Preparation Guide

Edition 202508

Content

1. Overview

EXIN Artificial Intelligence Compliance Professional (AICP.EN)

Scope

The EXIN Artificial Intelligence Compliance Professional certification confirms that the professional can assure compliance of development, deployment, and use of artificial intelligence (AI) systems with relevant laws, regulations, standards, and alignment to ethical practices.

This certification includes the following topics:

- Context of the AI Act
- AI Act in depth
- Trustworthy AI
- Ethical AI
- AI Act in practice
- Frameworks to support compliance

Summary

Artificial intelligence (AI) is at the forefront of a significant technological transformation, enabling machines to carry out tasks that usually require human intelligence. This powerful technology allows for the automation of complex processes and the extraction of valuable insights from large datasets, driving innovation and new solutions. AI's potential makes it a central topic in discussions about the future of technology.

In today's business environment, incorporating AI into operations requires a solid understanding of AI compliance, which is crucial for achieving success. The AI Act provides a regulatory framework to ensure AI technologies are used safely and responsibly. Compliance with the AI Act helps businesses manage risks, protect consumer rights, and foster the trust and transparency necessary for long-term growth. This goes beyond merely following rules; it involves taking the lead in ethical innovation and setting new industry standards.

The EXIN Artificial Intelligence Compliance Professional certification offers a pathway to leadership in this important area. It is designed for professionals responsible for ensuring that AI systems meet legal and ethical standards. This certification delivers a comprehensive understanding of the AI Act, supports the development of trustworthy and ethical AI, and illustrates how to apply AI regulations in practical situations.

For professionals in roles such as AI compliance officer, quality manager, or risk manager, this certification provides the skills needed to navigate the complex landscape of AI compliance. These experts become crucial within organizations, promoting responsible AI practices and steering companies toward a future marked by innovation and success. In a world where AI represents the future, mastering its responsible use is not just an asset, it is a vital opportunity to make a significant impact. Prepare to lead effectively in the AI-driven future.

Context

The EXIN Artificial Intelligence Compliance Professional certification is part of the EXIN Artificial Intelligence qualification program.

Target group

The target group for the EXIN Artificial Intelligence Compliance Professional certification includes professionals responsible for ensuring adherence to AI regulations within organizations that develop or utilize AI systems, focusing on both compliance oversight and implementation.

This includes, but is not limited to:

- AI compliance officer
- Quality manager
- Risk manager
- Legal manager
- Data protection officer (DPO)
- Product manager
- AI developer/engineer
- Compliance analyst
- IT security manager
- Operations manager
- Managing or C-suite-level executives

Requirements for certification

- Successful completion of the EXIN Artificial Intelligence Compliance Professional exam.
- Accredited EXIN Artificial Intelligence Compliance Professional training, including completion of the Practical Assignments.

Knowledge of AI terminology, for instance through the EXIN BCS Artificial Intelligence Essentials certification or the EXIN BCS Artificial Intelligence Foundation certification is highly recommended.

Examination details

Examination type:	Multiple-choice questions
Number of questions:	40
Pass mark:	65% (26/40 questions)
Open book:	The AI Act text may be consulted throughout the exam. It is provided as an appendix to the digital exam. Candidates are required to bring their own unmarked copy for paper-based exams.
Notes:	No
Electronic equipment/aides permitted:	No
Exam duration:	90 minutes

The Rules and Regulations for EXIN's examinations apply to this exam.

Bloom level

The EXIN Artificial Intelligence Compliance Professional certification tests candidates at Bloom levels 2, 3, and 4 according to Bloom's revised taxonomy:

- Bloom level 2: Understanding – a step beyond remembering. Understanding shows that candidates comprehend what is presented and can evaluate how the learning material may be applied in their own environment. This type of questions aims to demonstrate that the candidate is able to organize, compare, interpret and choose the correct description of facts and ideas.
- Bloom level 3: Application – shows that candidates have the ability to make use of information in a context different from the one in which it was learned. This type of questions aims to demonstrate that the candidate is able to solve problems in new situations by applying acquired knowledge, facts, techniques and rules in a different, or new way. These questions usually contain a short scenario.
- Bloom level 4: Analysis – shows that candidates have the ability to break learned information down into its parts to understand it. This Bloom level is mainly tested in the Practical Assignments. The Practical Assignments aim to demonstrate that the candidate is able to examine and break information into parts by identifying motives or causes, make inferences and find evidence to support generalizations.

Training

Contact hours

The recommended number of contact hours for this training course is 14. This includes practical assignments, exam preparation and short breaks. This number of hours does not include lunch breaks, homework and the exam.

Indication study effort

112 hours (4 ECTS), depending on existing knowledge.

Training organization

You can find a list of our Accredited Training Organizations at www.exin.com.

2. Exam requirements

The exam requirements are specified in the exam specifications. The following table lists the topics of the module (exam requirements) and the subtopics (exam specifications).

Exam requirements	Exam specifications	Weight
1. Context of the AI Act		**5%**
	1.1 Purpose and scope	5%
2. AI Act in depth		**37.5%**
	2.1 Key provisions	15%
	2.2 Risks and regulations	10%
	2.3 Compliance and enforcement	12.5%
3. Trustworthy AI		**12.5%**
	3.1 Privacy and data protection	7.5%
	3.2 Transparency and traceability	5%
4. Ethical AI		**10%**
	4.1 Principles and guidelines	5%
	4.2 Human rights	5%
5. AI Act in practice		**15%**
	5.1 AI in the public sector	2.5%
	5.2 AI in the private sector	12.5%
6. Frameworks to support compliance		**20%**
	6.1 European standards	5%
	6.2 International standards	15%
	Total	**100%**

Exam specifications

1 Context of the AI Act

1.1 Purpose and scope

The candidate can…

1.1.1 explain the primary objectives of the AI Act.

1.1.2 understand the scope of the AI Act.

1.1.3 explain the different roles defined in the AI Act.

2 AI Act in depth

2.1 Key provisions

The candidate can…

2.1.1 classify an AI system into one of the categories: unacceptable risk, high risk, limited risk, minimal or no risk.

2.1.2 identify the requirements for high-risk AI systems.

2.1.3 identify the relevant governance and oversight for AI systems.

2.2 Risks and regulations

The candidate can…

2.2.1 analyze the balance between innovation and regulation in the AI Act.

2.2.2 explain general purpose AI, systemic risks, and code of practices.

2.2.3 identify the implications of the AI Act on intellectual property (IP) rights.

2.2.4 explain the benefits and drawbacks of using open-source models versus closed-source models under the AI Act.

2.2.5 understand AI-provider obligations: conducting conformity assessments, maintaining documentation, notifying regulators.

2.3 Compliance and enforcement

The candidate can…

2.3.1 explain the implications of accountability and compliance.

2.3.2 describe the process of incident reporting and response.

2.3.3 describe the importance of whistleblowers for AI systems.

2.3.4 identify the correct penalties for the different types of non-compliance: non-compliance with bans, violating high-risk requirements, lesser breaches.

2.3.5 understand AI-user obligations: using the AI systems as intended, monitoring system performance, and reporting issues.

3 Trustworthy AI

3.1 Privacy and data protection

The candidate can…

3.1.1 understand why data management and privacy are important.

3.1.2 apply GDPR principles to a given data protection scenario.

3.1.3 analyze the implications of data minimization in AI systems.

3.2 Transparency and traceability

The candidate can…

3.2.1 understand the importance of transparency in AI systems.

3.2.2 understand the role of transparency in fostering public trust in AI systems.

3.2.3 explain the importance of traceability in AI systems.

4 Ethical AI

4.1 Principles and guidelines

The candidate can…

4.1.1 identify key ethical principles in AI development.

4.1.2 interpret the AI Act's guidelines on ethical AI deployment in a scenario.

4.2 Human rights
The candidate can…
4.2.1 understand the importance of human oversight in AI systems as mandated by the AI Act.
4.2.2 identify the rights of individuals affected by AI systems under the AI Act by doing a fundamental rights impact assessment.

5 AI Act in practice

5.1 AI in the public sector
The candidate can…
5.1.1 understand the risks of introducing AI systems in public domains: public decision making, crime prosecution, elections.

5.2 AI in the private sector
The candidate can…
5.2.1 analyze the impact of the AI Act on different stakeholders: finance and insurance.
5.2.2 analyze the impact of the AI Act on different stakeholders: healthcare.
5.2.3 analyze the impact of the AI Act on different stakeholders: employment and education.
5.2.4 analyze the impact of the AI Act on different stakeholders: autonomous driving.
5.2.5 analyze the impact of the AI Act on different stakeholders: advertising and tourism.

6 Frameworks to support compliance

6.1 European standards
The candidate can…
6.1.1 understand how the CEN/CLC/TR 18115 will help a business implement data governance practices that comply with Article 10 of the AI Act.

6.2 International standards
The candidate can…
6.2.1 understand how the ISO/IEC 42001 standard and the NIST framework will help a business ensure the responsible development and use of AI.
6.2.2 understand how the ISO/IEC 23894 standard will help a business to integrate risk management practices specifically related to AI in their AI-related activities.
6.2.3 understand ethical issues surrounding AI development and usage from the ISO/IEC TR 24368 standard.

3. List of basic concepts

This chapter contains the terms and abbreviations with which candidates should be familiar.

Please note that knowledge of these terms alone does not suffice for the exam. The candidate must understand the concepts and be able to provide examples.

accountability
adaptability
administrative fine
AI (artificial intelligence)
AI Act
AI Act objectives
AI Act scope
AI model
AI Office
AI practices
AI system
algorithm
anonymization
audit
automation
autonomous driving
bias
biometric categorization system
biometric data
biometric identification
biometric verification
closed source
cloud services
collecting personal data
common specification
complaint
compliance
confidentiality
conformity assessment
conformity assessment body
consent
copyright
cybersecurity
data accuracy
data breach
data mapping
data portability
data protection
data protection authority (DPA)
data protection by default / privacy by default
data protection by design / privacy by design
data protection impact assessment (DPIA)
data protection officer (DPO)
data minimization
data security
data subject
data transfer
documentation obligation
e-commerce
emotion recognition system
enforcement
ethical principles
European Union (EU)
European Council
European Artificial Intelligence Board (EAIB)
European Data Protection Board (EDPB)
European Data Protection Supervisor (EDPS)
European Economic Area (EEA)
fair use
fairness
financial penalty
formal warning
General Data Protection Regulation (GDPR)
general-purpose AI (GPAI)
governing body
harmonized standard
high-risk AI system
human oversight
incident response
input data
instructions for use
intellectual property (IP)
intended purpose
international organization
law enforcement authority
lawfulness
legislation
liability
limited-risk AI system
making available on the market
market surveillance authority (MSA)
minimal or no-risk AI system
national competent authority
non-compliance
notification obligation
notified body
notifying authority
open source
oversight
performance of an AI system
personal data
placing on the market
post-market monitoring system
privacy

privacy officer
product safety
processing (of personal data)
processing agreement
processor
profiling
prohibited AI systems
pseudonymization
publicly accessible space
putting into service
quality cycle
quality management system
reasonably foreseeable misuse
recall of an AI system
recipient
regulatory sandbox
relevant national authority
reliability
remote biometric identification system
rights of the data subject
- 'right to be forgotten'
- automated individual decision-making
- data portability
- information and access
- modalities
- notification obligation
- rectification and erasure
- restriction of processing
- right to compensation
- right to objection
- transparency

risk
risk management
risk mitigations
roles
- authorized representative
- deployer
- distributor
- importer
- operator
- provider
- user

rules of procedure
safety component
safety of an AI-system
scalability
security breach
(security) incident
sensitive operational data
service provider
small and medium enterprises (SMEs)
social scoring
special categories of personal data
stakeholder
startup
storage limitation
subliminal manipulation
substantial modification
systemic risk
territorial scope
testing data
third party
threat
traceability
training data
transparency
trust
unacceptable risk
validation data
vulnerability
whistleblower
withdrawal of an AI system

4. Literature

Exam literature

The knowledge required for the exam is covered in the following literature:

A. Natascha Windholz et al.
AI Act Handbook: Using artificial intelligence in a legally compliant manner in the private and public sectors
Carl Hanser Verlag GmbH & Co. KG, München (2025)
ISBN: 9789876543210

B. EXIN
Exam Literature AI Compliance Professional
EXIN (2025)
Go to www.exin.com. Click on 'Professionals' and then on 'Certifications' to find the certification. The download can be found under 'Required reading'.

Additional literature

C. European Union
Regulation (EU) 2024/1689 of the European Parliament and of the Council of 12 July 2024 on harmonised rules on artificial intelligence (Artificial Intelligence Act).
European Union (2024)

Comment

Additional literature is for reference and depth of knowledge only.

The AI Act text (source C) is no primary exam literature because the exam literature provides sufficient knowledge about the AI Act. Candidates should be familiar with the references to the AI Act made in the other literature.

Literature matrix

Exam requirements	Exam specifications	Literature reference	AI Act reference
1. Context of the AI Act			
	1.1 Purpose and scope	A, Chapter 3	Article 1, Article 2, Article 3
2. AI Act in depth			
	2.1 Key provisions	A, Chapter 3	Article 6, Recital 46, Article 9, Recital 65, Article 10, Recital 70
	2.2 Risks and regulations	A, Chapter 3, Chapter 5, Chapter 6	Article 2, Article 5, Recital 139 Article 51, Article 65 Article 78, Recital 48
	2.3 Compliance and enforcement	A, Chapter 3, Chapter 7, Chapter 10	Article 6, Recital 47 Article 23, Recital 56 Article 60, Recital 60 Article 62, Recital 60 Article 71, Recital 60
3. Trustworthy AI			
	3.1 Privacy and data protection	A, Chapter 4	Article 2, Recital 10 Article 10, Recital 29, Recital 43
	3.2 Transparency and traceability	A, Chapter 2, Chapter 3	Article 13, Recital 42 Article 14, Recital 44
4. Ethical AI			
	4.1 Principles and guidelines	A, Chapter 7, Chapter 9	Article 9, Recital 14 Article 10, Recital 68
	4.2 Human rights	A, Chapter 9, Chapter 10	Article 10, Recital 68 Article 14, Recital 50
5. AI Act in practice			
	5.1 AI in the public sector	A, Chapter 8	Article 5, Recital 53
	5.2 AI in the private sector	A, Chapter 7	Recital 63 Recital 64 Recital 65 Recital 66 Recital 67
6. Frameworks to support compliance			
	6.1 European standards	B, Chapter 1	Article 10
	6.2 International standards	B, Chapter 2, Chapter 3, Chapter 4	Article 8 Article 9

5. Career Path

At EXIN, we believe in the value of lifelong learning and the importance of combining diverse skills to thrive in today's dynamic and evolving world. With our EXIN Career Paths, candidates can prepare for specific job roles and continue to grow and advance in their professional journey. For more information on EXIN Career Paths, please refer to https://www.exin.com/career-paths/.

The EXIN Artificial Intelligence Compliance Professional certification is part of the following EXIN Career Path.

EXIN Artificial Intelligence Compliance Officer

EXIN Artificial Intelligence Compliance Officer prepares professionals to comply with the most relevant artificial intelligence (AI) and data protection regulations, and robust information security standards, to ensure ethical and responsible use of AI.

Contact EXIN

www.exin.com