CERTIFIED INFORMATION PROFESSIONAL

CIP 2027

BETA EXAM CANDIDATE GUIDE

Everything you need to know to register for, take, and follow up on the 2027 Certified Information Professional beta exam.

Beta exam window	January 4 – February 14, 2027
Exam	130 multiple-choice questions · 3 hours · online, remotely proctored
Fee	$225 USD (50% off the standard price)

aiim
Association for Intelligent Information Management

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1. Welcome

Thank you for your interest in the 2027 Certified Information Professional (CIP) beta exam. As a beta candidate, you'll be among the first to take the updated CIP, and your results will help set the passing score and refine the exam for everyone who follows.

This guide explains everything you need to know, from eligibility and exam content to exam day, scoring, and keeping your CIP current. Please read it in full before you test. By registering for the beta exam, you agree to the policies in this guide.

Questions not answered here? Email us at support@aiimcip.org.

2. About the CIP

What the CIP certifies

The CIP recognizes information professionals who can manage information as a business asset across its lifecycle: capturing and preparing it, using and sharing it, governing and protecting it, and improving how the organization manages it. The 2027 update reflects how AI is now part of everyday information management work, including preparing content for AI, checking AI outputs for accuracy, and using AI responsibly. Learn more about the update in our press release or CIP2027 beta test webpage.

Who's behind the CIP

Group	Role
AIIM (Association for Intelligent Information Management)	Owns the CIP program and is the certifying body.
CIP Commission	Governing body for the certification, responsible for its standards, policies, and integrity, starting January 1, 2027. Inaugural Chair: John Daly, CIP.
CIP Task Force	Volunteer experts who guided the 2026 job task analysis and approved the 2027 exam blueprint in October 2026: Jason Cassidy, John Daly, CIP, Galina Datskovsky, Karen Hobert, Chris McNulty, and Jesse Wilkins, CIP.
Robinson Ryan	AIIM's exam development and administration partner. Works with AIIM staff and volunteer item writers on exam development and delivers the exam to candidates.
D2L	The learning platform where you access and take the exam.
Honorlock	The remote proctoring service that monitors your exam session.

Built to national certification standards

AIIM is aligning the CIP with the Standards for the Accreditation of Certification Programs from the National Commission for Certifying Agencies (NCCA), part of the Institute for Credentialing Excellence (I.C.E.). In practice, that means:

- The exam is built on a formal job task analysis of what practitioners actually do.
- New questions are pretested before they count toward anyone's score.
- The passing score is set through a formal standard-setting study, not an arbitrary percentage.
- The people who write exam questions are kept separate from the people who develop exam preparation materials.

3. About the Beta Exam

The beta is the first live version of the 2027 CIP exam. Beta candidates take the new exam before it becomes the standard exam on April 1, 2027. AIIM uses beta results to evaluate how each question performs and to set the passing score.

Beta exam at a glance

Item	Details
Fee	$225 USD, 50% off the standard $450 price
Questions	130 multiple-choice questions
Time limit	3 hours (180 minutes)
Delivery	Online, through AIIM's learning platform (D2L)
Proctoring	Remote proctoring by Honorlock
Testing window	January 4 – February 14, 2027
Attempts	One attempt. There are no beta retakes.
Results	By email, within 8–10 weeks after the window closes
Language	English
Study guide	None specific to the beta. See section 6.
Seats	Limited – we are looking for ~100 beta candidates

Key dates

Date	What happens
Now	Beta registration is open at aiim.org/cip2027-beta
January 1, 2027	CIP Commission takes its seats. Last day to purchase the current (2023) CIP exam.

Date	What happens
January 4, 2027	Beta testing window opens
February 14, 2027	Beta testing window closes. You must finish your exam by February 14, 2027, 11:59 p.m. ET.
Late February – April 2027	Standard-setting study and analysis of results
April 1, 2027	CIP 2027 becomes the standard exam. Last day to complete the current (2023) exam.
Within 8–10 weeks after February 14	Beta results emailed to candidates

Beta exam or current exam?

Until the new exam becomes the standard, candidates have two options:

	CIP 2027 beta exam	Current CIP exam (2023 version)
Fee	$225	$350 special discounted rate
Purchase by	December 31, 2027	January 1, 2027
Complete by	February 14, 2027	April 1, 2027
Format	130 questions, 3 hours	100 questions, 2 hours
Study guide	None specific to the beta, but materials exist that will help you prepare.	2023 Study Guide
Results	8–10 weeks after the window closes	Immediately after the exam
Purchase	aiim.org/cip2027-beta	aiim.org/Education-Section/CIP

Purchases of the current exam don't transfer to the new version, and you can't switch a purchase from one version to the other.

4. Eligibility

Requirements

The CIP has no formal education or experience requirements, and you don't need to be an AIIM member to take the exam or hold the credential. AIIM currently recommends about 3-5 years of relevant information management experience. To sit for the beta exam, you must:

- Purchase the beta exam during the registration period
- Accept the Candidate Agreement, including the confidentiality terms in section 11, before starting the exam

- Present valid, government-issued photo identification that matches the name on your registration (see section 9)
- Not be restricted by the conflict-of-interest rules below

Who the beta is a good fit for

- Information governance, records, and compliance professionals
- Information managers
- Privacy and security professionals
- IT and data professionals
- Anyone responsible for the information that feeds, or comes out of, their organization's AI

Nondiscrimination

AIIM doesn't discriminate against any candidate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, marital status, or any other characteristic protected by law.

5. What's on the Exam

The exam is based on the **2027 CIP Exam Blueprint**. The blueprint comes from a 2026 job task analysis of information management practitioners and was approved by the CIP Task Force in October 2026. Every question maps to a task statement in the blueprint.

Domains and weights

All questions carry the same weight. The number of questions in each domain reflects how much that domain matters in practitioners' day-to-day work.

Domain	Weight	Approx. scored beta exam questions*
1. The Value of Information in the Age of AI	12%	16
2. Capturing and Preparing Information for People and Machines	23%	30
3. Using and Sharing Information and AI Outputs	18%	23
4. Governing, Protecting and Retaining Information	25%	32
5. Improving Information Management	22%	29
Total	**100%**	**130**

Domain summaries

Domain 1: The Value of Information in the Age of AI (12%)

Topics: why information management matters; artificial intelligence; AI governance and risk management. Covers why records are managed, how information management affects business outcomes, what AI and large language models can and can't reliably do, and AI risks such as poor training data, bias, and hallucination.

Domain 2: Capturing and Preparing Information for People and Machines (23%)

Topics: document capture and intelligent processing; preparing information for AI; organizing information, metadata and taxonomy; knowledge management, search and discovery. Covers lifecycles, capture and digitization, provenance and authenticity, preparing content for AI, ROT cleanup, retrieval (RAG), metadata, taxonomies, access, and findability.

Domain 3: Using and Sharing Information and AI Outputs (18%)

Topics: document and content management; collaboration and information sharing; AI governance and risk management (AI outputs); managing prompts and improving AI practices. Covers version and change control, sharing, email and meeting content, human oversight of AI agents, reviewing and validating AI outputs, and prompt libraries.

Domain 4: Governing, Protecting and Retaining Information (25%)

Topics: information governance; privacy, security and compliance; AI governance and risk management (ethics); records management, retention and eDiscovery; digital preservation and archiving. Covers governance roles and policy, privacy and data protection, incidents and breaches, vital records and business continuity, bias and fairness, retention and disposition, legal holds, AI records, and preservation.

Domain 5: Improving Information Management (22%)

Topics: information strategy and digital transformation; process and workflow automation; technology/vendor selection and management; change management and adoption. Covers strategy and KPIs, diagnosing root causes, roadmaps and business cases, process automation, requirements, choosing vendors and AI tools, migrations, implementation, and change management.

For the full list of task statements and the reference standards appendix, see the blueprint → 2027 CIP Exam Blueprint (PDF)

Question format

- Every question is multiple choice, with four options and one best answer.
- Most questions describe a real-world situation, so they test how you apply and analyze what you know rather than what you've memorized.
- Questions may expect you to recognize when to consult key standards and frameworks (for example ISO 15489, ISO/IEC 27001, ISO/IEC 42001, or the NIST AI Risk Management Framework), but they won't test recall of standard numbers or clause details.
- Questions are vendor-neutral and don't test specific products.

Scored and unscored questions

Because this is a beta, all 130 questions are being evaluated. After the beta window closes, questions that don't perform well statistically may be removed from scoring before the passing score is set. You won't know which questions are scored, so answer every question as well as you can.

For comparison, the standard CIP 2027 exam starting April 1, 2027 has 110 questions in 135 minutes. Ten of those are pretest questions that don't count toward your score.

6. Preparing for the Exam

There's no study guide written specifically for the beta exam. The 2027 exam includes new topics that the current materials don't cover, and beta results will help shape the forthcoming 2027 study guide.

Resources

- **2027 CIP Exam Blueprint (PDF)**. The most important resource: it lists every domain, topic, and task statement on the exam.
- **CIP Study Guide (2023).** Covers core information management topics that carry forward into the 2027 exam. Also available in the AIIM+ Pro library.
- **CIP practice exam.** Written for the current CIP2023 exam, not the beta, but useful for checking your strengths and weaknesses.
- **AIIM+ Pro training courses.** Cover topics across all five domains.

> **Preparation is optional.** No particular course, book, or resource is required to sit for or pass the CIP, and using AIIM's resources doesn't guarantee a passing result. The people who write CIP exam questions don't develop or review CIP preparation materials, and preparation-material authors have no access to exam questions.

Tips

- Compare your experience against each domain in the blueprint, and spend your study time on the areas where you have the least hands-on experience.
- Practice applying concepts to realistic scenarios. Most questions ask what you would do in a situation, not for a definition.
- Check your computer and testing space well before exam day (see section 9).

7. Registration and Fees

How to register

1. Go to aiim.org/cip2027-beta and select **Add to Cart**.
2. Complete checkout using the name exactly as it appears on your government-issued photo ID.
3. Watch for your confirmation email and your D2L access email (see section 8).

Fees

Fee	Amount
CIP 2027 beta exam	$225 USD
Retake (as the official CIP 2027 exam, if you don't pass the beta)	$75 USD
CIP recertification (every three years)	$175 USD

Cancellations, refunds, and transfers

If you cancel before you start your exam, you can request a refund of your exam fee minus a $160 administrative fee. For the $225 beta exam, that's a refund of $65. To request a refund, email support@aiimcip.org before you start your exam and no later than February 14, 2027.

8. Accessing Your Exam in D2L

1. **Watch for your access email.** After you purchase, you'll receive an email inviting you to set up your account on AIIM's learning platform, powered by D2L. If it hasn't arrived within 48 hours, check your junk and spam folders, then email support@aiimcip.org.
2. **Open the CIP 2027 Beta Exam course.** It contains the Candidate Agreement, system check instructions, and the exam itself.
3. **Set up Honorlock.** Install the Honorlock browser extension and run the system check (see section 9). Do this at least one day before you test.
4. **Plan your exam time.** Honorlock doesn't require you to book an appointment, so you can start the exam any time it's open during the window. Allow about 3.5 hours for check-in and the 3-hour exam, and make sure you finish before the window closes on February 14, 2027.

> **Don't wait until the last week.** Technical problems on the final day of the window may not be resolvable before the window closes, and the beta window won't be extended for individual candidates.

9. Exam Day with Honorlock

Honorlock combines AI monitoring with live human proctors. Your webcam, microphone, and screen are recorded during the exam, and a proctor may join your session if the software flags something.

Technical requirements

- A desktop or laptop computer (Windows or macOS or ChromeOS).
- The current version of Google Chrome with the Honorlock Chrome extension installed
- A working webcam and microphone (built-in or external)
- A reliable, high-speed internet connection. A wired connection is recommended.
- One monitor only. Disconnect any additional displays.

- Permission to install the browser extension. Work computers sometimes block it, so check in advance.

Run Honorlock's system check from the exam course before exam day. **See Honorlock system requirements / support page.**

Identification

You must show one current, government-issued photo ID, such as a passport, driver's license, or national identity card. The name must match the name on your exam registration. If the names don't match, contact support@aiimcip.org before exam day.

Your testing space

- A private, quiet, well-lit room with no other people present
- A clear desk with no papers, books, notes, or electronic devices other than your computer
- Your face clearly visible to the webcam for the whole exam

Check-in

1. Launch the exam from the D2L course in Google Chrome.
2. Honorlock takes your photo and a photo of your ID.
3. You'll be asked to do a room and desk scan with your webcam. Move slowly and show your whole desk, your surroundings, and where your phone is.
4. Your 3-hour exam timer starts once you begin the exam.

During the exam

- The exam is closed-book. No notes, study materials, calculators, or reference materials are allowed.
- Remove your smartwatch and put your phone out of reach, not on your desk. Headphones, earbuds, and other electronic devices aren't allowed.
- Don't open other browser tabs or applications, or use AI tools of any kind.
- Don't read questions aloud or mouth them to yourself, and don't talk to anyone.
- Stay in view of the camera. Leaving the room ends your exam.
- There are no scheduled breaks, and the timer keeps running if you step away.

If you have technical problems

If a technical problem interrupts your exam, contact Honorlock support from the chat in your exam session right away. Then email support@aiimcip.org with your name, the date and time, and a description of what happened. AIIM and Robinson Ryan will review your session and decide whether you can resume or restart.

10. Exam Rules and Candidate Conduct

Proctors watch for behavior that could compromise the fairness or security of the exam. Minor issues are handled during your session, usually by asking you to correct them. More serious behavior is

escalated to AIIM for review and may lead to your exam being ended or your result being invalidated.

Handled by the proctor during your exam	Escalated to CIP Commission for review
• Desk or room not fully visible during the room scan • Room scan too fast or unclear to verify your environment • Phone location not shown, or phone left on the desk • Smartwatch not removed • Poor lighting or camera position • Microphone turned off • Talking or reading questions aloud • Not following a reasonable proctor request • Another browser tab or application open, with no sign it was used	• Searching the web for answers • Using AI tools such as ChatGPT • Using unauthorized notes, books, websites, or other references • Another person present or appearing to help • Communicating with another person • Leaving the testing area • Blocking or manipulating the camera to hide your environment • Disabling, bypassing, or interfering with Honorlock • Repeatedly refusing proctor instructions • Recording, copying, or photographing exam content • Having someone else take the exam for you, or using a false ID

If misconduct is confirmed, the CIP Commission may, depending on its severity: invalidate your exam result without a refund; require you to pay the full exam fee to retest; bar you from the CIP exam for a set period or permanently; or revoke a CIP credential already awarded. You may appeal these decisions (see section 15).

11. Confidentiality and Exam Security

CIP exam questions are confidential, copyrighted AIIM property. Before you begin the exam, you'll be asked to accept a Candidate Agreement in which you agree not to:

- Copy, record, photograph, memorize for redistribution, or reconstruct any exam question or answer
- Share or discuss specific exam content with anyone, including in study groups, on social media, or with AI tools, during or after the exam
- Buy, sell, or use "brain dump" materials or any unauthorized source of exam content

You're welcome to share your general experience and say which topics felt hardest. Just don't share specific questions or answers.

Breaking the Candidate Agreement is misconduct under section 10. If you become aware of exam content being shared, please report it confidentially to support@aiimcip.org.

12. Testing Accommodations

AIIM provides reasonable testing accommodations for candidates with documented disabilities, in line with the Americans with Disabilities Act (ADA) and similar laws. Accommodations may include

extra time, scheduled breaks, use of assistive technology, or other adjustments that don't compromise what the exam measures.

How to request accommodations

1. Email support@aiimcip.org with the subject line "CIP Beta Accommodation Request" at least 30 days before you plan to test.
2. Describe the accommodation you're requesting, and include documentation from a qualified professional that describes the disability and how it affects test-taking.
3. Robinson Ryan will review your request confidentially, usually within 10 business days, and coordinate approved accommodations with Honorlock.

Please don't start your exam until your accommodation has been confirmed. Exams taken without approved accommodations can't be rescored or retaken at no cost.

Candidates who need a non-disability adjustment, for example for a medical device or religious observance, should follow the same process.

13. Scoring and Results

How the passing score is set

The CIP uses a criterion-referenced passing score. Your result depends on whether you meet the standard, not on how other candidates perform, and there's no grading curve.

After the beta window closes, AIIM and Robinson Ryan will:

1. Analyze how each question performed statistically, and remove any that didn't perform as intended
2. Hold a formal standard-setting study, where a panel of subject-matter experts determines the score a minimally qualified CIP should achieve
3. Present the recommended passing score to the CIP Commission for approval
4. Score every beta exam against the approved passing score

Your results

You'll receive your results by email within 8–10 weeks after the beta window closes. Your results will include your pass/fail result.

Results aren't released by phone or before the official release date. Exam questions, answer keys, and individual question results aren't released.

Score verification

If you believe a scoring error has occurred, you may request a score verification within 30 days of receiving your results by emailing support@aiimcip.org.

14. After the Exam

If you pass

- You hold the full CIP credential, the same as anyone who passes the standard exam, and may use the CIP designation after your name.
- You'll receive an email from Accredible with your verifiable digital badge and certificate, which you can share on LinkedIn, in your email signature, or on your résumé.
- Your CIP is valid for three years from the date your results are released.
- Your name may be listed in a public registry of current CIPs so employers can verify your status.

If you don't pass

- There are no beta retakes. You can retake the exam as the official CIP 2027 exam at a reduced retake fee of $75.
- Once you pay, you'll get an email with instructions for accessing the exam. You'll have up to one year from your retake purchase to take it.

Feedback survey

After your exam, you'll receive a short survey about your experience. Your comments on question clarity, timing, and the testing experience directly shape the final version of the CIP.

15. Appeals and Complaints

You may appeal a decision about:

- Your eligibility to test
- Testing conditions or an irregularity that you believe affected your performance
- A finding of misconduct, or a sanction imposed under section 10
- A denied accommodation request
- A credential suspension or revocation

How to appeal

1. Submit a written appeal to support@aiimcip.org within 30 days of the decision or exam date, with the subject line "CIP Appeal". Include your name, the decision you're appealing, what happened, and any supporting documents.
2. AIIM staff will acknowledge your appeal within 10 business days.
3. A panel of CIP Commission members, none of whom were involved in the original decision, will review the appeal and respond in writing, usually within 60 days. The Commission's decision is final.

The content of individual exam questions and the passing score can't be appealed. Comments about specific questions are welcome through the feedback survey.

16. Maintaining Your CIP

The CIP is valid for three years. Recertification ensures that CIPs stay current as information management practices, technologies, and AI change. You can recertify in either of two ways:

- **Continuing education:** earn **60** continuing education units (CEUs) in topics related to the CIP domains during your three-year cycle, and pay the renewal fee of **$175 USD.** One CEU equals one contact hour of educational content.
- **Re-examination:** pass the then-current CIP exam at the then-current price.

If you don't recertify before your CIP expires, it lapses and you may no longer use the CIP designation. You can reinstate your CIP by retaking the exam or completing the reinstatement process.

AIIM will send renewal reminders to the email address on your account, so keep it up to date.

17. Privacy and Use of Your Information

AIIM is the data controller for your certification records. Robinson Ryan processes your registration information and exam data on AIIM's behalf, using D2L, Honorlock, and Accredible, and only to deliver the certification program. Honorlock records video, audio, and screen activity during your exam. Your individual results are confidential and are released only to you, except to confirm your credential status or with your written consent. Anonymized, aggregated beta results are used to evaluate and improve the exam.

18. Frequently Asked Questions

About the beta

What is the beta exam?

It's the first live version of the updated 2027 CIP exam. Beta candidates take the new exam before it becomes the standard exam, and their results and feedback help AIIM set the passing score and refine the questions for everyone who follows.

How much does it cost?

$225, which is 50% off the standard $450 exam fee.

When can I take it?

Any time during the beta window, January 4 – February 14, 2027. The exam is online and remotely proctored, so you choose the day and time that works for you.

How many people can take the beta?

We're looking for about 100 beta candidates. Seats are limited, so register early.

I already bought the current CIP exam. Can I switch to the beta?

No. Current exam purchases don't transfer to the new version. If you've already bought the current exam, you need to complete it by April 1, 2027.

When does the new CIP become the standard exam?

April 1, 2027.

Taking the exam

What does "proctored" mean?

A proctored exam is supervised to make sure exam procedures are followed. For the CIP, Honorlock monitors your session through your webcam, microphone, and screen while you take the exam online from home or work.

How much time should I set aside?

Allow about 3.5 hours in total, which covers check-in and identity verification plus the 3-hour exam.

Can I take breaks?

There are no scheduled breaks, and the timer keeps running. Leaving the camera's view may end your exam.

Are study materials available?

There's no study guide specific to the beta. Use the 2027 CIP Exam Blueprint and the 2023 Study Guide. See section 6.

Can I use AI tools during the exam?

No. The CIP is a closed-book exam, and using AI tools, other applications, or other devices is misconduct.

Results and certification

Why don't I get my results right away?

The beta exam doesn't have a passing score yet. After the window closes, AIIM analyzes everyone's results and holds a standard-setting study to set the passing score, which takes about 8–10 weeks.

If I pass, am I a CIP?

Yes. You earn the full CIP credential, the same as anyone who passes the standard exam.

What happens if I don't pass?

There are no beta retakes. You can retake the exam as the official CIP 2027 exam at a reduced retake fee of $75, and you'll have up to one year from your retake purchase to take it.

Will I be asked for feedback?

Yes. You'll receive a short survey after your exam.

19. Contact Us

For questions about…	Contact
Registration, D2L access, accommodations, appeals, results	AIIM: support@aiimcip.org
Technical issues during the exam	Honorlock support (24/7 chat in your exam session)

For questions about…	Contact
Exam program information	aiim.org/cip

Appendix: Exam-Day Checklist

When	Check
At least 1 day before	• Logged in to D2L and opened the CIP 2027 Beta Exam course • Installed the Honorlock Chrome extension and passed the system check • Confirmed your work computer allows the extension • Confirmed your ID is valid and matches your registration name • Approved accommodations in place (if requested)
Exam day	• Private, quiet, well-lit room; door closed • Desk clear; phone and other devices out of reach • Extra monitors disconnected; other apps and tabs closed • Computer plugged in; wired internet if possible • About 3.5 hours set aside with no interruptions
After the exam	• Complete the feedback survey • Watch for your results email within 8–10 weeks after February 14, 2027