

**Certified AI
Compliance
Officer (CAICO®)
Course**

Course summary

- The course consists of three hands-on training days, complemented by e-learning modules (webinars, interactive content, and assignments) on our online learning platform
- Unique, field-oriented course material
- This course can also be delivered on-site
- The training days are led by experienced practitioners
- Quality guaranteed by an external, independent Education Committee (CCLTE)
- Pass the exam, receive the certification, and call yourself a CAICO®.
- Includes membership of our AI Compliance Community on LinkedIn

Price
€3.700,-

- Excluding VAT
- Including books, catering, and one year of participation in the CCLTE Certified Professional Programme

Intended audience

The course is designed for all professionals at college/university level who regularly deal with AI-related issues, such as lawyers, attorneys, notaries, data protection officers, privacy officers, CISOs, risk and compliance officers, (EDP) auditors, data specialists, developers, data scientists, project managers, and IT professionals interested in (AI) compliance. This course requires no prior knowledge or training.

Compliance and governance in practice

With the rapid growth of AI applications and new European regulations like the AI Act, the demand for AI compliance expertise has never been higher. The professional CAICO® course equips you with essential knowledge and skills at the intersection of AI, ethics, and compliance, with a strong focus on real-world scenarios.

This course combines solid theory with hands-on training. You will learn how to identify, analyse, and solve complex AI-related issues. Our CAICO® training will empower you to make an immediate impact in your organization, and create concrete action plans, implement effective controls, and make solid legal arguments.

In 2025, our course received an average rating of 8.0!

Why choose the ICTRecht Academy?



Practice first

Our training days are hands-on, and we make learning fun! After covering the theory, you will engage in interactive sessions and apply your new skills in real-world situations.



Blended learning: maximum flexibility

Before the training days, you'll have access to the e-learning modules (webinars, interactive content, and assignments). Complete these at your own pace and convenience and use them as an easy reference afterwards.



Continued education

To permanently safeguard the value of your title and further professionalize the certification, a single uniform procedure will apply to all certificate holders from 1 May 2026. Active registration will therefore become mandatory for everyone who wishes to continue using the title. We do this through the CCLTE Certified Professional Programme: the framework within which active registration, continuing professional development, and support are organized.



Trainers in the field

Our course is developed and delivered by industry experts. All instructors are experienced IT legal counsels and/or experts in tech and compliance, who know better than anyone which knowledge and skills are required for the role.



Full focus on skills

During this course, we provide you with the core skills required for the role, such as identifying, analysing, and solving complex AI-related challenges. You'll graduate as a CAICO®, fully equipped to handle any situation you may encounter in the field.

Why become an AI Compliance Officer?

AI has become an integral part of our society. Its ability to process vast amounts of data can lead to unprecedented innovations. However, without proper oversight and understanding, risks such as bias, errors, and even uncontrollability can arise. These risks can not only cause financial losses but also damage an organisation's reputation. As a Certified AI Compliance Officer, you possess the knowledge and skills to navigate these challenges.

After this course

01

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

02

You are able to work independently and contribute to the development and implementation of AI compliance and governance strategies within your organisation.

03

You are able to identify, analyse, and solve complex AI-related issues.

04

You are able to evaluate the similarities and differences between specific AI legislation and overarching regulations such as the GDPR.





Training days

Our training days are hands-on and run from 10:00 AM to 4:00 PM, breaks and lunch included. You'll work through real-world cases and assignments together, with fellow participants and experienced instructors. Each day ends with an optional Q&A session for deeper discussion.



E-learning

You'll deepen your knowledge and skills through online exercises, puzzles, and challenging simulations. Short webinars (20–30 minutes) introduce key topics through interactive video presentations you can watch at your own pace. This blend of theory and practice keeps learning varied and engaging.

Content of the course

This course is built for busy professionals. It blends three flexible learning formats (see on the left), so you can study independently online and connect in person during training days.

Before the training days, you're expected to complete the e-learning modules (webinars, interactive content, and assignments). The training days build on this foundation, focusing on real-world application rather than repeating theory.

You may take the final exam if you miss up to one training day, but your chances of passing are significantly higher if you attend all sessions. Active participation is also required.

An optional exam preparation course is available for an additional fee.

Themes

This course prepares you for the role of AI Compliance Officer. We focus not only on the legal and ethical frameworks surrounding AI, but also on the practical skills needed to effectively implement compliance and governance within your organization. The course follows a logical structure and covers three main themes, based on the seven requirements for trustworthy AI and the key challenges outlined in the AI Act:

- Transparency, human agency and oversight
- Robustness, safety and accountability
- Diversity, society and data governance

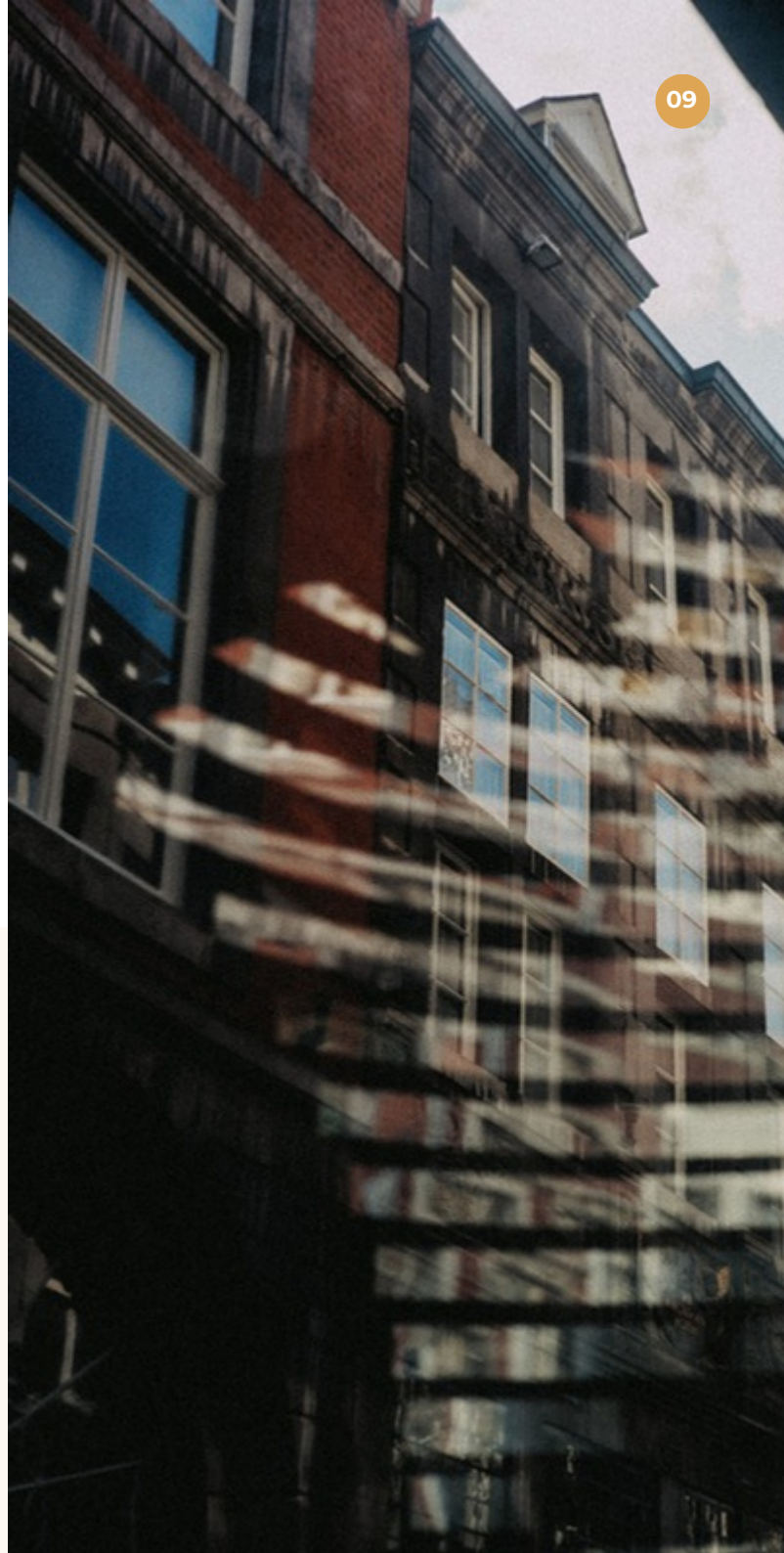
Theme 1

Transparency, **human agency** and oversight

Each training day you will work on a realistic AI case. On the first training day you will focus on the legal qualification of AI and the classification of AI systems under the AI Act, explore other relevant regulations, and examine how to ensure transparency in datasets, algorithms and AI models, and AI output. What are the risks of the black box problem, and what can you do to mitigate them? You will also explore which forms of human oversight and AI literacy are appropriate in different scenarios, practice assessing AI decisions, and learn to communicate the implications effectively to stakeholders.



Before the training day, you will complete several e-learnings covering the foundations of AI compliance and the AI Act. You'll learn what qualifies legally as AI, the different risk categories, and their associated obligations. You'll also study the Ethics Guidelines for Trustworthy AI (ALTAI), with special attention to the requirements for transparency and human agency and oversight. Through interactive assignments and cases, you will begin applying this knowledge in practice.



Theme 2

Robustness, **safety** and accountability

The second training day dives into a real-world case on the technical robustness and safety of AI systems. You will explore how the accuracy, reliability, and reproducibility of AI can be measured and improved. You will learn to work with tools such as the Use Case Card and Risk Control Matrix. In addition, you will examine the role of quality management systems and post-market monitoring in ensuring compliance. You will also develop components for an effective AI policy document and practice making decisions that enhance accountability and stakeholder trust.



Before the training day, you will complete multiple e-learnings where you explore the core concepts of technical robustness, safety, and accountability. You will learn how AI systems function technically and how to measure their performance using concepts such as accuracy, precision, and reliability. You will also work with tools such as the Model Card and Use Case Card, examine the role of diversity and bias, and learn how accountability and reporting contribute to trustworthy AI and compliance. Finally, the modules introduce the fundamentals of risk management.



Theme 3

Data governance, diversity and society

On your third training day you will address the legal and operational challenges related to data governance: data protection, intellectual property, and the use of data for AI training. You will also focus on the societal challenges of AI. Using tools such as the Fundamental Rights Impact Assessment (FRIA), you'll map the impact of AI on societal interests and fundamental rights.



Before the training day, you will complete multiple e-learning modules in which you are introduced to the legal, ethical, and societal dimensions of AI. You will learn about the requirements for diversity, non-discrimination, societal well-being, and privacy and data governance from the AI Act, GDPR, EU Charter on Fundamental Rights and the Ethics Guidelines for Trustworthy AI. In addition, you will learn about addressing stakeholder concerns, societal perceptions and applying several best practices to conduct different impact assessments.



Training days

Transparency, human agency
and oversight

Day 01

09.30 - 10.00	Walk-in
10.00 - 10.30	Start of the day (introduction and case discussion)
10.30 - 11.30	The regulation of AI examined more closely
11.30 - 11.45	Break
11.45 - 12.45	Classifying AI systems (based on the case)
12.45 - 13.30	Lunch
13.30 - 14.30	Transparency in AI systems
14.30 - 14.45	Break
14.45 - 15.45	Human oversight and AI literacy
15.45 - 16.00	End-of-day wrap-up
16.00 - 16.15	Q&A (optional)

E-learning

- Introduction to AI governance and compliance
- Types and functioning of AI
- Legal and ethical frameworks for AI
- Introduction AI Act
- AI Act in practice
- Terminology and operators in the AI Act
- Is this AI covered by the AI Act?
- Harmonisation (AI Act)
- GPAI models in the AI value chain
- Working on human oversight (part 1 and 2)
- Explaining decisions made by AI systems

Robustness, safety and
accountability

Day 02

09.30 - 10.00	Walk-in
10.00 - 10.30	Start of the day (case discussion)
10.30 - 11.30	Using a 'use case card'
11.30 - 11.45	Break
11.45 - 12.45	Value-driven AI and AI policy
12.45 - 13.30	Lunch
13.30 - 14.30	Risk and quality management
14.30 - 14.45	Break
14.45 - 15.45	Risk and quality management (continued)
15.45 - 16.00	End-of-day wrap-up
16.00 - 16.15	Q&A (optional)

E-learning

- Accuracy and reliability
- Working with robustness and safety
- Accuracy, precision and bias
- Model Card and Use Case Card
- Introduction to risk management
- Diversity and accountability
- Accountability and reporting

09.30 - 10.00	Walk-in
10.00 - 10.30	Start of the day (case discussion)
10.30 - 11.30	Awareness of privacy, data protection and information security
11.30 - 11.45	Break
11.45 - 12.45	Data governance
12.45 - 13.30	Lunch
13.30 - 14.30	Impact Assessment (FRIA)
14.30 - 14.45	Break
14.45 - 15.45	ICTRecht compliance game
15.45 - 16.00	End-of-day wrap-up
16.00 - 16.15	Q&A (optional)

E-learning

- Bias and diversity
- Taking action against bias
- Sustainability of AI
- Best practices impact assessments
- Personal data, intellectual property and data governance

The exam is offered a few weeks after the final practical day in the form of an online open-book multiple-choice test. The exam material covers the entire textbook (AI & Algorithms - Mastering Legal and Ethical Compliance, as well as the content of the webinars and e-learnings.

The content of the practical days provides deeper insight into the course material and focuses primarily on its practical application, but does not introduce any entirely new topics. All resources and materials are permitted during the exam, except for AI or other automated tools that provide assistance or generate answers. Consulting others and copying answers is also not permitted. For more information, see the exam regulations of ICTRecht and the term and conditions of the CCLTE.

An optional exam preparation session is available, in which you can take a practice exam at the same level as the real exam and ask specific questions about the material.

The ICTRecht Academy

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Arnoud
Engelfriet

*Academy Director and
Chief Knowledge Officer*

IT lawyer and blogger Arnoud Engelfriet, Chief Knowledge Officer at ICTRecht is the initiator of the ICTRecht Academy. Arnoud oversees the quality and development of our programs.



Mariam
El Madani

Academy Coordinator



Nikki
Hofs

Academy Coordinator



Sarah
Schulpé

Academy Coordinator

Our training coordinators are your contact persons for practical matters.
Email ICTRecht Academy at academy@ictrecht.nl
or call **020-663 19 41**.



Esmée
Baljet-Kuyt

Head of Academy

Esmée Baljet-Kuyt is Head of Academy and is responsible for further developing the Academy and ensuring its quality.

Time commitment

E-learning:	8 hours*
Training days:	18 hours (total, including breaks)
Exam preparation training:	3 hours**
Exam:	3 hours*

Additional study time is required for the book AI & Algorithms: Mastering Legal and Ethical Compliance and the AI Act itself.

* This is an estimate. The actual time required depends on your prior knowledge and experience.

** The exam preparation training is optional. Participation is available for an additional fee of €325 excl. VAT (except for in-house and special editions).

Online learning platform

During the course, all relevant information, documents, and e-learning modules can be accessed on our online learning platform. It also features a Social Space where you can connect with fellow participants and discuss the course material.

If the online learning platform is unexpectedly unavailable during the course, you can always contact us at academy@ictrecht.nl. We are also reachable by phone during office hours at +31 20 663 1941.

If there are important matters that cannot be communicated via the online platform, we will contact you as soon as possible.

Study material

Alongside the online study materials and case studies (with worked solutions), you will work with the book *AI & Algorithms: Mastering Legal and Ethical Compliance*. Written specifically for this program, it guides you through the AI Act and the European Commission's Ethics Guidelines for Trustworthy AI, and translates the Assessment List for Trustworthy AI (ALTAI) into practical tools you can apply directly in your organization.

You will receive a physical copy of the book before the course begins, and a digital version is available in the online learning environment so you can get started right away. The learning environment also gives you access to the full text of the AI Act (Regulation 2024/1689) and other relevant legal sources.

You will have access to the online learning platform for one year. See our privacy statement for more information.

Additional information

Enrollment in the program is €3,700 (excl. VAT) and covers all study materials, two exam attempts, and certification. Payment is due in one installment.

All dates are fixed. Individual training sessions will only be rescheduled in exceptional circumstances. You can cancel your registration free of charge up to four weeks before the first training day.

The full terms of enrollment are set out in the [ICTRecht Academy's general terms and conditions](#).

Certification and continued education

You are officially recognized as CAICO® from the day the certificate is issued, and entitled to use the title. However, because AI technology and AI regulations are in constant evolution, the course includes an element of Permanent Education (PE).

The CCLTE requires every CAICO® to keep up with the latest developments in order to guarantee the ongoing quality and value of the certificate. PE credits can be earned by attending webinars, conferences, courses, and other relevant activities, and must be submitted to maintain the validity of your certificate on a year-to-year basis.

Please note that the CCLTE reserves the right to modify its requirements regarding continued education and PE credits. In the event of any changes, you will be notified in a timely manner, and modifications will not have a disproportionate impact on existing certifications.

More information or questions?

Please contact us by email at
academy@ictrecht.nl or by
phone at **+31 20-663 19 41**.

LinkedIn @ICTRecht