthly AICI Chapter meetings eligible for Section I A of Professional Preparation?

- No, only special programs designed for education (such as chapter education days) can be used.

7. In Part B, Attendance at Conferences, Seminars & Workshops Sponsored by National or International Image Organizations or Associations, would Toastmasters or educational events sponsored by Women's Economic Forum or classes at a college, but not CEU'd, qualify for Section I B? If not, what kind of events would count?

- Only programs offered by national or international image organizations or associations and related to the AICI Core Competencies would be acceptable for Part B. They include:
 - AICI Annual Conference or AICI Chapter Education events or conferences
 - Colour Designers International
 - Color Marketing Group
 - Fashion Group International
 - Other _____

Courses given through Toastmasters, college classes, or business courses could be eligible for Section I C.

8. What is the difference between a Full-Time and a Part-Time Image Consulting Practice? What documentation should I include as proof?

- You have a full-time image business if you are working 40 hours per week doing consultations, presentations, marketing, and business development activities. You have a part-time image business if you are working a minimum of 20 hours per week on your image business.

Please note that you must provide a variety of documentation for each year you want credit for being in business. This Image Consulting Practice section may be **a combination of II. A and II. B.**

Required Documentation

Please submit a recent headshot photo placed in a clear, protective sheet. This provides identity of the applicant.

It is recommended that each year be supported by at least *3 proofs of documentation*. Make sure that all the entries and proofs of documentation are clearly marked and correctly dated. Include at least one proof from Group A and two proofs from Group B, below, for each year:

GROUP A

- Business License / Registration
- Any business license required in your country
- Sales Tax License, e.g. Vendor Permit, Business Number such as GST # in Canada
- Tax Return - You must show your image business income separately. (Actual money amount may be blacked out)
- Business Incorporation
- Business Bank account information

GROUP B

- Brochure / Flyers / Website (printed) / Letterhead / Business card
- Testimonial letters from clients with dates

- Copies of articles you have written
- Your business newsletter
- Any advertisements or articles published in association newsletters or newspapers
- Copies of programs, ads or thank you letters for free speaking engagement or presentations
- Invoices with proofs of payment: official receipts, checks, credit card statements

II. B. Employed by Another Image Consultant, University, Company or Organization

Required Documentation

Documentation is the same as Section II.A. It is recommended that each year be supported by at least 3 *proofs of documentation*. Make sure that all the entries and proofs of documentation are clearly marked and correctly dated.

- Records of employment
- Pay stubs/T4
- Tax Return
- Proofs of activities, newsletters, articles as noted in Section II A

II. C. Related Image Career Experience

Additional work experience in any of the following: Retail, Cosmetology, Fashion Writing, Verbal and Non-Verbal Communication, Psychology, Dermatology, Interior Decorating, Esthetician, Cosmetic Nursing.

Required Documentation

It is recommended that each entry be supported by more than one piece of documentation. Be sure that all proofs of documentation are clearly marked and correctly dated.

- Letter of confirmation from employer including dates of employment
- Record of employment/T4
- Copy of written articles
- Certificate of achievement/completion
- Pay stubs, bank deposits or statements

II. D. Related Business/Professional Experience

Related work experience in any of the following: Business Management, Writing, Public Relations, Course Development, Psychology, Verbal and Non-Verbal Communication, Teaching Secondary or College level, etc.

Required Documentation

It is recommended that each entry be supported by more than one piece of documentation. Be sure that all proofs of documentation are clearly marked and correctly dated.

- Samples of written articles, newsletters, columns in newspaper
- Record of employment
- Pay stubs, bank deposits or statements
- Signed letter of confirmation
- Employment Contract
- Tax return / T4

9. What kinds of proofs do I need to provide for Section III: Instruction A. Development & Instruction of Fee-Paid Course?

III. A. Development and Instruction of Fee-Paid Image Course

This section includes courses *developed and presented entirely by the applicant* for which payment was given. In cases where the same program is delivered to a variety of organizations or companies, you may only refer to this program once, regardless of how often it has been presented.

Examples:

- Seminars developed and presented to various companies/organizations
- Adult Education classes
- Government programs

Required Documentation

It is recommended that each entry be supported by more than one piece of documentation. Be sure all documentation is clearly marked and correctly dated.

- Requires copy of course outline, description and samples of instructional materials
- Copies of handouts/booklets
- Invoice with proofs of payment: cheque, bank statement
- Instructor or workshop evaluation forms with dates & course titles
- Signed letter of completion by authorized person
- Thank you letter/Testimonials

10. In Section III: Instruction ... what's the difference between B. Development ONLY of Fee-paid course and C. Instruction ONLY of Fee-Paid Course? What types of proof would I need?

III. B. Development Only of Fee-Paid Course

Any image-related course as per the AICI Core Curriculum that has been developed by the applicant. It is not necessary for someone else to have taught the course but it should have been developed for that purpose.

Required Documentation

Make sure that all the entries and proofs of documentation are clearly marked and correctly dated.

- Copies of curriculum development and preparation of instructional materials
- Attach outline and course description for each course

III. C. Instruction Only of Fee-Paid Image Course

Course content (curriculum) and materials have been developed by someone else, and applicant has delivered the training programs.

Required Documentation

Make sure that all the entries and proofs of documentation are clearly marked and correctly dated. It is recommended that each entry is supported by more than one piece of documentation.

- Document class size, number of sessions, materials used, etc.
- Signed thank you letter indicating course, date, length, etc.
- Payment receipt
- Bank deposit statement
- Thank you letter from employer
- Course evaluation forms

- Testimonials

11. If I developed a course (particularly if it has been CEU'd), but have not had an opportunity to teach it, would I be able to get credit for developing it? And in what section would it go?

- Yes, credit can be given for the course development. It would go under Section III B

12. Section VI Participation & Leadership B. Related Association Membership? Would a Toastmasters International, Dale Carnegie or Chamber of Commerce membership qualify for Section IV?

VI. B. Related Association Membership

Membership in any target market association (banking, health, hotel, etc.) - National Speakers Association, National Association of Professional Organizers, Toastmasters, American Society for Training & Development, Chamber of Commerce, interior design associations or other business associations

Required Documentation

Documentation must be provided for *each year of membership*

- Membership application or Registration card or
- Proofs of payment: receipt, check, credit card receipt, bank statement or
- Letter of acceptance

13. Do Speech Contest Awards or Best Table Topics Award, or Capable Toastmaster Awards in Toastmasters International qualify for Section VII Awards and Recognition?

- No, the award must acknowledge you as achieving special recognition or contributions to the organization.

VII. B. RELATED AWARDS

Special Awards from non-image organizations — 5 points per award

Required Documentation

- Publicity in newspaper or
- Press release or
- Official list of recipients or
- Congratulatory letter

VII. C. HONORS AND RECOGNITION

This includes any special honor that singles you out for special recognition as an image consultant. It could include community recognition for serving on a task force, advisory board, committee, or judging a beauty or fashion event.

Required Documentation

- Letter of acknowledgment or thanks or
- Program with your name listed or
- Press release or publicity in newspaper

14. In Section VI C, would the “Volunteer Awards Program” of United Way or “Look Good Feel Good” Program qualify in this section? If not, what are the differences?

- Yes, volunteering for these organizations can be used for points in this section. You must document the hours that were spent.

- **VI. C. Contribution of Image Skills to Charitable and Philanthropic Causes**

Applicants may not use the same material used in Section VI. E. Speaking Engagements

You may include presentations or services to schools, churches, clinics or other service organizations or any philanthropic activity for your local AICI Chapter.

Required Documentation

- Thank you letter or
- Photos or
- Publicity regarding event that includes your name or
- Testimonials or
- Event program (with your name and date indicated)

15. How can I organize my CIP binder so it looks professional and easy for the reviewer?

- Buy **ONE strong** binder (at least 4" thick) that will allow you to fit all your documents into one binder.
- Buy **dividers for each section and for each sub-section** and indicate the sections on the tabs. Reviewers must be able to locate information easily and efficiently so they can easily identify what goes where, and what goes with what.
- READ AND REREAD your Instructions (pages 6-10) and Guidelines (pages 38-49) a few times to make sure you don't miss anything.
- You MUST use the Word format CIP application. Fill out pages 12-32 and print out **each completed section** and **insert in each appropriate section and sub-section** of your binder. Remember, the reviewer knows nothing about your business ... make it easy for the reviewer to review your binder.
- Once you have completed the attached FORM, **print out pages 12 to 32 only and include these pages** at the beginning of your binder or in the inside pocket if there is one. That copy is for the reviewer to mark. Keep your originals.
- Also print out page 25, APPLICATION FOR PROFESSIONAL CERTIFICATION SUMMARY, and attach it to the copy above.
- When you are finished, you should have one binder with all your original documentation, which you keep. You should have a second binder with duplicate copies of all documentation, which you will send to your designated CIP Chair. You should have an extra, filled-out copy of pages 12 to 32 which you will send with your duplicate binder. This is for the CIP Chair to make notes on.