

Instructions on providing evidence for the accreditation

Competency standards by the AI Guild

The accreditation validates your expertise. You prepare for the accreditation by way of your professional experience, contribution, and development over at least 4 years. The competency standards may serve as an orientation guide.

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, you will be invited for a 2-hour interview.

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

1. An up-to-date CV showing the breadth and depth of your skills 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**, typically based on the **portfolio**, and also evidence of **communication** skills).
3. A list of instances, events, and/or references covering **professional contribution** and **personal capacity**.

If you are ready, please submit [here](#).

Otherwise read below to get more details of each evidence piece.

If you have questions, you are welcome to contact the AI Guild and set an appointment via Calendly with Dânia Meira [here](#) or Chris Armbruster [here](#).

How to submit the evidence?

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

- Full and broad **technical and data skillset** (breadth of expertise).
- Specific **domain expertise** with the matching experience (deep expertise).
- Professional positions and experience with the main **portfolio** items
- Adding any supporting items, e.g. conference presentations, publishing, consulting, teaching, or similar.

Typically this will be a two-page CV that you would use also 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.

Your narrative can be presented as an audio, video, or text file, and may include designs, diagrams, code, and more. You are free in developing the narrative, which is expected to last for 20+ minutes

or be 2000+ words. Please outline and discuss (while respecting any confidentiality requirements) the following

- a) Your **portfolio**: Your contribution and learnings with respect to the deployment of the product or service, covering technical as well as organizational and personal aspects;
- b) **Value** for the customer or client created;
- c) Business **impact** delivered;
- d) **Innovation** accomplished;
- e) The **quality** is achieved concerning reproducibility, transparency, or safety.

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 (and this also applies to **ethics** and **decisions**).

Please think of this **narrative** as a video, podcast, or publication; one that you record also so that your team and company and/or clients get to know you better. 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 that shows at least

- **Development**: A list of your training, courses, certifications, teaching, mentorship, coaching, and other professional investments done;
- **Knowledge**: 6 instances of knowledge sharing with your company and/or the public (e.g. speaking, training, workshop, video, and so on);
- **Team**: 3 endorsements or recommendations of your behavior and work, preferably public. We encourage you to ask for public endorsements or recommendations, and we will equally accept that you nominate three references (**team**) that the expert reviewers may contact (with your permission).

Perhaps you already have a **complete list** on your webpage or online profile, or perhaps 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).

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	
Value	Based on Evidence No 2 (Narrative) Assessment is by two independent experts; including an interview.
Impact	
Innovation	
Quality	
Professional contribution	
Knowledge	Based on Evidence No 3 (List)
Team	
Communication	Based on Evidence No 2 (Narrative)
Personal capacity	
Ethics	Based on the material given to you during the process. Discussion during the interview.
Decisions	
Development	Based on Evidence No 3 (List)