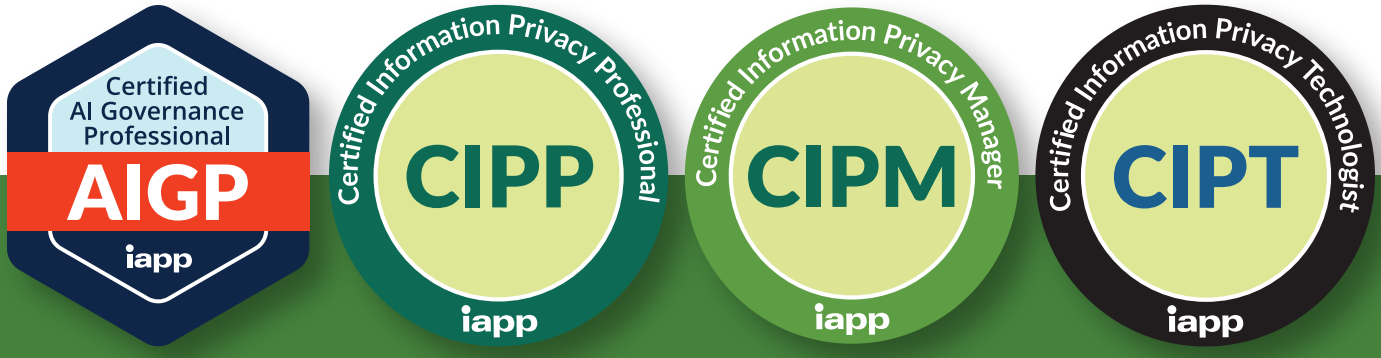
IAPP CERTIFICATION CANDIDATE HANDBOOK

Procedures and policies



iapp

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I. Introduction

A. About the IAPP

The IAPP is the professional home for privacy, AI governance, and digital responsibility globally. Founded in 2000, the IAPP is a not-for-profit, policy-neutral association dedicated to defining, supporting and improving the professionals working at the intersections of data, technology and humanity.

B. Accreditation

The IAPP CIPP/E, CIPP/US, CIPM and CIPT credentials are accredited by the American National Standards Institute National Accreditation Board under the International Organization for Standardization standard 17024:2012. ANSI is an internationally respected accrediting body that assesses and accredits certifications that meet rigorous standards through their National Accreditation Board. ANSI's personnel certification accreditation program was the first in the United States to fulfill the requirements of ISO/IEC 17011, which represents the global benchmark for accreditation body practice.

Achieving accreditation is a tremendous acknowledgement of the quality and integrity of IAPP certifications, ensuring IAPP credentials are consistent and reliable worldwide. By validating professional skills that translate across national lines, it protects the integrity and legitimacy of IAPP certifications. It promotes to employers, colleagues, clients and vendors that IAPP certified professionals have the necessary knowledge, skills and abilities to perform their work.

The IAPP AIGP, CDPO, CIPP/A and CIPP/C certifications are not accredited by ANAB but still follow the same rigorous policies and procedures to ensure they meet the same high standard of quality.





II. Programs

A. Core certifications

Unsure which IAPP certification program is right for you? Reach out to us at sales@iapp.org.

1. Certified Information Privacy Professional

The Certified Information Privacy Professional designations verify your understanding of data protection laws, regulations and standards in your jurisdiction or discipline. There are five CIPP certifications for five different regions:

- Certified Information Privacy Professional/Asia.
- Certified Information Privacy Professional/Canada.
- Certified Information Privacy Professional/China.
- Certified Information Privacy Professional/Europe.
- Certified Information Privacy Professional/United States.

2. Certified Information Privacy Manager

The Certified Information Privacy Manager certification attests to your understanding of how to implement data privacy regulations into day-to-day operations. CIPM certificants are leaders in privacy program administration and have the skills to establish, maintain and manage information privacy across all stages of its life cycle.

3. Certified Information Privacy Technologist

The Certified Information Privacy Technologist certification endorses your understanding of the use of technology in building data protection practices into products and services. CIPT certificants have a dual literacy in both privacy and technology essential components to ensure operations meet privacy goals and mitigate risks.

5. AI Governance Professional

The AI Governance Professional certification demonstrates that an individual can ensure safety and trust in the development and deployment of ethical artificial intelligence and ongoing management of AI systems.

6. Certified Data Protection Officer/Brasil

The Certified Data Protection Officer/Brasil credential is tailored to the needs of Brasilian data privacy professionals. The CDPO/BR certification signifies deep knowledge of the Lei Geral de Proteção de Dados Pessoais and the principles of data privacy management. See CDPO/BR requirements here.

B. Designations

1. Fellow of Information Privacy

The Fellow of Information Privacy distinguishes privacy professionals who have achieved comprehensive knowledge of privacy law, privacy program management and data protection practices. Acquisition of the FIP designation signifies the certificant has a proven track record of practical application in the field.

Earning the designation
To obtain the FIP designation, candidates must apply demonstrating the following:

- An active CIPP certification: CIPP/A, CIPP/C, CIPP/CN, CIPP/E or CIPP/US.
- An active AIGP, CIPM or CIPT certification.
- Three years of continuous work experience in which data privacy represents at least 50% of the candidate's job responsibilities. Alternatively, an information security certification from ISC2, ISACA, IEEE or other professional institution will satisfy one year of this requirement.
- A reference list of three peers.
- A personal statement explaining how the candidate's background qualifies them for a FIP designation.

Candidates who feel they are qualified for the FIP designation may apply through the IAPP's website.

Maintaining the designation
The certificant's only requirement for maintaining the FIP designation active is to keep their core designations in good standing. Should any of their certifications fall into suspension or revocation for any reason, the FIP designation will also be suspended or revoked.

2. Privacy Law Specialist

The IAPP is accredited by the American Bar Association to certify lawyers in the specialty area of privacy law. U.S. attorneys who meet the IAPP's rigorous specialist designation requirements may be permitted to advertise their privacy law specialty under their state's rules of professional responsibility.

The PLS designation signifies:

- Substantial time practicing U.S. state and federal law related to safeguarding personal information.
- Knowledge of relevant privacy laws, regulations and technology.
- A commitment to staying ahead of new developments.

Qualifications and requirements for the PLS can be found on the PLS webpage.

III. Exam preparation

A. Body of knowledge

Each certification exam has a corresponding body of knowledge available on the IAPP website. The bodies of knowledge are created by exam development boards through the conversion of feedback from large-scale surveys of qualified professionals into comprehensive lists of topics.

No question will be on the exam that is not covered by a topic or subtopic on that exam's body of knowledge. The body of knowledge should serve as the candidate's core resource.

B. Preparation materials

The IAPP offers official preparation materials such as trainings, textbooks and practice exams on our website. All official preparation materials reflect their bodies of knowledge. Certification exams are not a reflection of the candidate's ability to recall by memory the preparation materials. Preparation materials can be useful tools for building a working understanding of the topics on a body of knowledge.

Candidates may be asked to apply their knowledge to different situations not outlined in the preparation materials. Candidates should judge exam preparedness by their thorough understanding of all topics on the body of knowledge rather than completion of any given training material.

IV. Exam registration

A. Purchasing

IAPP certification exams can be purchased through the IAPP store. Once an exam has been purchased, it will appear in the candidate's MyIAPP profile.

Before purchasing an IAPP exam, note that either IAPP membership or a certification maintenance fee will be required for your certification to become active when you pass your exam. See our official CPE policy for more maintenance information on our website.

B. Scheduling

All IAPP exams must be scheduled and taken within one year of purchase. The exam's expiration date can be viewed in the MyIAPP profile. Expired exams will be closed and fees forfeited.

Exams must be scheduled at least 24 hours in advance, and appointments are subject to availability. The IAPP recommends scheduling as far in advance as possible. Exam expiration dates will not be extended for failure to account for preparation time, scheduling time or last-minute appointment availability.

Before scheduling, ensure the name in your MyIAPP profile is identical to the name on your ID; this will be required to verify your identity on exam day. If it does not match, you can edit the name that will appear on your exam in the "Edit My Profile" section of your MyIAPP profile.

To schedule your IAPP exam:

- Navigate to the "Certifications" section of your MyIAPP profile.
- Select the green "Schedule Exam" button on the exam.
- You will be asked if you require special accommodations.
  - » If you select "Yes," the process for requesting accommodations will begin. See page 9 of this handbook for details.
  - » If you select "No," you will proceed to the Pearson VUE website.
- From Pearson VUE's website, choose your exam from the list of "Preapproved Exams."
- You will then be guided through the scheduling process.
- After successful scheduling, you will be shown a page with a green banner that says, "Your appointment is confirmed!"
- You will receive an appointment confirmation via email.

Until you are shown this banner and receive this confirmation email, you have not reached the end of the scheduling process. Please keep the appointment confirmation email for your records.

To reduce the amount of data Pearson VUE collects, the address and phone number on your Pearson VUE account will be the IAPP U.S. headquarters' address and phone number. If Pearson VUE needs to contact you during your exam, they will do so through the chat box or, in situations when the chat box cannot be used, through the phone number you provide during check-in.

C. Rescheduling or canceling

If your exam is scheduled at an in-person testing center, you may reschedule or cancel your appointment up to 48 hours prior to the appointment time.

If your exam is scheduled as an OnVUE remote-testing appointment, you may reschedule or cancel up to 15 minutes past the scheduled exam time.

To reschedule or cancel your appointment:

- Navigate to the "My Purchases" section of the MyIAPP profile.
- Select the green "View Exam Details" button on the exam.
- From Pearson VUE's website, choose your exam from the list of "Preapproved Exams."
- Next to the appointment information, select either "Reschedule" or "Cancel."
- You will be led through the process of canceling the appointment or choosing a new one.

When the exam has been successfully canceled or rescheduled, you will receive an email confirmation from Pearson VUE. Unless you have received this email, you have not completed the cancellation or rescheduling process. It is the candidate's responsibility to ensure they complete this process. Missed appointments cannot be reopened for unsuccessful cancellation or rescheduling.

Only under extenuating circumstances, such as a medical or family emergency, can an exam appointment be canceled or rescheduled beyond Pearson VUE's rescheduling deadlines. In such circumstances, the candidate will need to contact Pearson VUE directly to request special assistance with canceling or rescheduling the appointment.

In circumstances beyond its control, Pearson VUE may need to reschedule your exam appointment. Pearson VUE will contact you as soon as possible and work with you to reschedule your appointment. The IAPP is not responsible for expenses incurred stemming from these exam cancellations, including, but not limited to travel expenses or lost wages on the day of the exam.

D. Special accommodations

Special accommodations are assistances the IAPP can provide to candidates with qualifying disabilities to ensure comparable opportunities for success on their exam. Special accommodations include but are not limited to:

- Screen reader.
- Sign language interpreter.
- Admission of a service animal to the testing location.

After selecting the "Schedule" button next to your exam in your MyIAPP profile, you will be asked if you require special accommodations. If you select "yes," the certification team will be notified and will reach out to you via email within two business days. A member of the certification team will walk the candidate through the request process.

The IAPP strongly encourages test takers to request special accommodations as soon as possible as this process may take up to 30 days to complete.

Special accommodations documentation will be deleted one year after the date of approval. Should a candidate wish to test with special accommodations again after this date, they will need to reapply.

While exam accessibility is a priority for the IAPP, the implementation of accommodations must also consider technical limitations and exam security. Implementation of an accommodation may vary depending on your preferred delivery method or may only be available through a certain delivery method.

V. Taking the exam

A. Exam information

1. Exam structure

All IAPP exams are comprised of multiple choice questions with one or more correct answers. It will be indicated on the question if there are multiple correct answers. Those with only one correct answer will only allow the test taker to choose one option. Test takers may be asked to read a scenario and then answer questions relating to it.

Candidates will use the cursor to select their desired response from the options. Forward and backward arrows can be selected to move back and forth between exam questions.

Halfway through the exam, the candidate will be offered a 15-minute break. This break divides the exam into two distinct halves, each containing half the total exam questions and half the total time limit. Regardless, if candidates accept or skip the break, the candidate is required to finish and submit the first half of the exam. The candidate cannot return to the first half after submission.

2. Agreements

Upon launching the exam, the candidate will be asked to review and sign the application statement and confidentiality agreements before continuing. Documents can be found in their entirety at the end of this handbook. The IAPP encourages candidates to review and understand these prior to the exam appointment.

3. Dismissal

It is the responsibility of the Pearson VUE proctor to enforce the testing rules as written. Should a rule be violated, they are required to issue a warning depending on the infraction and end the exam attempt. If an exam attempt is ended for violation of testing rules, the exam is permanently closed, and all fees are forfeited.

If your exam was dismissed for a violation of rules, and you believe this to be an error on behalf of the proctor, please contact Pearson VUE. Pearson VUE will open a case to review the accuracy of the dismissal. If the exam was taken with OnVUE and audio recording of the session and proctor notes will be reviewed.

Should Pearson VUE determine a testing rule was violated, the exam will remain closed. If no exam rule was violated, they will reopen the exam for a new attempt. Pearson VUE is unable to make exceptions or bend the testing rules under any circumstances and can only assist in cases when the exam was incorrectly dismissed.

4. Expenses

The IAPP will not be held responsible for any expenses incurred in the pursuit of certification, including but not limited to travel expenses and lost wages on the day of the exam. The IAPP will not provide monetary compensation for the impacts of failing to obtain or maintain a certification, such as limitation of job prospects. In the case of technical or test center issues during the exam, the IAPP may provide a complimentary exam attempt but will provide no other remedies or compensation for stress, inconvenience or related concerns.

B. In-person testing center

1. Checking in

Candidates are strongly encouraged to arrive at the testing center 15 minutes prior to their appointment. If you arrive late, you may not be allowed to take your exam and will be considered a no-show, forfeiting all fees.

Candidates are required to bring two qualifying forms of ID to the testing center. Only forms of ID that meet Pearson VUE's test center ID requirements will be accepted.

Once check-in is complete, an employee will direct you to a computer and launch the exam.

2. Taking the exam

Once the exam has been launched, the timer begins, and the candidate may start the exam.

Test center rules

- No electronic devices may be taken into the exam room. Some test centers may have lockers available, but others may request you leave your devices at home or in your vehicle.
- No reading material of any kind will be admitted into the exam room.
- No conversation between candidates is allowed during the exam.
- The proctor may only discuss test center procedures, not exam content.
- Some test centers may have additional rules, which the test center staff will explain upon arrival.

You may exit the room at any time for a break or to use the restroom. However, the timer will not stop, and you will not be given additional time.

Should the candidate be observed violating these rules at any point during the exam, they will be subject to dismissal from the exam.

C. OnVUE remote proctoring

1. Checking in

All OnVUE exams should be taken on a personal computer, not a work-issued device. Candidates may not use a VPN during their exam. The device must meet OnVUE's technical requirements.

To check in to your exam appointment, navigate to the exam in your MyIAPP profile, and select the green "View Exam Details" button on your exam. You will be taken to your Pearson VUE portal. Once there, select the "Begin" button to start the check-in process. The "Begin" button will not appear until 30 minutes before the scheduled appointment time.

You will then be prompted to download the OnVUE software and begin system checks. The system check will verify the microphone, webcam and internet speed meet the requirements for exam delivery. Passing the system check only confirms your system meets the requirements at the time the check is run but does not guarantee you will not experience a drop in performance due to fluctuating internet speeds, software opening in the background or other system changes during the exam itself.

You will be asked to take a photo of yourself, as well as a photo of a government-issued ID using your webcam. AI will determine if the ID is legal, current and the name on the ID matches the name used to register for the exam.* Face recognition software will then compare the photo on the ID to the test taker on the screen. If the AI cannot verify the match, the test taker will remediate to a greeter, who will do a manual check. The greeter may determine the ID or photo do not match and turn the candidate away. Candidates who are turned away

for not having proper identification will forfeit all exam fees.

The test taker will be asked to take four photos of their surroundings using their webcam. The greeter will use these photos to verify that no study materials or other suspicious objects are within the area. The greeter may also request a work area scan.

You will then be shown a list of OnVUE rules. Upon agreeing to the rules, you will proceed to the queue to be paired with a proctor. The length of time spent in the queue will vary based on proctor availability. Once paired with a proctor, they will launch the exam.

*To opt out of the AI verification, contact Pearson VUE to arrange identity verification by a human. Please note, this may cause delays in the scheduling and testing process.

2. Taking the exam

Once the exam has been launched, the timer begins, and the candidate may start the exam.

The proctor monitoring the exam is only able to access the webcam view of the candidate; they are not able to see the exam content on the candidate's screen. They will not be able to clarify or discuss any exam content with the candidate.

OnVUE rules

- You may not obscure the webcam's view of your face in any way. This includes but is not limited to covering the camera, covering any portion of your face with a hand or object, or leaning forward/sideways in such a way that portions of your face are cut off from the webcam view.
- You may not get up from your workspace or walk around outside of scheduled breaks.
- No one may enter your test environment.
- You may not leave your test environment.
- No food or smoking is allowed; however, one beverage is permitted.
- You may not touch or move your webcam once testing has begun.
- You may not speak out loud, mumble or mouth words during the exam.
- You may not use headphones, either wired or unwired.
- Avoid excessive stretching, eye movement to something off camera, adjustment of clothing or any similar repetitive activity that could be interpreted as signaling behavior.

During the exam, you will be monitored by a Pearson VUE certified proctor via your webcam and microphone. Should the candidate be observed violating these rules during the exam, they will be subject to dismissal.

VI. Results

A. Scoring

All core IAPP exams are scored on a scale from 100–500 with a passing score as 300 or above. The passing score for each exam is determined by a rigorous process of beta testing, psychometric analysis and review by a exam development board of experts. This passing score is then set to 300 on our scale. Answering every scored question correctly results in a score of 500. A score of 100 represents a range of low scores below the scope of the scale. An example of this one-to-one system is below.

This is a fictional scale example. Actual scales will vary.

Correct answers:	≤ 25	...	48	49	50	51	52	...	75
Score:	100	...	284	292	300	308	316	...	500

Candidates should not attempt to calculate their passing score by averaging the percentages they receive in their score report. The number of scored and unscored questions on the exam is listed on the designation's page on the IAPP website.

B. Exam outcomes

Upon completion of the exam, results are immediate (unless otherwise communicated). The screen will display the result of **Pass** or **Fail** along with your score on our scoring scale. You will also receive an email with instructions on how to access a section breakdown of your results.

Please allow up to two business days for your results to be reflected within the IAPP system. You can then access your exam history and results from your MyIAPP portal by clicking "Access Pearson Vue" at the bottom of your "Exams" section of your profile.

1. Passing an exam

If you hold IAPP membership **or** have prepurchased a certification maintenance fee, you will become certified upon passing your exam. You will receive a digital certificate via email from Accredible within two weeks. If you would like to opt out of receiving this digital certificate, please contact sobedekah@iapp.org with your request.

IAPP membership or the purchase of a certification maintenance fee is required for a certification to be in good standing. A digital certificate will not be awarded until this requirement has been met and the certification is active.

Certificants should consult the official IAPP CPE policy for information on maintenance fees, continuing education and other important information.

2. Failing an exam

Candidates who do not successfully pass their exam may purchase a new exam after their exam results reflect in their MyIAPP profile. Retake candidates will not be able to schedule an appointment for a date sooner than seven days after their prior attempt.

3. Exam no-show

Should a candidate miss their exam appointment, their exam results will be "no-show," and the purchased exam attempt considered consumed. Exams that have been "no-showed" cannot be rescheduled. To reattempt, a new exam must be purchased. It is the candidate's responsibility to attend their exam appointment or reschedule within the allowed time frame.

Should an exam be "no-showed" due to unavoidable, extenuating circumstances, the candidate must contact Pearson VUE to request the exam be reopened. Such situations will be considered on a case-by-case basis and only granted in cases of medical emergency or the like.

VII. Exam development and updates

Prior to the construction of any IAPP exam, an exam development board composed of privacy professionals with relevant experience creates the body of knowledge — a list of topics they determine are critical to the field.

The IAPP training team and their respective boards develop training materials to reflect the updated body of knowledge. As these separate but equally qualified boards and teams develop the training and the exam, the content will reflect the same overarching topics on the body of knowledge. IAPP training materials are tools to help candidates build their understanding of the topics on the body of knowledge but are not one-to-one guides of exam content.

IAPP exams are updated annually. This process involves consulting the exam development board regarding any recent changes in the field and updating the topics on the body of knowledge accordingly. Approximately 10% to 15% of the exam content is changed during annual updates. New exam questions are written to reflect these topics to undergo analysis by the psychometrician. All body of knowledge and exam updates will be announced at least 90 days ahead of time via the IAPP website.

IAPP exams are constantly monitored with consideration of changes in the field.

VIII. Complaints, exception requests and appeals

A. Policy exception requests and complaints

Submitting a policy exception request form serves as an opportunity to request that an action be taken that is outside of standard IAPP procedures, or that an exception be made to IAPP policy. Please refer to the policy exception request form for details on the process.

All forms should be submitted within 30 days of the event in question. Policy Exception Requests submitted after 30 days may not be considered.

B. Appeals

A certificant or candidate may submit an appeal form to request reconsideration of a decision made against them. Valid appeals challenge a subjective decision made by the IAPP against the appellant (ex. rejection of a complain request, revocation of certification for conduct, etc.).

All appeal forms should be submitted within 30 days of the event in question. Appeals submitted after 30 days may not be considered.

Please refer to the official appeals policy and form for details on the process.

IX. Integrity

A. Cheating

The IAPP, certificants and candidates have a significant interest in maintaining the integrity of its certifications. Exam security and ensuring no candidate receives an unfair advantage help maintain IAPP exams as fair and reliable assessments of professional skill. Actions considered cheating may include but are not limited to:

- Bringing outside study materials into the exam environment.
- Accessing electronic devices during an exam session.
- Violating any exam rule pertaining to exam security, such as the admission of a third party into the testing environment.
- Sharing of exam answers between candidates at any time, in any manner.
- Unsanctioned possession, distribution or use of any IAPP exam related materials, including, but not limited to reproductions of IAPP certification exams and exam questions.

Any exam preparation materials produced or distributed by any enterprise or individual other than the IAPP and its official training partners (OTPs) are not endorsed by the IAPP, and we cannot guarantee that these materials adequately prepare candidates for certification. Furthermore, any website, enterprise or individual claiming to have live IAPP exam content have obtained or reproduced them without permission. Candidates who knowingly access this illegally-obtained exam content through exam "dump sites" or by other means are in violation of the pre-exam non-disclosure agreements and could face disciplinary action from the IAPP.

Should an exam proctor observe any action perceived to be violating this policy, they will inform the candidate of the violation during or after the exam. The candidate will be invited to submit a written statement responding to the observation. The proctor will also submit a written statement detailing their observations. The case will be passed on to the IAPP for review.

When the IAPP is made aware of potential cheating, either through Pearson VUE or through their own customer communications, the certification director will review candidate statements, proctor statements and any additional evidence. They will issue a finding and action to the candidate. At their discretion, they are empowered to take the following actions:

- Invalidation of exam results.
- Prohibition from future exams.
- Revocation of existing certifications.
- Revocation of IAPP membership.

Candidates have the right to appeal the certification director's finding and action to the certification advisory board. Any such appeal should be addressed to appeal@iapp.org within 10 days of receiving the finding and action.

B. Statement of nondiscrimination

The IAPP endorses the principles of equal opportunity. Eligibility criteria for examination and certification as a Certified Information Privacy Professional, Certified Information Privacy Manager and Certified Information Privacy Technologist are applied equally to all individuals regardless of age, race, religion, gender, national origin, veteran status or disability.

X. Testing forms

During their exam appointment, candidates will be required to sign the below forms prior to beginning their exam. Please preview the forms below before arriving to your testing appointment.

A. Code of professional conduct

All IAPP certified individuals must agree to comply with the Certificant Code of Professional Conduct as outlined below. Accordingly, by signing you hereby represent, warrant and covenant to the IAPP as follows:

- You will, at all times, conduct your business and/or professional activities with courtesy, honesty and integrity.
- You will, at all times, represent your IAPP-related certifications and qualifications honestly and agree to only undertake those activities that you can reasonably expect to complete with the necessary skills, knowledge and competence.
- You will not represent any IAPP certification in a misleading way or use an IAPP certification in a manner that would bring the IAPP disrepute.
- You will strive to maintain and improve your professional knowledge and competence through regular self-assessments and continuing education or training.
- You will follow all certification policies, procedures, guidelines and requirements of the IAPP that are made available to you by the IAPP, as the same may be amended from time to time.

B. Candidate Application Statement

All candidates must sign the following Candidate Application Statement and agree to all policies, procedures, and terms and conditions of certification in order to be eligible for the certification. Candidates will be required to complete this form immediately before each exam is administered. Accordingly, by signing below, the Candidate hereby represents, warrants and covenants as follows:

I hereby apply for certification as an Artificial Intelligence Governance Professional, Certified Information Privacy Professional, Certified Information Privacy Manager, Certified Information Privacy Technologist or Certified Data Protection Officer. I understand that my certification depends on my ability to meet all applicable requirements and qualifications. I certify that the information contained in this application is true, complete and correct to the best of my knowledge and is made in good faith. I understand that the IAPP may need to gather additional information to clarify or supplement this application and I agree to promptly supply such additional information. I further understand that if any information is later determined to be false or misleading, the IAPP reserves the right to revoke any certification that has been granted on the basis thereof.

Should I be awarded the AIGP, CIPP (CIPP/A, CIPP/C, CIPP/CN, CIPP/E, or CIPP/US), CIPM, CIPT, or CDPO credential, I agree to abide by the IAPP Code of Professional Conduct, and to notify the IAPP if at any time I develop the incapacity to perform my professional responsibilities in accord with the standard of the certification.

Should the IAPP suspend my certification at any time, during the time of suspension I will not use the seal or marks of certification.

Should the IAPP withdraw my certification at any time I will return my certificate and cease use of the AIGP, CIPP (CIPP/A, CIPP/C, CIPP/CN, CIPP/E, or CIPP/US), CIPM, CIPT and/or CDPO designations and the seal of CIPP (CIPP/A, CIPP/C, CIPP/E, or CIPP/US), CIPM and/or CIPT.

In using the AIGP, CIPP (CIPP/A, CIPP/C, CIPP/CN, CIPP/E, or CIPP/US), CIPM, CIPT and/or CDPO designations and the seals I will abide by the restrictions and conventions stated in this handbook. If notified of misuse by the IAPP, I will immediately correct my use of the AIGP, CIPP (CIPP/A, CIPP/C, CIPP/CN, CIPP/E, or CIPP/US), CIPM, CIPT and/or CDPO forms designations and logo as requested by the IAPP. I understand that the IAPP may withdraw my certification at any time if I fail to correct my use of such designations and logo.

I hereby release, discharge and exonerate the IAPP, its directors, officers, members, examiners, representatives and agents from any actions, suits, obligations, damages, claims or demands arising out of, or in connection with, any aspect of the application process including results or any other decision that may result in a decision to not issue me a certificate for any reason. If one or more provisions of this statement are found to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions of this statement will not be affected in any way thereby.

C. Candidate Confidentiality Agreement

To ensure the integrity of the Artificial Intelligence Governance Professional, Certified Information Privacy Professional (CIPP), Certified Data Protection Officer (CDPO), Certified Information Privacy Manager (CIPM) and Certified Information Privacy Technologist (CIPT) examinations, all candidates must sign the Candidate Confidentiality Agreement set forth below. Candidates must complete this form immediately before each exam is administered. Accordingly, by signing below the candidate hereby represents, warrants and covenants as follows:

I understand, acknowledge and agree:

- That the questions and answers of the exam are the exclusive and confidential property of the IAPP and are protected by the IAPP's intellectual property rights.
- That I will not disclose the exam questions or answers or discuss any of the content of the exam materials with any person, without prior written approval of the IAPP and I will not use any of the exam questions, answers or exam materials except as otherwise authorized by the IAPP.
- That I will not remove from the examination room any exam materials of any kind provided to me or any other material related to the exam, including, without limitation, any notes or calculations.
- That I will not copy or attempt to make copies (written, photocopied, or otherwise) of any exam material, including, without limitation, any exam questions or answers.
- That I will not sell, license, distribute, give away or obtain from any other source other than the IAPP the exam materials, questions or answers.
- That I will not create or contribute to certification efforts competitive with the AIGP, CIPP, CDPO, CIPM or CIPT schemes for a period of three years from taking the examination.
- That my participation in any irregularity occurring during the examination, such as giving or obtaining unauthorized information or aid, as evidenced by an observation or subsequent statistical analysis, may be sufficient cause to invalidate the results of the examination or the certificate issues, or other appropriate remedy.
- That I am solely responsible for the answers provided on the test(s) and that they were not provided via assistance by other individuals.
- I agree that my obligations under this agreement shall continue in effect after the examination and, if applicable, after termination of my certification, regardless of the reason or reasons for termination, and whether such termination is voluntary or involuntary.
- I acknowledge that the unauthorized use or disclosure of the IAPP's information (including all exam questions, answers and exam materials) would cause the IAPP to incur irreparable harm for which monetary damages may be difficult to ascertain or an inadequate remedy. Accordingly, I agree that the IAPP will have the right to seek equitable relief to enjoin any unauthorized use or disclosure of its information and materials, in addition to any other rights and remedies that it may have at law or otherwise.

- If one or more provisions of this agreement are found to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions of this agreement will not be affected in any way thereby. A waiver of my breach of any provision of this agreement will not operate as or be deemed to be a waiver of my prior, concurrent or subsequent breach of that or any other provision of this agreement.
- This agreement may be amended or modified only with the written mutual consent of the IAPP and myself.