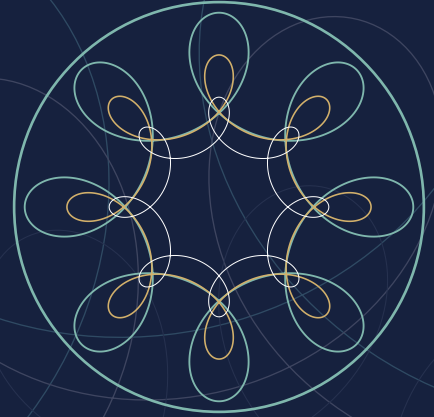




International Institute of
Applied AI Technology



Course guide for AI-CFO

Certified AI Executive: Chief Financial Officer

Lead the finance function's use of AI and the company's financial discipline over it: apply AI to the close, forecasting and payments, keep controls and reporting reliable, control and value AI spending, and keep guidance, capital and contracts sound.

About This Course Guide

Lead the finance function's use of AI and the company's financial discipline over it: apply AI to the close, forecasting and payments, keep controls and reporting reliable, control and value AI spending, and keep guidance, capital and contracts sound.

This course guide outlines the AI-CFO certification: who it is for, what the exam is like, and what each module covers. It is written for senior leaders and concentrates on the decisions AI asks of them.

When you enroll, you receive the full study guide, which teaches each module in depth with worked examples, key terms, exercises and a glossary, to prepare you for the exam.

How the Program Is Organized

- Part 1: Executive core (modules 1 to 4). Part 1 is the same in every executive certification.
- Part 2: Chief financial officer (modules 5 to 8). Written for chief financial officers.

The exam draws on both parts.

Experience. Anyone can take this certification. It is written for experienced leaders, and we recommend it for people who hold, or are preparing for, a senior leadership role.

Who It Is For	Chief financial officers, finance directors, controllers, treasurers and heads of FP&A, and senior finance leaders preparing for the CFO role.
Recommended Experience	Open to anyone. Recommended for people with several years in senior leadership, such as leading a finance function or a major finance team.
Study Time	About 40 hours
Exam	50 multiple-choice questions in 90 minutes, online. Pass mark 75%. Up to 3 attempts within 12 months of enrolling.
Certification	Valid for 3 years, with a downloadable certificate and a verifiable credential number.

Learning Outcomes

When you have completed this program you will be able to:

- Explain what AI can and cannot do, test a team's or vendor's claims, and count the true cost of using it
- Choose where AI creates value, build a business case on measured baselines, and move pilots to scale or stop them
- Set accountability, risk controls and compliance for AI using recognized frameworks and regulation

- Lead the organization through AI: operating model, skills, workforce commitments, change and adoption
- Apply AI across the close, forecasting, payables, receivables, fraud detection and tax, with measures and safeguards that keep finance numbers accurate
- Keep internal control over financial reporting effective where AI is used, with evidence, auditor engagement and sound governance of model-based estimates
- Control AI costs with FinOps practice, appraise AI investments with NPV and risk-adjusted benefits, and track benefits without double counting
- Steward guidance, capital allocation, AI vendor contracts and finance talent so that the company's numbers and commitments stay sound

The Exam and Where the Questions Come From

- Format: 50 questions in 90 minutes. The pass mark is 75%.
- Question bank: 144 questions. Each attempt draws 50, spread evenly across the 8 modules (about 6 each), so no attempt skips a topic and retakes get a different mix.
- Question style: Plain-English executive situations based on recognized practice: the COSO Internal Control—Integrated Framework and COSO's guidance on internal control over generative AI, certification regimes such as the US Sarbanes-Oxley Act, Canada's National Instrument 52-109 and the UK Corporate Governance Code, auditing standards on evidence and accounting estimates, FinOps practice, standard investment appraisal (NPV, risk adjustment and real options), rules on forward-looking information and non-GAAP measures, NIST's AI Risk Management Framework, AI and privacy laws in the US, Canada, the EU and the UK, and standard business-case and benefits-tracking practice. Most ask what an executive should do, decide or ask, or what a result means. A few are short calculations, such as forecast error, token cost, net present value or the unused share of a commitment. Questions on law test principles that apply in most countries; where a rule belongs to one country, the question names it and the study guide teaches it.

Module Outline

The AI-CFO syllabus has 8 modules. Each one below is outlined with its main topics; the exam draws on all of them.

Part 1: Executive Core

Part 1 is the same in every executive certification.

Module 1

AI Essentials for Executives

Leaders do not need to build AI, but they do need to judge it. This module explains the main kinds of AI system, what models can and cannot do, why data sets the limits, how AI costs behave, and the vocabulary and tests a leader needs to question a team or a vendor.

- Rule-based systems, machine learning, generative AI and AI agents
- What models do and where they fail: errors, bias, drift and explainability
- Data, economics and the vocabulary for questioning teams and vendors
- Spotting hype and testing vendor claims on your own data

Module 2

AI Strategy, Value and the Business Case

AI is worth funding only where it changes a measure that matters. This module covers where AI creates value, how to build and rank a portfolio of use cases, when to build, buy or partner, how to write a business case that counts the full cost and tracks realized benefit, and how to move from proof of concept to scale or stop.

- Where AI creates value and how to measure it
- Use-case portfolios: value, feasibility and risk; build, buy or partner
- The business case: baselines, total cost of ownership, payback and ROI
- Proof of concept, pilot and scale; why pilots stall; stage gates

Module 3

AI Governance, Risk and Regulation for Leaders

AI needs clear owners, a view of what is in use and controls that match the risk. This module covers accountability structures, risk tiering, the main frameworks and standards, how AI and privacy law apply in the US, Canada and the EU/UK, and the confidentiality, security, vendor and incident risks that leaders must manage.

- Accountability, the AI governance committee, RACI and the three lines
- AI inventory, risk tiering and risk appetite
- NIST AI RMF, ISO/IEC 42001, and AI and privacy law across jurisdictions
- Confidentiality, AI security, vendor risk and incident response

Module 4

Leading People and the Organization Through AI

AI value depends on how people and work are organized around it. This module covers operating models and leadership roles, AI literacy, workforce impact and honest commitments, change management, shadow AI and acceptable use, and how to measure real adoption and lead by example.

- Operating models and AI leadership roles
- AI literacy and workforce impact: tasks, redesign and reskilling
- Leading change: Kotter's eight steps, involvement and resistance
- Shadow AI, acceptable use, real adoption and communication

Part 2: Chief Financial Officer

Written for chief financial officers.

Module 5

AI in the Finance Function

Finance is one of the richest places in a company to use AI, and one of the least forgiving of error. This module looks at AI from the CFO's seat across the close and reconciliations, forecasting and FP&A, payables and receivables, fraud and anomaly detection, and tax: where it helps, how to measure it, and which safeguards keep finance numbers accurate and defensible.

- Matching AI techniques to finance processes and measures
- AI in the close, reconciliations and FP&A forecasting
- Payables, receivables, fraud detection and AI-enabled fraud
- Tax work and the finance operating model for AI

Module 6

Controls, Audit and Financial Reporting with AI

When AI touches the numbers, it touches internal control over financial reporting. This module covers how AI fits into control frameworks and certification regimes in the US, Canada and the UK, how to design controls and keep evidence for AI-assisted processes, what external auditors will expect, and how to govern model outputs that feed accounting estimates.

- AI inside internal control over financial reporting
- Certification regimes in the US, Canada and the UK
- Control design, evidence and the audit trail for AI
- Auditor expectations and model outputs in estimates

Module 7

Valuing, Funding and Controlling the Cost of AI

AI spending behaves differently from most technology spending: much of it is consumption-based, it grows with use and it is spread across many budgets. This module covers how the CFO brings AI costs under control with FinOps practice and an understanding of pricing models, appraises AI investments with methods beyond simple payback, and tracks benefits so that they are real and counted once.

- Why AI costs behave differently, and how to account for them
- FinOps for AI, pricing models and token costs
- Investment appraisal: NPV, risk-adjusted benefits and options
- Benefits tracking, double counting and governing AI spend

Module 8

The CFO as Steward of Capital, Guidance and Talent

The CFO is the steward of the company's numbers, its capital and much of its commercial discipline. This module covers using AI forecasts responsibly in guidance and investor reporting, reporting AI spending and returns consistently, applying capital allocation discipline to AI, negotiating AI vendor contracts and pricing, and building a finance team with the skills to work with AI.

- AI forecasts, guidance accuracy and forward-looking information
- Reporting AI spending and returns in investor materials
- Capital allocation discipline and post-investment reviews
- AI vendor contracts, pricing and finance talent

Preparing for the Exam

The AI-CFO exam has 50 multiple-choice questions drawn from every module. You have 90 minutes and need 75% to pass.

Before You Start

- Read this outline and decide whether the program fits your experience.
- Enroll to receive the full study guide, then work through every module and its exercises.
- Set aside uninterrupted time for the exam. The timer keeps running if you leave the page.

Taking the Exam

Log in to your account on the Institute's website and choose Take the exam. Check that your name is shown exactly as it should appear on your certificate. Your result is shown as soon as you submit, and if you pass, your certificate and credential number are issued straight away.

Each enrollment includes 3 attempts within 12 months of enrolling, and an attempt counts as soon as you start it. If you don't pass, you can try again after 24 hours. Each attempt draws a different set of questions.



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