ICTRECHT

CCLTE
CAICO

Certified AI Compliance Officer Course

Operate at the cutting edge of technology, ethics and law

The **course** in brief

- The CAICO® course combines online exercises and knowledge transfer with three days of practice focus
- Receive a certificate with the right to use the protected title CAICO®
- Unique practice-oriented teaching materials
- All training given by experienced teachers
- Quality guaranteed by independent committee
- You become a member of the AI Compliance Community

Price	Excluding VAT
€3.075,-	including book and materials

Intended **audience**

The course is designed for all professionals at college/university level who regularly deal with AI issues, such as (corporate) lawyers, attorneys, notaries, data protection officers, privacy officers, EDP auditors, CISOs and risk/compliance officers. Specific prior knowledge or training is not required.

Compliance and **governance** in practice

The enormous growth of AI applications and the arrival of European AI regulations make being able to provide sound advice on the compliance aspects of AI more important than ever. An AI Compliance Officer must be able to meet this need. This practical course on becoming an AI Compliance Officer, the only one of its kind, provides you with the necessary knowledge and skills at the intersection of AI, ethics and compliance, with a sharp focus on real-world applications.

The strength of this course lies not just in a solid theoretical foundation, but especially in the practice-oriented approach that allows you to make an immediate impact in your organization. You will learn to identify, analyze and solve complex AI-related issues, and translate these insights into concrete action plans, control measures or convincing legal arguments.

Why become an AI Compliance Officer?

AI has become an indispensable part of our society. AI's ability to process large amounts of data can lead to unprecedented innovations. However, without adequate supervision and understanding, risks such as bias, errors, and uncontrollable operation may arise. These risks can not only cause financial damage, but also reputational or physical accidents. As an AI Compliance Officer you have the knowledge and skills to navigate these challenges. The title of CAICO® proves your qualities in the field.

After this course

01 You will have an in-depth understanding of the ethical and legal aspects of AI compliance and governance

02 You can identify and work with both AI-specific legislation such as the AI Act and more general legislation such as the GDPR

03 You can identify, analyze and solve complex AI-related issues

04 You can work independently and contribute to the development and implementation of AI compliance and governance strategies in an organization.

Why choose the ICTRecht Academy?

Permanent education

To retain your title after two years, you are required to take continuing education. This can be done, among other things, by following relevant training courses with us or third parties. We will offer an annual update training.

Practice first

For us, practice comes first and we make learning fun! After going through the theory, you will work on interactive practical exercises with the focus on applying your compliance skills in practice.

Trainers in the field

Our training program has been drawn up by specialists from the field. They will also provide the training. All teachers are experienced IT lawyers or technical specialists. They know better than anyone what knowledge and skills the position requires.

Blended learning: maximum flexibility

Prior to the practical days, you will be offered material via webinars and e-learning. You can complete these in your own time, exactly when it suits you. You can also use them as a reference work to review after the practical days.

Full attention to skills

During the training we provide you with the core qualities that the position requires, such as identifying, analyzing and solving complex AI-related issues. You'll become an AI Compliance Officer who can deal with the variety of situations that may arise in practice.

Webinars

Webinars are introductory video presentations with interactive elements that you watch in your own time. A webinar lasts 20 minutes, and usually 3 webinars are offered per topic.

E-learnings

E-learnings let you can deepen your knowledge and skills with online exercises, puzzles and challenging simulations. You can complete this in your own time after following the webinars.

On the practical days

On the practical days you will work on location (Utrecht) with your fellow participants and teachers with a lot of practical experience. You practice with practical cases and in-depth statements. Each day starts at 10:00 and ends at 16:00, with breaks and a fully catered lunch.

Content of the
course

The content of the course is unique and aimed at the professional who wants to work both in his own time and on location, online and on-site. We use three learning methods:

During the practical days it is assumed that you have completed the webinars and e-learning. The online material is therefore not covered again in the practical cases. You may take the final test if you have missed one or more practical days, but the chance of passing is of course substantially higher if you are present. It is optionally possible to follow an exam training for a surcharge.

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Webinars

Human control and **human** supervision

01

Introduction to AI Compliance & Governance, including the position of the AI Compliance Officer.

02

Explanation of the legal and ethical frameworks that apply to AI systems, both AI Act/ Liability Directive and GDPR/CRA/ DSA/ Data Act.

🕐 **40 minutes**

Technical **robustness** and safety

01

Introduction to technology and operation of AI.

02

Introduction to accuracy, reliability and reproducibility of AI-systems.

🕐 **40 minutes**

Data governance, **diversity** and society

01

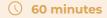Overview of data protection, IPR and data governance in the context of AI.

02

Explanation of the challenges of bias in AI, the importance of diversity in AI development and the legal implications of discrimination.

03

Overview of the principles of accountability, minimization of negative impacts and reporting requirements in the context of AI.

🕐 **60 minutes**

E-learnings

Human control and human supervision

01

AI Act, Guidelines and Liability Directive: Exercises on structure, application and enforcement of these new laws and frameworks.

02

Working with concepts surrounding control and supervision, such as Human-inthe-loop and feedback mechanisms.

03

Case study analysis of real-world scenarios where the lack of human supervision caused problems.

🕐 **60 minutes**

Technical robustness and safety

01

Familiarization exercises on technical robustness, contingency plans and safety protocols.

02

Interactive exercise about accuracy, precision, bias and other key terms in ML statistics.

03

Scenario exercise on tracing, explaining and communicating AI decisions to various stakeholders.

🕐 **60 minutes**

Data governance, diversity and society

01

Exercise on recognizing potentialfor bias and choosing appropriate mitigation strategies.

02

Exercise on the impact of AI on social well-being and the environment, sustainability and the broader social consequences of AI.

03

Scenario exercise on the principles of accountability, minimization of negative consequences and the requirements for reporting in the context of AI.

🕐 **60 minutes**

In het interactief boek hieronder gaan we nader in op de basis van regulering van AI zoals in Europa uitgewerkt. Klik op de pijltjes om het boek volledig scherm te openen.

≡ **Tekst slepen: tussenoefening**   12 / 20   ‹ › ⤢

De vele termen duizelen u wellicht. Zet met de volgende oefening een en ander op een rij:

Wanneer een AI vaak onjuiste uitkomsten geeft waardoor gebruikers er het vertrouwen in verliezen, heeft deze een probleem op het gebied van _____.

Een AI die zonder menselijke tussenkomst leert converseren met ouderen in een verzorgingstehuis, moet met name vanuit perspectief van _____ zorgvuldig opgezet worden.

Een bedrijf dat met een AI significant vaker vrouwen uitsluit van promotie, heeft een probleem met het _____ aspect van AI.

ethiek   wettig   robuustheid

✓ Controleer

↑ **Tekst slepen: tussenoefening**   12 / 20   ‹ ›

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Practical days

Day 01

09.30-10.00	Registration
10.00-11.00	**A closer look at AI regulation**
11.00-11.15	Break
11.15-12.00	**Algorithms and transparency**
12:00-12:45	**Automated decision-making**
12.45-13.30	Lunch
13.30-14.30	**30 Integrating AI in compliance workflows**
14.30-14.45	Break
14.45-16.00	**Synthesis Case Study**

🕐 **5 hours**

Day 02

09.30-10.00	Registration
10.00-11.00	**Data privacy and governance awareness**
11.00-11.15	Break
11.15-12.00	**AI Act: Managing high-risk AI**
12:00-12:45	**Managing human oversight**
12.45-13.30	Lunch
13.30-14.30	**Best practices Impact Assessments**
14.30-14.45	Break
14.45-16.00	**Synthesis Case Study**

🕐 **5 hours**

Final exam: Online open-book multiple-choice test

The final exam will be offered a few weeks after the last practical day in the form of an online open-book multiple-choice test. The exam will cover the entire textbook, plus the content of webinars and e-learnings. (The content of the practical days deepens this but does not cover entirely different topics.) All aids and resources are allowed, except for consultation with others or copying of answers. One week before the final exam, an exam training is available, in which you can take a practice test of the same level and ask specific questions.

Day 03

09.30-10.00	Registration
10.00-11.00	**Quality and risk management**
11.00-11.15	Break
11.15-12.00	**The ALTAI assessment**
12:00-12:45	**AI outcome explanations**
12.45-13.30	Lunch
13.30-14.30	**Discussion on AI, ethics and professionalism**
14.30-14.45	Break
14.45-16.00	**Synthesis Case Study**

🕐 **5 hours**

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Teachers

Abel Hoogeveen

Legal Tech Consultant

Expertise
Privacy, AI, CIPP/E & CIPT

Arnoud Engelfriet

Chief Knowledge Officer (CKO) and Academy Director

Expertise
IT and law, AI, algorithms, privacy

Machiels Takens

Legal Counsel

Expertise
Cloud, Privacy, Contracts, Care & ICT, AI

Mark Zijlstra

Legal Tech Consultant

Expertise
Legal Tech, AI, contract law, business law, labor law

Peter Kager

Chief Quality Officer

Expertise
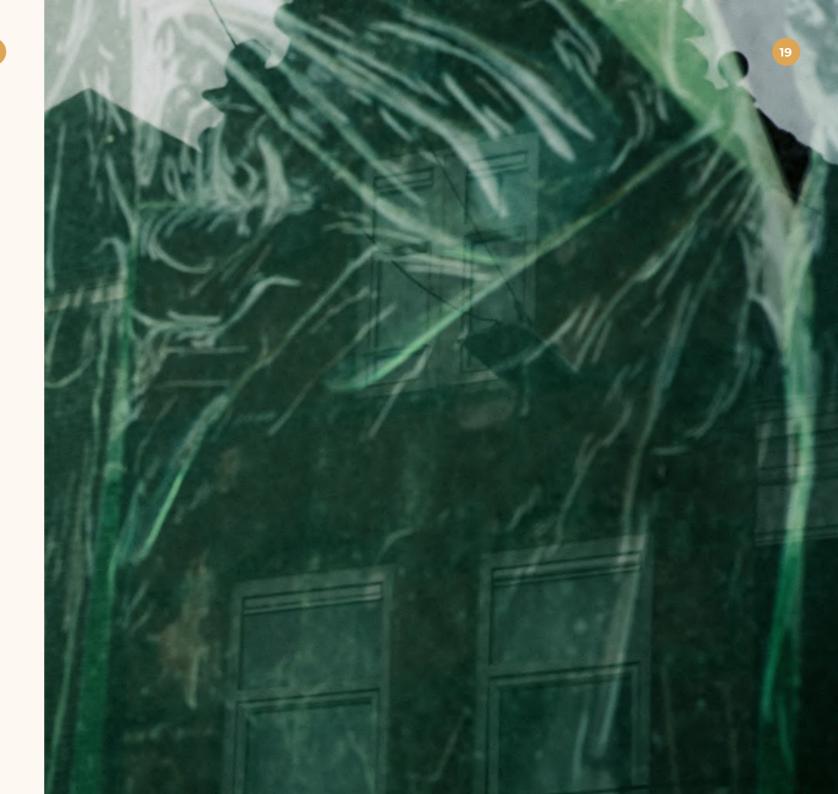Privacy, AI, CIPP/E & CIPT

Sten Demon

Legal Tech Consultant

Expertise
Legal Tech, AI

Teachers

The practice days are led by one or more academically trained lawyers with extensive experience in the relevant subject matter. The head lecturers are shown below. You may also encounter other lawyers from the law firm ICTRecht and external trainers as instructors for a training course.

The **ICTRecht** Academy

- ✓ Thought-provoking and creative approaches
- ✓ Small-scale
- ✓ Trained over 700 learners
- ✓ Since 2015
- ✓ Collaborative and collegial spirit
- ✓ Practical focus

Arnoud Engelfriet

Academy director and Chief Knowledge Officer

The course was designed by Academy director and Chief Knowledge Officer Arnoud Engelfriet. Arnoud authored the accompanying book, attends all practical days, conducts the exam training, and guides the other instructors.

Mariam El Madani

Training coordinators

Nikki Hofs

Training coordinators

Our training coordinators Mariam El Madani and Nikki Hofs are your points of contact for practical matters.

Esmée Baljet-Kuyt

Manager

Still unsure if the course is right for you? Then Manager Esmée Baljet-Kuyt of ICTRecht Academy will be happy to discuss it with you.

Preparation and Study Load

Webinars	2 hours 20 minutes
E - learnings	3 hours*
Practical days	15 hours
Exam training	3 hours**
Final exam	2 hours**

* Please note that this is an estimate. The actual study load will depend on your background and level of knowledge and skills. ** The exam training is optional, participation is at an additional cost of €275 excl. VAT.

Course duration and location

Webinars and e-learnings are offered online and can be completed at your own pace. Practical days are held at a central location in Utrecht. Registration opens at 9:30, instruction starts at 10.00 with a lunch break from 12.45 to 13.30 and ends at 16.00.

Online learning environment

During the course, we will use an online learning environment where you can find all the information and documents relevant to the course. In the online learning environment, there is also a place where you can communicate with fellow learners about the course materials.

If the online learning environment is unexpectedly unavailable during the course, you can always contact us at academy@ictrecht.nl.

You can reach us by phone during office hours at +31 20-663 1941. If there are important matters that cannot be communicated via the online learning environment, we will contact you as soon as possible.

Course materials and E-learnings

In addition to the online course materials and cases with solutions (provided afterwards), you will work with the unique book AI and algorithms: Mastering Legal and Ethical Compliance. This book covers the AI Act, the accompanying Guidelines for Trustworthy AI from the European Commission and uses the ALTAI Assessment List as the basis for concrete compliance instruments that you will work with during the course. Access to the course materials remains as long as you remain certified.

Final exam

The course concludes with a digital final exam. This will be offered as an online multiple-choice test three weeks after the last practical day. The final exam is open-book, you may use any materials and resources you wish. Only consultation or collaboration with fellow learners is prohibited and will result in the withdrawal of the certificate.

Privacy and Personal Data

We respect the privacy of our learners and only use learner data for the purpose of providing training. Information is not provided to third parties unless it is necessary for the training or is legally required. You will receive the full privacy policy from us upon registration. Please contact us if you have any questions about this.

The cost of the course is € 3.075 excl. VAT including the book and two times participation in the final exam. We ask you to pay the costs in one go.

All dates are fixed. Only in exceptional cases will individual practical days be rescheduled. You can cancel your registration free of charge up to four weeks before the first practical day.

The exam training is optional, participation is at an additional cost of € 275 excl. VAT. You can find other conditions in the ICTRecht Academy general terms and conditions.

In-house edition

We also offer this course as an in-house variant. If several people within your organization are interested, we can tailor the course to your specific needs and deliver it at your location in consultation with you. Would you like to know more about this? Please contact us and ask your question by emailing academy@ictrecht.nl

Certification and **continued** education

Due to the rapid evolution of AI and its associated regulations, the course incorporates an aspect of continued education. Your certification is valid for one year from the date of certificate issuance. You are then entitled to use the title CAICO®.

From the second year onwards, you are obliged by the CCLTE foundation to maintain your professional knowledge through continuing education and training in AI law and regulation. This means, for example, that you attend training courses in this field or attend conferences. This also includes publishing articles or giving training courses on AI yourself.

The CCLTE foundation may establish further rules for continued education. You will be informed of these in a timely manner. In this regard, it is ensured that new rules do not have an unreasonable impact on existing certifications. There are no administrative costs associated with maintaining your certification.

Enroll now in this course

Want to learn more about the course or have questions? Please contact us:
Email: academy@ictrecht.nl
Phone: +31 20 663 19 41

Instagram   @ICTRecht
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