



International Society for
Performance Improvement

Certified AI Performance Technologist
(CAIT)

Reviewer Handbook

Revised 28 March 2026



Table of Contents

OVERVIEW 4
THE PREMISE FOR CERTIFIED AI PERFORMANCE TECHNOLOGIST (CAIT) 4
APPLICATION OF THE AI4PI STANDARDS 5
PART 1: FOUR AI4PI PRINCIPLES: 5
PART 2: FIVE AI4PI PROCESS STEPS: 5
PART 3: EVALUATION 5
SUBMISSION OPTIONS..... 6
EVALUATION RUBRIC (PER STANDARD)..... 8
PART 1—AI4PI PRINCIPLES 8
AI4PI PRINCIPLE #1: ENSURE HUMAN OVERSIGHT OF AI4PI SOLUTIONS 8
AI4PI PRINCIPLE #2: ENFORCE DATA INTEGRITY AND PRIVACY IN AI4PI SOLUTIONS 9
AI4PI PRINCIPLE #3: EVALUATE AND MINIMIZE AI-INDUCED BIASES 9
AI4PI PRINCIPLE #4: ESTABLISH AI4PI SOLUTION’S GOVERNANCE AND RISK MANAGEMENT STRATEGIES 10
PART 2—AI4PI PROCESS STEPS 12
AI4PI PROCESS STEP #1: DETERMINE NEEDS, ORGANIZATION’S READINESS AND POTENTIAL APPLICATIONS (DISCOVERY)12
AI4PI PROCESS STEP #2: DEFINE EFFICIENT AND EFFECTIVE HUMAN-CENTERED AI4PI SOLUTIONS..... 13
AI4PI PROCESS STEP #3: DESIGN AND DEVELOP AI-HUMAN COLLABORATION..... 13
AI4PI PROCESS STEP #4: DOCUMENT AI ACCURACY AND TRUSTWORTHINESS..... 14
AI4PI PROCESS STEP #5: DEPLOY AND AUDIT THE AI4PI SOLUTION 15
AI4PI PROCESS STEP #6: DEMONSTRATE OUTCOME AND OVERALL IMPACT 16
CAIT REVIEW INSTRUCTIONS AND REPORT 18
DIRECTIONS FOR REVIEWER..... 18
EXAMPLE CAIT REVIEWER REPORT 18
PART 1 — AI4PI PRINCIPLES..... 19
PART 2 — AI4PI PROCESS STEPS 20
FINAL REVIEW SUMMARY 21
FINAL REVIEWER DETERMINATION..... 21
CAIT REVIEWER REPORT TEMPLATE..... 22
PART 1 — AI4PI PRINCIPLES..... 22
PART 2—AI4PI PROCESS STEPS..... 23
FINAL REVIEW SUMMARY 23



FINAL REVIEWER DETERMINATION..... 24

APPENDIX..... 25

ELIGIBILITY..... 25

APPLICATION REQUIREMENTS 25

MAINTENANCE AND RENEWAL..... 25

RESOURCES..... 27

Overview

The Certified AI Performance Technologist (CAIT) certification, offered recognizes the expertise of individuals who utilize AI technologies to enhance performance and drive by the International Society for Performance Improvement (ISPI), is designed to verify the skills of professionals who develop and implement AI solutions to enhance performance. The CAIT certification recognizes the expertise of individuals who use AI technologies to improve performance and drive organizational success.

The **CAIT** is a **specialized Certification** that focuses on the application of AI tools and methods as a performance Improvement (PI) intervention or the application of AI tools and methods within the PI process. It validates that a professional can design, implement, and evaluate AI-enabled performance interventions using the AI4PI framework.

The Premise for Certified AI Performance Technologist (CAIT)

This CAIT Certification is founded on the idea that professionals should use AI technologies to improve performance while maintaining ethical standards and best practices. The CAIT Certification is founded on the idea that professionals should utilize AI technologies to enhance performance while upholding that professionals have the necessary skills to implement AI solutions that are efficient, effective, ethical, and human-centered.

Application of the AI4PI Standards

The CAIT application should demonstrate the applicant's experience in applying the AI4PI Framework which consists of four standards and six process steps.

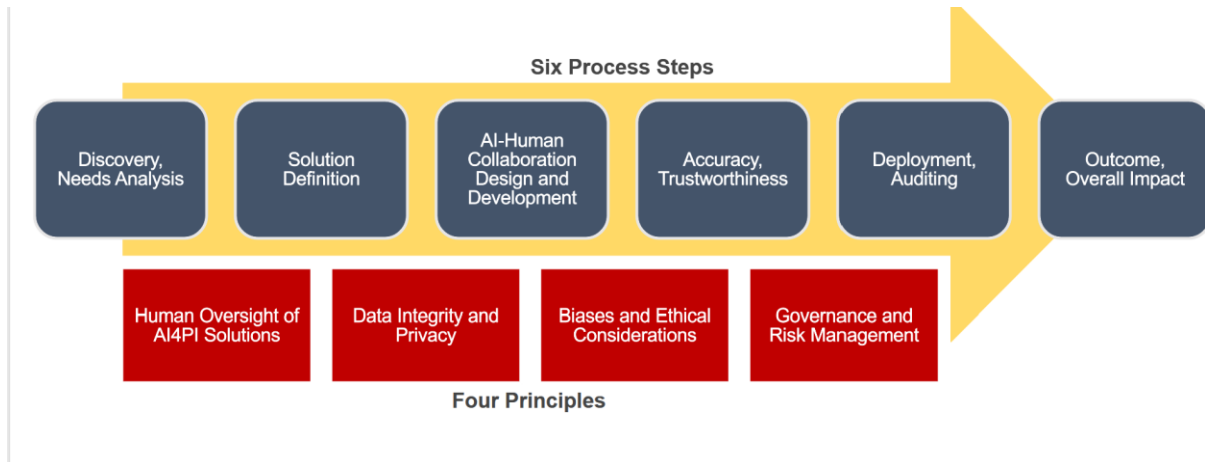


Figure 1 The AI4PI Framework

Part 1: Four AI4PI Principles:

- AI4PI Principle #1: Ensure Human Oversight of AI4PI Solutions
- AI4PI Principle #2: Enforce Data Integrity and Privacy in AI4PI Solutions
- AI4PI Principle #3: Evaluate and minimize AI-Induced Biases
- AI4PI Principle #4: Establish AI4PI Solution's Governance and Risk Management Strategies

Part 2: Five AI4PI Process Steps:

- AI4PI Process Step #1: Determine Needs, Organization's Readiness and Potential Applications (Discovery)
- AI4PI Process Step #2: Define Efficient and Effective Human-Centered AI4PI Solutions
- AI4PI Process Step #3: Design and Develop AI-Human Collaboration
- AI4PI Process Step #4: Document AI Accuracy and Trustworthiness
- AI4PI Process Step #5: Deploy and Audit the AI4PI Solution

Part 3: Evaluation

- AI4PI Process Step #6: Demonstrate Outcome and Overall Impact

Submission Options

The applicant has two submission options:

Option 1: The applicant was responsible for the project. They must describe how they applied each of the AI4PI Framework’s Principles and Process Steps. The application must include relevant evidence, key points, and metrics to substantiate the application.

This option applies if the applicant is responsible for most aspects of the AI4PI project design, implementation, and evaluation.

Table 1 AI4PI Framework List of Principles and Process Steps

Category	Description
AI4PI Principle #1	Ensure Human Oversight of AI4PI Solutions
AI4PI Principle #2	Enforce Data Integrity and Privacy in AI4PI Solutions
AI4PI Principle #3	Evaluate and Minimize AI-Induced Biases
AI4PI Principle #4	Establish AI4PI Solution’s Governance and Risk Management Strategies
AI4PI Process Step #1	Determine Needs, Organization’s Readiness, and Potential Applications (Discovery)
AI4PI Process Step #2	Define Efficient and Effective Human-Centered AI4PI Solutions
AI4PI Process Step #3	Design and Develop AI-Human Collaboration
AI4PI Process Step #4	Document AI Accuracy and Trustworthiness
AI4PI Process Step #5	Deploy and audit the AI4PI Solution
AI4PI Process Step #6	Demonstrate Outcome and Overall Impact

Option 2: The applicant’s role was limited to specific aspects of the AI4PI implementation.

The applicant must submit:

- € At least three different projects covering Part 1 (even if they address the same AI4PI Principle),
- € At least three projects covering Part 2 (even if they address the same AI4PI Process Step),
- € At least three projects covering Part 3 (Evaluation) are required.

Ultimately, each section must have a minimum of three projects. These projects can either cover different AI4PI standards or additional projects within each section.

If the applicant's role was **limited to specific aspects of the framework**, they must submit a total of 10 projects.

Each project serves as a micro-credential, showcasing the practical application of knowledge and skills in implementing a specific aspect of an AI4PI project.

Evaluation Rubric (per standard)

The evaluation rubric is aligned with the AI4PI Framework principles and process steps. You will review the applicant’s project information and artifacts and assign a score using the following scale:

- **EXCELS:** Full, detailed, well-documented application of the standard, with clear evidence of mastery.
- **MEETS:** Adequate application with partial evidence or minor gaps.
- **BELOW:** Minimal or ineffective application, missing critical elements.

Part 1—AI4PI PRINCIPLES

AI4PI Principle #1: Ensure Human Oversight of AI4PI Solutions

Table 2 Principle 1 Rubric

Excels	Meets	Below
The project demonstrates exceptional human oversight mechanisms for the AI solution. It includes comprehensive documentation and evidence of human-in-the-loop processes, clear decision-making protocols, and robust oversight frameworks. The project showcases a deep understanding of the importance of human oversight in AI applications and serves as a model for ethical AI governance.	The project shows good human oversight mechanisms but may lack depth in some areas. It includes some documentation and evidence of human-in-the-loop processes, but there is room for improvement in decision-making protocols and oversight frameworks. The project demonstrates a general understanding of the importance of human oversight but could benefit from more robust application.	The project shows minimal human oversight mechanisms for the AI solution. There is a lack of evidence demonstrating human-in-the-loop processes, decision-making protocols, and oversight frameworks. The project fails to address the importance of human oversight and demonstrates a limited understanding of ethical AI governance.

AI4PI Principle #2: Enforce Data Integrity and Privacy in AI4PI Solutions

Table 3 Principle 2 Rubric

Excels	Meets	Below
<p>The project demonstrates exceptional data integrity and privacy measures. It includes thorough documentation and evidence of data protection protocols, clear data handling procedures, and robust privacy frameworks. The project showcases a deep understanding of the importance of data integrity and privacy in AI applications and serves as a model for ethical AI governance.</p>	<p>The project shows good data integrity and privacy measures but may lack depth in some areas. It includes some documentation and evidence of data protection protocols, but there is room for improvement in data handling procedures and privacy frameworks. The project demonstrates a general understanding of the importance of data integrity and privacy but could benefit from more robust application.</p>	<p>The project shows minimal data integrity and privacy measures. There is a lack of evidence demonstrating data protection protocols, data handling procedures, and privacy frameworks. The project fails to address the importance of data integrity and privacy and demonstrates a limited understanding of ethical AI governance.</p>

AI4PI Principle #3: Evaluate and Minimize AI-Induced Biases

Table 4 Principle 3 Rubric

Excels	Meets	Below
--------	-------	-------

<p>The project demonstrates exceptional consideration and mitigation of bias within the AI tools and overall project. It includes a thorough examination of potential biases, with clear documentation, concrete examples, and evidence of steps taken to address them. The project showcases a deep understanding of ethical AI principles and their application. It serves as a model for ethical AI development and implementation.</p>	<p>The project shows good awareness and mitigation of potential biases in the AI model but may lack depth in some areas. Some measures are taken to ensure fairness and ethical operation, but there might be room for improvement or further consideration of potential unintended consequences. The project demonstrates a general understanding of ethical AI principles but could benefit from a more robust application or provide more concrete evidence these principles were applied.</p>	<p>The project shows minimal awareness or mitigation of potential AI bias. There is a lack of evidence demonstrating that steps were taken to ensure fairness and ethical operation of AI tools. The project fails to address potential unintended consequences and demonstrates a limited understanding of ethical AI principles.</p>
--	---	--

AI4PI Principle #4: Establish AI4PI Solution’s Governance and Risk Management Strategies

Table 5 Principle 4 Rubric

Excels	Meets	Below
<p>The project demonstrates exceptional governance and risk management strategies for the AI solution. It incorporates a governance process, continuous feedback, and learning</p>	<p>The project shows some level of governance and risk management strategies but may lack depth in some areas. It incorporates some feedback and learning mechanisms to improve AI</p>	<p>The project shows minimal governance and risk management strategies for the AI solution. It lacks continuous feedback and learning mechanisms to improve AI performance and</p>

<p>mechanisms to improve AI performance over time, with clear examples of adaptive features. It ensures that AI applications are transparent and transparently declare their nature as tools rather than human equivalents, with comprehensive documentation and evidence. It implements robust measures to protect users from AI practices that could lead to manipulation, discrimination, or harm, with detailed examples and feedback. It identifies and manages risks effectively, with a well-documented risk management plan. It engages in a dialogue and pursues AI4PI solutions that promote individual, organizational, and societal well-being, serving as a model for ethical AI governance.</p>	<p>performance, but there is room for improvement in adaptiveness and examples. It ensures some transparency in AI applications but does not always declare their nature as AI tools. It implements measures to protect users from harmful AI practices, but these may not be fully robust or documented. The risk management plan may not be comprehensive.</p>	<p>adaptive features. It does not ensure transparency in AI applications, fails to declare their nature as AI tools. It lacks robust measures to protect users from harmful AI practices. It does not effectively identify or manage risks, with no documented risk management plan.</p>
---	--	--

Part 2—AI4PI PROCESS STEPS

AI4PI Process Step #1: Determine Needs, Organization’s Readiness and Potential Applications (Discovery)

Table 6 Process Step 1 Rubric

Excels	Meets	Below
<p>The project demonstrates exceptional needs assessment and organization readiness evaluation. It includes comprehensive documentation and evidence of thorough discovery processes, clear identification of potential applications, and robust readiness frameworks. The project showcases a deep understanding of the importance of discovery in AI applications and serves as a model for ethical AI governance.</p>	<p>The project shows good needs assessment and organization readiness evaluation but may lack depth in some areas. It includes some documentation and evidence of discovery processes, but there is room for improvement in the identification of potential applications and readiness frameworks. The project demonstrates a general understanding of the importance of discovery but could benefit from more robust application.</p>	<p>The project shows minimal needs assessment and organization readiness evaluation. There is a lack of evidence demonstrating discovery processes, identification of potential applications, and readiness frameworks. The project fails to address the importance of discovery and demonstrates a limited understanding of ethical AI governance.</p>

AI4PI Process Step #2: Define Efficient and Effective Human-Centered AI4PI Solutions

Table 7 Process Step 2 Rubric

Excels	Meets	Below
<p>The project demonstrates exceptional definition of efficient and effective human-centered AI solutions. It includes comprehensive documentation and evidence of clear solution definitions, robust human-centered design processes, and thorough effectiveness evaluations. The project showcases a deep understanding of the importance of human-centered design in AI applications and serves as a model for ethical AI governance.</p>	<p>The project shows good definition of efficient and effective human-centered AI solutions but may lack depth in some areas. It includes some documentation and evidence of solution definitions, but there is room for improvement in human-centered design processes and effectiveness evaluations. The project demonstrates a general understanding of the importance of human-centered design but could benefit from more robust application.</p>	<p>The project shows minimal definition of efficient and effective human-centered AI solutions. There is a lack of evidence demonstrating solution definitions, human-centered design processes, and effectiveness evaluations. The project fails to address the importance of human-centered design and demonstrates a limited understanding of ethical AI governance.</p>

AI4PI Process Step #3: Design and Develop AI-Human Collaboration

Table 8 Process Step 3 Rubric

Excels	Meets	Below
--------	-------	-------

<p>The project demonstrates exceptional design and development of AI-human collaboration. It includes comprehensive documentation and evidence of clear collaboration frameworks, robust design processes, and thorough development evaluations. The project showcases a deep understanding of the importance of AI-human collaboration in AI applications and serves as a model for ethical AI governance.</p>	<p>The project shows good design and development of AI-human collaboration but may lack depth in some areas. It includes some documentation and evidence of collaboration frameworks, but there is room for improvement in design processes and development evaluations. The project demonstrates a general understanding of the importance of AI-human collaboration but could benefit from more robust application.</p>	<p>The project shows minimal design and development of AI-human collaboration. There is a lack of evidence demonstrating collaboration frameworks, design processes, and development evaluations. The project fails to address the importance of AI-human collaboration and demonstrates a limited understanding of ethical AI governance.</p>
---	---	--

AI4PI Process Step #4: Document AI Accuracy and Trustworthiness

Table 9 Process Step 4 Rubric

Excels	Meets	Below
<p>The project demonstrates exceptional documentation of AI accuracy and trustworthiness. It includes comprehensive documentation and evidence of clear accuracy metrics, robust trustworthiness evaluations, and thorough documentation processes.</p>	<p>The project shows good documentation of AI accuracy and trustworthiness but may lack depth in some areas. It includes some documentation and evidence of accuracy metrics, but there is room for improvement in trustworthiness evaluations</p>	<p>The project shows minimal documentation of AI accuracy and trustworthiness. There is a lack of evidence demonstrating accuracy metrics, trustworthiness evaluations, and documentation processes. The project fails to</p>

<p>The project showcases a deep understanding of the importance of accuracy and trustworthiness in AI applications and serves as a model for ethical AI governance.</p>	<p>and documentation processes. The project demonstrates a general understanding of the importance of accuracy and trustworthiness but could benefit from more robust application.</p>	<p>address the importance of accuracy and trustworthiness and demonstrates a limited understanding of ethical AI governance.</p>
---	--	--

AI4PI Process Step #5: Deploy and Audit the AI4PI Solution

Table 10 Process Step 5 Rubric

Excels	Meets	Below
<p>The project demonstrates exceptional deployment and auditing of the AI solution. It includes comprehensive documentation and evidence of clear deployment processes, robust auditing frameworks, and thorough evaluation mechanisms. The project showcases a deep understanding of the importance of deployment and auditing in AI applications and serves as a model for ethical AI governance.</p>	<p>The project shows good deployment and auditing of the AI solution but may lack depth in some areas. It includes some documentation and evidence of deployment processes, but there is room for improvement in auditing frameworks and evaluation mechanisms. The project demonstrates a general understanding of the importance of deployment and auditing but could benefit from more robust application.</p>	<p>The project shows minimal deployment and auditing of the AI solution. There is a lack of evidence demonstrating deployment processes, auditing frameworks, and evaluation mechanisms. The project fails to address the importance of deployment and auditing and demonstrates a limited understanding of ethical AI governance.</p>

AI4PI Process Step #6: Demonstrate Outcome and Overall Impact

Table 11 Process Step 6 Rubric

Excels	Meets	Below
<p>The project demonstrates exceptional outcomes and overall impact of the AI solution. It includes comprehensive documentation and evidence of clear outcome metrics, robust impact evaluations, and thorough documentation processes. The project showcases a deep understanding of the importance of outcomes and impact in AI applications and serves as a model for ethical AI governance.</p>	<p>The project shows good outcomes and overall impact of the AI solution but may lack depth in some areas. It includes some documentation and evidence of outcome metrics, but there is room for improvement in impact evaluations and documentation processes. The project demonstrates a general understanding of the importance of outcomes and impact but could benefit from more robust application.</p>	<p>The project shows minimal outcomes and overall impact of the AI solution. There is a lack of evidence demonstrating outcome metrics, impact evaluations, and documentation processes. The project fails to address the importance of outcomes and impact and demonstrates a limited understanding of ethical AI governance.</p>

For Option 1, **full-role applicants submit one project covering all 10 standards, the certification requirements are:**

- **All 10 standards** must have **at least MEETS** to be eligible for CAIT Certification.
- Standards rated **BELOW** require **remediation** before certification.

For Option 2, **specific-role applicants submit up to 10 projects covering all 10 standards, the certification requirements are:**

1. Count the number of **EXCELS/MEETS/BELOW** for each standard across 10 projects.
2. To meet CAIT Certification:
 - a. **Each standard is covered by ≥ 3 projects**
 - b. **$\geq 70\%$ of relevant projects rated EXCELS** → overall EXCELS
 - c. Any standard with **$< 50\%$ MEETS/EXCELS** → remediation required

CAIT Review Instructions and Report

Directions for Reviewer

1. Insert the requested solution type, application tracking number, and your name in the header.
 2. Evaluate the candidate's description of work as it relates to each standard. Consider the entire body of the work. Look for indications of the performance listed. Rate each standard using the provided rubric and place the ratings in the summary rating table.
 3. In situations where you believe the applicant has not satisfied the standard, please add a comment. This comment and that of your co-reviewer(s) will be abstracted, collated, and sent to the candidate as feedback to improve the candidate's application.
 4. Complete the reviewer's statement below.
 5. Return the completed review form electronically to the Director of Accreditation. Please use the following subject title: CAIT Certification Review for [Applicant Number].
-

Example CAIT Reviewer Report

Path: (Option 1 or Option 2)

Reviewer:

Review Date:

Reviewer Decision:

Provide a concise rationale for your decision.

The applicant demonstrates competent, ethical, and applied use of AI for performance improvement across all required AI4PI standards. Evidence meets or exceeds CAIT expectations. While several areas could be more formally documented, the application clearly reflects real-world, responsible practice.

I would have given rankings of Excels for more items if the applicant displayed more evidence of Mastery.

PART 1 — AI4PI PRINCIPLES

Provide a rating and detailed rationale for each decision. Examples are provided below.

Table 12 Example Reviewer Report—Principles

AI4PI Principle	Rating (Excels / Meets / Below)	Rationale
Principle 1: Human Oversight	Meets	The applicant demonstrates consistent human oversight in practice. AI outputs were reviewed, refined, and contextualized by the practitioner before use. Human judgment clearly remained the decision authority. While oversight mechanisms are not formally documented (e.g., escalation paths or governance roles), the evidence supports competent and ethical human-in-the-loop practice.
Principle 2: Data Integrity & Privacy	Meets	The applicant demonstrates responsible data awareness and sound professional judgment. Data sensitivity, confidentiality, and risk are acknowledged, and there is no evidence of inappropriate data use. While controls are informal and described at a high level, they are sufficient for CAIT-level competence.
Principle 3: Bias & Ethical Considerations	Meets	The applicant demonstrates ethical awareness of bias risks and indicates reflective evaluation of AI outputs. Bias is treated as a real consideration rather than a theoretical one. While mitigation steps are not deeply operationalized, the applicant shows sufficient applied judgment for CAIT certification.
Principle 4: Governance & Risk Management	Meets	The applicant demonstrates an understanding of risk and governance responsibilities and applies reasonable controls appropriate to the scope of the project. Oversight and risk

		awareness are evident, even if governance structures are informal.
--	--	--

PART 2 — AI4PI PROCESS STEPS

Provide a rating and detailed rationale for each decision. Examples are provided below.

Table 13 Example Reviewer Report—Process Steps

Process Step	Rating (Excels / Meets / Below)	Rationale
Step 1: Discovery	Excels	The applicant demonstrates strong performance analysis discipline. The problem is clearly framed, root causes are identified, and AI is justified as an appropriate intervention rather than a default solution. This reflects mature PI practice aligned with ISPI standards.
Step 2: Solution Definition	Meets	The solution is clearly defined and appropriately scoped. Human needs and system context are considered. Success measures are present but not fully operationalized.
Step 3: AI–Human Collaboration	Meets	Human–AI collaboration is evident and purposeful. The applicant demonstrates practical integration of AI into work processes. Roles are clear in practice, though not formally documented.
Step 4: Accuracy & Trustworthiness	Meets	The applicant demonstrates evaluation of AI output quality and reliability through review and iteration. While testing is informal, it is sufficient for CAIT-level expectations.
Step 5: Deployment & Audit	Meets	Deployment is intentional and controlled. The applicant demonstrates awareness of

		monitoring needs and ethical deployment considerations. Audit practices are present but informal.
Step 6: Outcome & Impact	Excels	The applicant provides clear evidence of outcomes and impact. Results are tied to performance improvement, not just efficiency or activity. Reflection on value and implications is strong and credible.

FINAL REVIEW SUMMARY

Calculate the results and enter in the Results section. Indicate the final determination, sign and date the review form, and email to the Certification and Accreditation Director.

Standards Results

Table 14 Review Results

Section	Result
AI4PI Principles	All Meet
AI4PI Process Steps	All Meet or Excels (4 Meets; 1 Excels)
Evaluation	Excels

FINAL REVIEWER DETERMINATION

- Recommend Approval: I have reviewed the body of work contained in this application and believe that this candidate qualifies for the CAIT certification, accompanied by a digital badge.
- Do Not Recommend Approval: I have reviewed this application and do not believe that the applicant presently meets the standards for the CAIT certification. I have also annotated my comments for each standard to assist the Director of Certification in providing constructive feedback to the candidate.

Reviewer Attestation

I certify that this review was conducted in alignment with the CAIT Reviewer Guide and Rubric and reflects an impartial assessment of the evidence provided.

Reviewer Signature:

Date:

CAIT Reviewer Report Template

Path: (Option 1 or Option 2)

Reviewer:

Review Date:

Reviewer Decision:

Provide a concise rationale for your decision.

PART 1 — AI4PI PRINCIPLES

Provide a rating and detailed rationale for each decision.

Table 15 Reviewer Report Template—Principles

AI4PI Principle	Rating (Excels / Meets / Below)	Rationale
Principle 1: Human Oversight		
Principle 2: Data Integrity & Privacy		
Principle 3: Bias & Ethical Considerations		
Principle 4: Governance & Risk Management		

Part 2—AI4PI PROCESS STEPS

Provide a rating and detailed rationale for each decision.

Table 16 Review Report Template—Process Steps

Process Step	Rating (Excels / Meets / Below)	Rationale
Step 1: Discovery		
Step 2: Solution Definition		
Step 3: AI–Human Collaboration		
Step 4: Accuracy & Trustworthiness		
Step 5: Deployment & Audit		
Step 6: Outcome & Impact		

FINAL REVIEW SUMMARY

Calculate the results and enter in the Results section. Indicate the final determination, sign and date the review form, and email to the Certification and Accreditation Director.

Standards Results

Table 17 Reviewer Report Template Results

Section	Result
AI4PI Principles	
AI4PI Process Steps	
Evaluation	

FINAL REVIEWER DETERMINATION

- Recommend Approval: I have reviewed the body of work contained in this application and believe that this candidate qualifies for the CAIT certification, accompanied by a digital badge.
- Do Not Recommend Approval: I have reviewed this application and do not believe that the applicant presently meets the standards for the CAIT certification. I have also annotated my comments for each standard to assist the Director of Certification in providing constructive feedback to the candidate.

Reviewer Attestation

I certify that this review was conducted in alignment with the CAIT Reviewer Guide and Rubric and reflects an impartial assessment of the evidence provided.

Reviewer Signature:

Date:

Appendix

Eligibility

To be eligible for the Certified AI Performance Technologist (CAIT) certification, applicants must:

- Self-attest to having at least 18 months of experience developing and implementing AI solutions for performance improvement.

Application Requirements

To earn the CAIT certification, applicants must:

1. Submit a completed application form that includes answers to questions and a supervisor or client attestation.
2. Submit project artifacts with relevant information and evidence to support the application.
3. Sign both the Code of Ethics and the Application Agreement.
4. Submit a resume highlighting their professional experience and expertise in AI and performance improvement.
5. Pay the application fee.

Maintenance and Renewal

Certified individuals are required to demonstrate continued competence by renewing their credentials every three years. This involves earning points through continuing education and service, ensuring that they remain current with advancements in AI and performance improvement.

Continuing education includes courses, workshops, conferences, presentations, professional events, and seminars. Professional events include organized gatherings, whether in-person or virtual, that bring together a cross-section of the field, such as communities of practice, networking meetings, town halls, panel discussions, and similar events.

To receive continuing education points, the applicant must submit an electronic copy or screen-capture of documentation that includes the event or book title with a half-page description, and the name of the instructor, facilitator, or author; plus, a half-page narrative that reflects

what was learned or insights gained from the experience of attending or reading. Continuing education points must relate to the certification type.

- 1 point for each hour of education or professional event
- 3 points for a half day of education
- 3 points for reading a book related to the certification being maintained
- 6 points for each course or conference day (6 to 8 hours)

Service points can be earned through volunteer work, such as writing for a professional journal or a book, speaking at a professional meeting, teaching, serving as a subject matter expert for a course or credential being developed, participating on a committee, or serving as a public member. Service points require submitting an attestation from a client, supervisor, or professor. To earn service points from an attestation, submit an electronic copy of a 1-2-page letter written by a supervisor, client, or professor who briefly describes the work the applicant has done for them and how that work created value for them.

To earn service points (other than from the attestation), submit a half-page description of the service, including a brief narrative that reflects what was learned or insights gained from the experience. Calculate points as follows:

Service:

- 10 points
 - publishing a book related to the certification specified
 - contributing a chapter to a book related to the certification specified
- 5 points
 - for each year served on a national or international committee
 - for teaching a college-level course (semester or quarter)
 - for an attestation from a client, supervisor, or professor describing the quality of the applicant's work for them and the value the applicant brought to their project
- 3 points
 - for each year served on local committees or boards
 - for teaching a workshop over a half-day in length
 - for writing an article for a juried journal
- 2 points
 - for writing a journal article
- 1 point

- for presenting at a conference, professional meeting, or equivalent
- for mentoring an instructional designer/developer in the specified learning-solution type

Resources

ISPI AI4PI Overview: <https://ispi.org/page/ai4piOverview>

The AI4PI Journey: <https://app.granulearn.com/ispi-login>

Note: Use your ISPI login credentials to access the course.