USAII®
UNITED STATES ARTIFICIAL INTELLIGENCE INSTITUTE

CERTIFIED

AI

TRANSFORMATION
LEADER

CANDIDATE EVALUATION GUIDELINES

FOR CANDIDATES OF THE (CAITL™) CERTIFICATION PROGRAM

AGENDA

OVERVIEW

The United States Artificial Intelligence Institute (USAII®) pursued the growing demand for a certification program in AI Transformation exclusive for decision-makers with or without technical expertise. The Certified AI Transformation Leader (CATIL™) program is meticulously designed for managers, directors, VPs, and CXOs, to empower them with the strategic skills of AI implementation and management.

The (USAII®) Examination Office has conducted extensive research to develop **Unique Assessment Theories (UAT)** to assess CAITL™ candidates for skill quality, cognitive abilities, and knowledge. Our observation suggests that the CAITL™ candidates should ideally devote the majority of their time to extensive learning, rather than only making it a point to prepare for an examination. Therefore, the CAITL™ program **includes exams which is optional** for assessing the candidates' skills, rather UAT is methodically adopted.

Before we discuss UAT, we would like to introduce you to the (USAII®) Evaluation Standards which mentions the quality of evaluations or assessments of CAITL™ candidates through UAT.

USAII® EVALUATION STANDARDS

The USAII® Examination Office has drafted the Evaluation Standards that are accepted globally and these standards are influenced by the **Norms of Evaluation** in the United Nations Development Program (UNDP). Please note, all evaluations or assessments will be conducted by a Panel of Evaluators empaneled by the USAII® Examinations Office and will strictly follow the below standards.

- **Independent** — USAII® Examination Office will not impose restrictions on the scope, content, comments, and recommendations of evaluation reports. Evaluators must be free of conflict of interest.
- **Transparent** — Meaningful consultation between the Evaluators and the USAII® Examination Office is essential for the credibility and utility of the evaluation.
- **Ethical** — Evaluation should not reflect personal or sectoral interests. Evaluators must have professional integrity, respect the rights of USAII® and candidates to provide information in confidence (to respective stakeholders), and be sensitive to the beliefs and customs of local, social, and cultural environments.
- **Impartial** — Removing bias and maximizing objectivity is critical for the credibility of the evaluation and its contribution to knowledge.
- **Of high quality** — All evaluations should meet minimum quality standards defined by the USAII® Examination Office.
- **Timely** — Evaluations must be designed, executed, and completed within the agreed timelines so as to adhere to the program timelines.

UNIQUE ASSESSMENT THEORIES (UAT)

Assessments are seen as an important part of education since it defines quality, commitment, and process. For any learning that is part of your professional career or growth, assessments are a must and should have a process to judge candidates based on the criteria for gaining skills or expertise.

The USAII® Examination Office has identified unique theories to assess its CAITL™ candidates. Categorized as the Unique Assessment Theories (UAT), there are two (2) components for the assessment:

- **Component 1:** Submission of an AI Transformation Plan
                     OR
  Taking the CAITL™ Exam
  (*Unlimited Free Attempts)

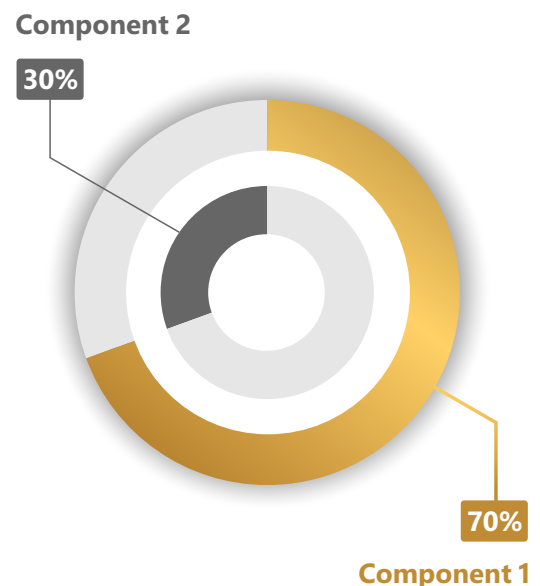- **Component 2:** Submission of an AI Transformation Article

The ratio of the above evaluation components for assessing you to earn your prestigious CAITL™ credential is:

- **70%** for Component 1
- **30%** for Component 2

Unlike any examination which assesses a candidate majorly based on theoretical perspectives (though practical learning is included), the above components of assessment will be used to judge multiple factors such as **technical understanding, AI understanding, AI strategy, alignment of AI with organizational goals, resource management,** etc.

The accepted language for all submissions will be English.

Ratio of CAITL™ Evaluation Components

Component 2
30%

70%
Component 1

COMPONENT 1: SUBMISSION OF AN AI TRANSFORMATION PLAN

As part of the CAITL™ assessment, if you choose to submit an AI transformation Plan, then it should contain a detailed outline of how you will implement AI in your organization and scale your business or a project.

Acceptance of Hypothesis: Please note, you may submit your plan based on a hypothetical situation that may deem fit to you. Or, you may submit an actual plan of your organization and our panel of experts/evaluators will provide you with their feedback in both cases (read more in the Result section).

*Not applicable for candidates who are a **no-show** for the examination.

GUIDELINES TO SUBMIT COMPONENT 1

The guidelines presented here will help you write and submit your AI Transformation Plan. Please consider writing the context of your plan carefully, so you get the right feedback that might help you to actually implement your plan for success.

Key Considerations

While writing your plan, you should consider:

- Identifying the key objectives
- Identifying your target audience
- Research, findings, hypothesis, and recommendations

Plan Structure

SECTIONS	DESCRIPTIONS
*Title Page	Give the title with the Author's name, designation, and country of work. You may also include your company's name.
*Executive Summary	Give a short synopsis of your plan. You may include numbers as per your hypothesis and predict future growth.
*Table of Contents	Prepare the ToC identifying each section and include pagination with conventions that include numeric 1, 2, and so forth.
List of Figures/Tables	It's best practice to use figures and tables to signify your plan.
*Introduction	Mention the background of the organization and why AI implementation is important for the organization.
*Strategic Plan Layout	Discuss the market overview, competition, organizational goals, and how to align AI to meet the goals
Conclusion	Conclude your plan by projecting the overall growth of your organization due to AI
*References	Mention the references and citations, used for your research
*Appendices	Optional

All sections marked by an asterisk in the left column should begin on a new page.
All other sections should follow the preceding section on the same page if space permits.

Quick Tips

- **Font:** Please draft your plan in any globally accepted fonts such as Times New Roman, Calibri, or Ariel
- **Font Size:** Use 12 pt. for the body. Use H1, H2, and H3 wherever required.
- **Content Mood:** The imperative mood, i.e. as if giving directions or orders, should not be used. The purpose is to state what best can be done, not to tell other people what to do.
- **First Person:** Though the document is formal, the first person (singular "I" or plural "We") can be used.
- Sentences should not start with "It" unless the object that "It" refers to is absolutely clear from the context.
- Overly long sentences should be avoided. Two or more short sentences should be used instead.
- **Plagiarism:** Plagiarized content will not be accepted. Only 20% of plagiarism on definitions and other technical mentions will be accepted.
- **Number of pages:** Your plan should be between 5 to 10 pages only.

HOW TO SUBMIT COMPONENT 1

Please ensure that the maximum size of your document is 10 MB and must be submitted in PDF format.

Once you are sure of your AI Transformation Plan and require no further changes, you login to your myControlPanel (dashboard) and

- Click on **'Assessment Submissions'**
- Against Component 1, i.e. Submission of AI Transformation Plan, click **'Submit Now'**
- Go through the instructions carefully
- If satisfied with your document, click **'Submit Now'**
- Recheck the instructions and hit **'Continue'**
- Upload your document
- To review your uploaded document, click on **'My Assignment'**
- Click on 'Change My Submission' to re-upload your document
- If you are sure to submit it, click on **'Confirm Submission'**

Please note, you cannot make any changes to your document, once you confirm your submission.
To view your submission, you can click on **'My Assignment'.**

COMPONENT 2: SUBMISSION OF AN AI TRANSFORMATION ARTICLE

The second component of the UAT is the submission of an AI Transformation Article which should translate your thoughts on AI Transformation or your AI journey influencing business and future.

Please note, as per the feedback from our Panel of Evaluators, the USAII's Editorial Desk will review and publish your article on our digital platforms such as the USAII® website, supporting sites, social media, etc. with all due credits. This may help you to influence the AI domain as a thought leader.

GUIDELINES TO SUBMIT COMPONENT 2

The article to be submitted should not be considered for any journal or a formal document, rather it should be considered for a blog. The idea for the article submission is the free flow of thoughts for the AI domain. Therefore, do not keep a formal structure while writing the article, however, the basics of article writing are to be adhered to.

- **Word limit:** The maximum word limit for your article is 1500 words.
- **Title:** Add a relevant title
- **Conclusion:** At the end, please add your conclusion
- **Font:** Please draft your article in any globally accepted fonts such as Times New Roman, Calibri, or Ariel
- **Font size:** Use 12 pt. for the body. Use H1, H2, and H3 wherever required
- **Illustrations:** May include figures, images, or illustrations for explanations
- **Overly long sentences** should be avoided. Two or more short sentences should be used instead.
- **Plagiarism:** Plagiarized content will not be accepted. Only 20% of plagiarism on definitions and other technical mentions will be accepted.
- **SEO friendly:** The article should be SEO friendly – limit excessive use of keywords.

HOW TO SUBMIT COMPONENT 2

Please ensure that the maximum size of your document is 10 MB and must be submitted in PDF format.

The process of article submission is similar to Component 1. Once you are sure of your AI Transformation Article and require no further changes, login to your myControlPanel (dashboard) and

- Click on **'Assessment Submissions'**
- Against Component 1, i.e. Submission of AI Transformation Plan, click **'Submit Now'**
- Go through the instructions carefully
- If satisfied with your document, click **'Submit Now'**
- Recheck the instructions and hit **'Continue'**
- Upload your document
- To review your uploaded document, click on **'My Assignment'**
- Click on **'Change My Submission'** to re-upload your document
- If you are sure to submit it, click on **'Confirm Submission'**

Please note, you cannot make any changes to your document, once you confirm your submission. To view your submission, you can click on **'My Assignment'.**

WHEN TO SUBMIT

As a CAITL™ candidate, you should ideally submit both your assignments after you have completed your learnings, including the Masterclass. We can also accept your submissions between six (6) to ten (10) weeks of the program duration. Submissions later than the said timeline may not be accepted and the 'Assessment Submissions' button will be deactivated. After 10 weeks, you may submit your assignments by paying a nominal fee of **$147** to reactivate submissions on myControlPanel. For more information, please write to us at support@usaii.org.

NOTE: If no submissions of the assignments are made, you will not receive your prestigious CATIL™ credential.

CAITL™ EXAM POLICY

The CAITL™ candidates can opt for the examination under Component 1 instead of the AI Transformation Plan. Please note, once opted for the exam you cannot switch to the AI Transformation Plan or vice-versa.

- **Exam Format, Duration, and Questions**
  The USAII® exams will contain knowledge and competency-based questions.

  All USAII" certification exam is a multiple-choice computer-based exam and is 100 minutes duration.

  Each multiple-choice question has five choices, one or more of which is the correct answer. Applicants can answer randomly and can view return or change the answers to previously answered questions at any time. Therefore, please ensure that the answers to each question have been properly reviewed before submitting the exam.

Certifcation	CAITL™
No. of Questions	60
Duration (minutes)	100
Passing Percentage	70%
Open Book	No

- **Exam Registration and Fees**

  The USAII® exams are only held to check and verify the candidate's knowledge and also to assess the capability of the candidate and must correlate with the program curriculum and standards. Therefore, registration for the USAII® exam is nothing but a process where the candidates first opt and register for the CAITL™ program and then choose to take the exam in Component 1 to get certified.

  The certification program fee also includes the exam fee, hence the candidate is not required to pay any additional fee unless the candidate reschedules or reappears for the exam in certain conditions, which is explained below.

- **Exam Scheduling**

  Once the candidates have successfully registered for the certification program, they should log in to myControlPanel and click on the **'Assessment Submissions'** button on the dashboard. You can choose the assessment that you are comfortable with and proceed. If you choose CAITL™ examination, click on 'Schedule Your Exam' and then select the available date and time period for the assessment and save the exam day.

  You can schedule your exam as soon as you pay your certification fee. However, by default, the exam slot will be available after 25 days of your payment. USAII® mandates a **25-day immersion time** for registrants to help them orient entirely and build their conceptual foundations in Artificial Intelligence, Machine Learning, and more. We encourage you to schedule your exam soon after registration for a future date so that you get your desired date and time slot. You get a total program duration of **100 days** to take your USAII® certification exam. To reiterate, you must schedule your CAITL™ exam between **25** and **100 days** of payment.

- **Exam Rescheduling and Cancellation**

  You can change your exam appointment within three or more working days before the scheduled exam date without any extra fee. To change the exam appointment, please log in to myControlPanel and click 'View Exam Details' to view your current exam schedule, and then click on the 'Reschedule Your Exam' button to change your exam appointment.

In case you have less than three business days before your scheduled exam date, then you may not be able to reschedule your exam, and if you miss your exam, then you will forfeit your fees. Here, you will have to reschedule your exam after paying a nominal exam fee of **US $149**.

To reschedule, click on **'Schedule Your Exam'** — read the instructions on the pop-up and upon confirming, you will be redirected to the payment gateway for the fee payment of US $149. Once the payment is done, the 'Reschedule Your Exam' button will be activated. You can click on this tab and reschedule with a new date and time.

To cancel your exam, please log in to your myControlPanel dashboard before 72 hours of your scheduled exam. Canceling the exam or missing the exam will result in the forfeiture of your exam fee without recourse, and you will also not get any additional assessment attempts unless the nominal payment is made.

- **Reappearing Exam**
  Please note that any candidate who opts to take the CAITL™ exam is eligible for **unlimited free attempts** in case the candidate is unable to clear the examination. If the candidate cancels the first scheduled exam or becomes a no-show, s/he must pay a nominal fee of US $149 to reschedule the exam.

  The candidate can apply to reappear for the exam seven (7) days after the exam results are announced.

- **Exam Day Requirements, Procedures, and Results**

  Code of Conduct policy

  USAII® adopts a "zero tolerance" policy for any misconduct in its ecosystem. During the exam, the test administrator (or invigilator or proctor) has the right to terminate a candidate from the test for any of the following reasons:

  - Cause any interference during the exam. Offer or get help from anyone.
  - Use digital assistants, notes, books, watch calculators, electronic dictionaries, or other auxiliary equipment/equipment. Please note that this is not an open-book exam.
  - Use electronic devices, such as mobile phones.
  - Try to remove any type of scraping paper during the inspection.
  - Attempting to mess up the computer.
  - Attempt to relocate from the assigned computer/system during the inspection.
  - Try to remove question(s) during the exam.
  - Failure to follow instructions given by the test manager (or invigilator or remote proctor).
  - Sharing exam content with others.

Note: USAII® will take legal action against anyone who violates copyright laws *(such as copying and distributing exam content or materials)*. The question database, exam forms, and all exam-related materials are copyrighted and are the legal property of USAII®. Any oral, written, or electronic communication is strictly prohibited. Any such behavior will be punished by law.

If any candidate is found to have committed any of the above forms of misconduct, his exam will not be evaluated, and his fee will not be refunded. Also, there will be six months to retake the exam. In addition, USAII® will review misconduct, which may lead to:

- Cancel the candidate's previous or current test scores
- Revocation of test taker's certificate

Exam Day Procedures

USAII® exams are completely digital/ online and AI-proctored and delivered in the private mode; however, it is strongly recommended that you arrive at the selected exam room/location at least 30 minutes before the scheduled exam start time to ensure that the exam room and the computer used for the exam have been thoroughly inspected, verified and approved to take the exam authorized by the designated USAII® test Institutional conduct. You can familiarize yourself by taking a mock test. It is highly recommended to do this because it will help you w.r.t. systems or the Internet.

Please note, electronic devices are not allowed during the exam and you will not be allowed to take any breaks — the exam must be conducted all at once.

Ids that are accepted

Candidates must have two valid IDs (primary ID and secondary ID) from the following list, one primary photo ID with signature and one ID with signature.

PRIMARY ID	SECONDARY ID
PASSPORT	ANY PRIMARY ID
DRIVER'S LICENSE	ANY MEMBERSHIP ID
STATE/COUNTRY ID	STUDENT ID
EMPLOYEE/SCHOOL ID	–
MILITARY ID	–

The candidate must possess all necessary IDs issued by their country/region. In the absence of a valid primary ID from the country in which the test is administered, an international travel passport and a secondary ID from the candidate's country of nationality are mandatory. Furthermore, the first and last names used during registration must precisely match those on both IDs presented on the day of the test.

www.usaii.org

System Requirements

- Operating System: Windows 10, Windows 8.1 or 7 (32-bit and 64-bit) or macOS
- Display (Resolution): 1024 x 768 [Recommended]
- Network Connection: Wired Network [Strongly recommended for better Exam Delivery Performance].
- Internet Connection Speed: Minimum 1 Mbps
- Web Browser(s): Latest Version of Google Chrome Only.
- Webcam: Internal or an External Webcam must be connected to the computer and working.
- Firewall(s): Corporate Firewalls (including VPNs) often cause this Exam Delivery method to fail. Please take the Exam without Firewalls.

Results

To clear the CAITL™ certification exam, the candidate must score 70% or higher.

After submitting the online test, you can view the results immediately. You will also receive the exam results via email. If you pass the exam, you can download and print the official certificate within 72 working hours.

- **Special Conditions and Candidacy Reconsideration**

Specially-abled Candidates

USAII® considers the specially-abled candidates to be no different, however, can accept requests to take the certification exam with certain help, such as a volunteer taking the exam on behalf of the candidate, but in the presence of the candidate. Such requests must be informed to **exam@usaii.org** for necessary approvals from the Office of Assessment Committee (OAC).

Candidacy Reconsideration

There can be situations where a candidate is unable to take the scheduled exam – USAII® definitely understands these tough situations. If a candidate misses the scheduled exam due to urgent reasons, please feel free to contact USAII® directly through **certificationhelp@usaii.org**. The following are acceptable reasons for missing scheduled exams:

- You or an immediate family member* is suffering from a serious illness.
- Death of an immediate family members.
- You are summoned by the court.

*Immediate family members mean Spouse, Children, Siblings, Parents, and Grandparents.

If you miss the exam due to any of the above reasons, you must contact USAII® at **certificationhelp@usaii.org**. We will provide the incident number to send the necessary documents required by USAII®. After submitting the required documents, the request will be thoroughly reviewed, and the candidate review committee will make a corresponding decision. You will be informed more about the results of the request.

The documents accepted for urgent reasons:

If you are sick/accidental, please provide a doctor's letter on letterhead, including title, address, and phone number.

In case of unfortunate death, please submit a notification or death certificate from the hospital or government agency.

If you need additional time due to your other professional commitments, please reach out to us before the exam validity period at **certificationhelp@usaii.org** or **exam@usaii.org**, and the Office of Assessment Committee (OAC) at USAII® will provide additional validity on a case-to-case basis. The OAC also has the right to disapprove your case and grant no additional validity.

ASSESSMENT, REVIEWS, AND RESULTS

All your submissions will be assessed and evaluated by our empaneled evaluators who have rich experience in AI, Machine Learning, Business Management, Technology Management, Data Science, and more. The review and feedback on your AI Transformation Plan and Article will be provided to you on your myControlPanel within **ten (10) business** days from your date of submission.

The feedback on your AI Transformation Plan will be personalized according to your plan and with the feedback you may implement AI Transformation practices according to your plan and succeed.

You will receive your feedback through a personalized 'CATIL™ Program Report' exclusively drafted by the CEO of USAII®. You may use and showcase this report as a certificate or approval of your plan to implement AI strategies and process excellence.

Once you receive your 'CAITL™ Program Report' you will also receive your CAITL™ certificate and Digital Badge with lifelong validity. The ultra-modern digital badge will include your capabilities, certificate, additional qualifications, and profile that can be showcased to your clients, and board members, or on any social media platforms like LinkedIn, Facebook, Twitter, etc.

Candidates who choose the CAITL™ examination will know the result immediately after the examination, however, the detailed result will be published on your myControlPanel. To clear the examination, you must score 70% or higher.

CAITL™ CERTIFICATION VALIDITY AND RENEWAL

Artificial Intelligence is an evolving technology with fast-paced developments, due to which, new processes, workflows, tools, and many more associated updates take place. Our CAITL™ program is matched to keep up with the evolving tech and therefore, we update our program curriculum at regular intervals.

The CAITL™ certification is valid for **three (3) years** and therefore must be renewed before the expiry of the certificate. You can renew your CAITL™ certification by paying a nominal fee of $696, which will give you access to new resources that includes Study Books, Videos, and Workshops. Also, you will get access to attend the latest Masterclass to update your skills.

USAII® | UNITED STATES ARTIFICIAL INTELLIGENCE INSTITUTE

About USAII®

The United States Artificial Intelligence Institute (USAII®) is the world's leading Artificial Intelligence certifications provider for aspiring professionals and leaders at any stage of their career, organizations, institutions, academia, or governments, looking to upskill and reskill their expertise in the ever-evolving Artificial Intelligence domain.

GET STARTED WITH THE MOST STRATEGIC AI EXCELLENCE PROGRAM EVER!

REGISTER NOW

LOCATIONS

Arizona

1345 E. Chandler BLVD.,
Suite 111-D Phoenix,
AZ 85048,
info.az@usaii.org

Connecticut

Connecticut 680 E Main Street
#699, Stamford, CT 06901
info.ct@usaii.org

Illinois

1 East Erie St, Suite 525
Chicago, IL 60611
info.il@usaii.org

United Kingdom

29 Whitmore Road, Whitnash
Learmington Spa, Warwickshire,
United Kingdom CV312JQ
info.uk@usaii.org

Singapore

No 7 Temasek Boulevard#12-07
Suntec Tower One, Singapore, 038987
Singapore, info.sg@usaii.org

info@usaii.org | www.usaii.org