

Instructions on providing evidence for the accreditation

Competency standards by the AI Guild

The accreditation validates your expertise. You prepare for the accreditation through your professional experience, contribution, and development.

For accreditation by the AI Guild, we ask you to submit three pieces of evidence. The evidence will be assessed by the AI Guild and reviewed by experts (your peers). After an independent review of your submission by two experts, we invite you for a 2-hour interview.

The pieces of evidence you are requested to submit are as follows.

1. An up-to-date CV shows your skills' breadth and depth with a supporting portfolio (**data proficiency**).
2. A narrative as audio, video, or text file, naming and describing at least two use cases (product or solution) to which you contributed significantly (**advancing AI adoption** and **personal capacity**, typically based on the **portfolio**).
3. A chronological list of your **professional contribution**.

When you are ready, please submit for accreditation [here](#).

How to submit the evidence?

No 1 Please revise your CV, showing 4+ years of experience in the field with the following.

- Full **technical and data skillset** (breadth of expertise).
- Specific **domain expertise** with the matching experience (deep expertise).
- Professional positions and experience related to your **portfolio**, including project management, line management, or leadership.
- Please add any supporting items, e.g., conference presentations, publishing, consulting, teaching, or similar.

Typically this will be a two-page CV that you would also use to advance your career.

No 2 Please provide a narrative that names and describes at least two use cases (product or solution) to which you contributed significantly.

You may present your narrative as an audio, video, or text file. It may include designs, diagrams, code, and more. You are free to develop the narrative, which we expect to last for about 20 minutes or be around 2000 words.

Please outline and discuss (while respecting any confidentiality requirements) the following.

- a) Your **portfolio**: Your contribution and learnings concerning the deployment of the product or service, covering technical as well as organizational and personal aspects.
- b) **Value** for the customer or client created; business **impact** delivered; **innovation** accomplished; the **quality** achieved concerning reproducibility, transparency, and safety.
- c) Your role on the **team**, your **decision-making** for your responsibilities, deliverables, and so on, and your **ethical stance** on algorithms and behavior.

Please note

- You may supplement or create public evidence (e.g., code, publication, audio, video).
- If public evidence is scarce or not available, you may speak with the peer reviewers in confidence.

You can think of this narrative as a video, podcast, or publication that you record also for your team and company or clients. Being able to show and explain your professional work has a high value. If you like, at the end of the accreditation process, the AI Guild may support you in producing a studio-quality podcast or video.

No 3 A list (or a link to a URL/lists) covering the last three years.

- **Development.** A list of your training, courses, certifications, teaching, mentorship, coaching and other professional investments done;
- **Communication.** A list of instances of your communication with business stakeholders, external stakeholders, and the public (e.g., public media, teaching, business meetings, company board);
- **Knowledge sharing.** A list of your contributions to the field by coding, video, writing, speaking, or similar.

Perhaps you already have a complete list on your webpage or online profile, or you take the opportunity to create one. Ideally, you assemble the list chronologically. However, it is also acceptable to collate it from various sources (e.g., URLs) and to provide a list by using a slide or presentation format.

If you have questions, please [set an appointment with the AI Guild online](#).

Evidence for the competency standard

Element of competency	Assessment: How does one prove it?
Data proficiency	
Skills	Based on Evidence No 1 (CV) Assessment is by two independent experts, including the interview.
Expertise	
Portfolio	Based on Evidence No 1 and 2 (CV and Narrative) Assessment is by two independent experts, including the interview.
Advancing AI Adoption	Based on Evidence No 2 (Narrative) Assessment is by two independent experts, including an interview.
Value	
Impact	
Innovation	
Quality	

Professional contribution	Based on Evidence No 3 (List)
Development	
Communication	
Knowledge sharing	
Personal capacity	Based on Evidence No 2. Assessment is by two independent experts, including an interview.
Ethics	
Decision-making	
Team (incl. leadership)	

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