



## Preparation Guide

Edition 202602



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

## 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	documentation obligation
adaptability	e-commerce
administrative fine	emotion recognition system
AI (artificial intelligence)	enforcement
AI Act	ethical principles
AI Act objectives	European Union (EU)
AI Act scope	European Council
AI model	European Artificial Intelligence Board (EAIB)
AI Office	European Data Protection Board (EDPB)
AI practices	European Data Protection Supervisor (EDPS)
AI system	European Economic Area (EEA)
algorithm	fair use
anonymization	fairness
audit	financial penalty
automation	formal warning
autonomous driving	General Data Protection Regulation (GDPR)
bias	general-purpose AI (GPAI)
biometric categorization system	governing body
biometric data	harmonized standard
biometric identification	high-risk AI system
biometric verification	human oversight
closed source	incident response
cloud services	input data
collecting personal data	instructions for use
common specification	intellectual property (IP)
complaint	intended purpose
compliance	international organization
confidentiality	law enforcement authority
conformity assessment	lawfulness
conformity assessment body	legislation
consent	liability
copyright	limited-risk AI system
cybersecurity	making available on the market
data accuracy	market surveillance authority (MSA)
data breach	minimal or no-risk AI system
data mapping	national competent authority
data portability	non-compliance
data protection	notification obligation
data protection authority (DPA)	notified body
data protection by default / privacy by default	notifying authority
data protection by design / privacy by design	open source
data protection impact assessment (DPIA)	oversight
data protection officer (DPO)	performance of an AI system
data minimization	personal data
data security	placing on the market
data subject	post-market monitoring system
data transfer	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.  
**The AI Act Handbook: Compliant Usage of Artificial Intelligence in the Private and Public Sectors**  
Carl Hanser Verlag GmbH & Co. KG, München (2025)  
ISBN: 9781569903148
  
- B. EXIN  
**Exam Literature AI Compliance Professional**  
EXIN (2025)  
This material will be provided by your Accredited Training Organization.

### 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)  
<https://eur-lex.europa.eu/eli/reg/2024/1689/oj/eng>

### 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
<b>1. Context of the AI Act</b>			
	1.1 Purpose and scope	A, Chapter 3	Article 1, Article 2, Article 3
<b>2. AI Act in depth</b>			
	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
<b>3. Trustworthy AI</b>			
	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
<b>4. Ethical AI</b>			
	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
<b>5. AI Act in practice</b>			
	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
<b>6. Frameworks to support compliance</b>			
	6.1 European standards	B, Chapter 1	Article 10
	6.2 International standards	B, Chapter 2, Chapter 3, Chapter 4	Article 8 Article 9

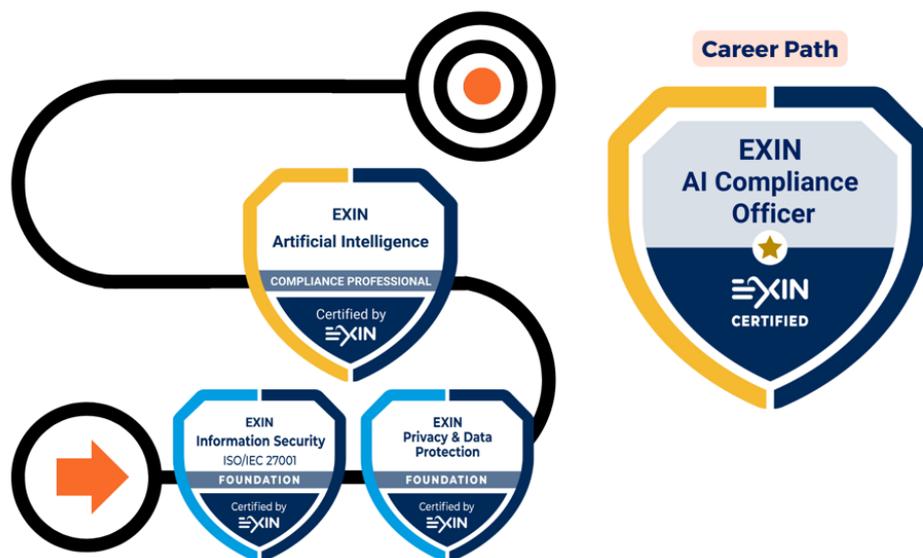
## 5. Career Path

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.





Certified for what's next

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