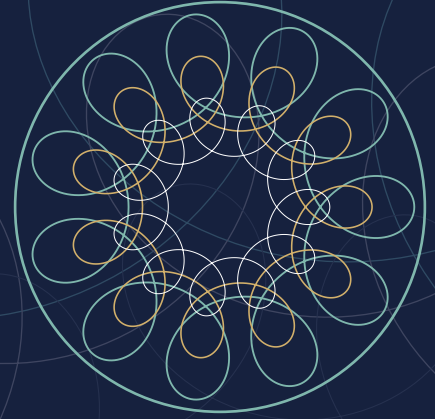




International Institute of
Applied AI Technology



Course guide for AI-GC

Certified AI Executive: General Counsel

Lead a company's legal response to AI: map its obligations across jurisdictions, allocate AI risk through contracts and insurance, protect its intellectual property, confidential information and privilege, and bring AI into the legal function responsibly.

About This Course Guide

Lead a company's legal response to AI: map its obligations across jurisdictions, allocate AI risk through contracts and insurance, protect its intellectual property, confidential information and privilege, and bring AI into the legal function responsibly.

This course guide outlines the AI-GC 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: General counsel (modules 5 to 8). Written for general counsel and chief legal 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	General counsel, chief legal officers, deputy general counsel and heads of legal, and senior in-house lawyers preparing for those roles.
Recommended Experience	Open to anyone. Recommended for people with several years in senior leadership, such as leading an in-house legal function or a major legal 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
- Build and maintain a principles-first map of the company's AI legal obligations across the US, Canada, the EU, the UK and other markets
- Negotiate AI contracts, allocate liability for AI outputs, and check that insurance responds to AI losses
- Protect the company's intellectual property, trade secrets and legal privilege as people use and build AI
- Lead the legal function's own use of AI, meeting professional duties on verification, confidentiality, supervision and fees

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: AI and privacy laws in the US, Canada, the EU and the UK, with related consumer protection, product liability and intellectual property law; professional conduct guidance for lawyers, such as ABA Formal Opinion 512 and the guidance of Canadian law societies and the UK's Solicitors Regulation Authority; NIST's AI Risk Management Framework, the ISO/IEC 42001 AI management system standard, and standard contracting, insurance and e-discovery practice. Most ask what a general counsel should do, decide or ask, or what a result means. A few are short calculations, such as a maximum penalty, expected loss, document review recall or time saved. 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-GC 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: General Counsel

Written for general counsel and chief legal officers.

Module 5

Mapping AI Legal Obligations Across Jurisdictions

A general counsel cannot advise on AI one question at a time; the company needs a map of which obligations apply to which systems in which markets. This module shows how to build that map from principles, layer by layer, with examples from the US, Canada, the EU and the UK, and how to keep it current as laws are proposed, delayed, replaced or withdrawn.

- Building a principles-first map of AI legal obligations
- The layers: AI-specific, privacy, consumer protection, anti-discrimination and sector rules
- How the US, Canada, the EU and the UK differ in approach
- Tracking legal change and deciding when to act on it

Module 6

AI Contracts, Liability and Insurance

Most of a company's AI arrives through contracts, and much of its AI liability is settled by them. This module covers the clauses that matter in AI vendor contracts, how indemnities and limitation of liability really allocate risk, who answers for AI outputs to customers and third parties, the move toward treating AI as a product for liability purposes, and how to check whether insurance still covers AI losses.

- The clauses that matter in AI vendor contracts
- Indemnities, warranties and limitation of liability
- Liability for AI outputs and product liability trends
- Insurance coverage, exclusions and gaps for AI

Module 7

Intellectual Property and Confidentiality

AI raises intellectual property questions at every stage: the material models are trained on, the outputs they produce, the secrets typed into them and the inventions they help create. This module gives the general counsel a principle-level view of where the law stands, without predicting cases that are still unsettled, and the controls that protect the company's own IP, its confidential information and legal privilege when people use AI.

- Copyright in training data and in AI outputs
- Trade secrets and confidential information in prompts
- Patents and inventorship for AI-assisted inventions
- Privilege and confidentiality when lawyers and staff use AI

Module 8

AI in the Legal Function and Professional Responsibility

General counsel lead lawyers who are adopting AI quickly and remain personally responsible for their work. This module covers choosing and measuring legal AI tools, verifying citations and the sanctions courts impose when lawyers do not, professional conduct guidance in the US, Canada and the UK, AI in litigation and e-discovery, and setting expectations for outside counsel.

- Choosing, testing and measuring legal AI tools
- Verification and fabricated citations
- Professional conduct guidance for lawyers using AI
- E-discovery, litigation and managing outside counsel

Preparing for the Exam

The AI-GC 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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