GInI GLOBAL INNOVATION INSTITUTE®

CInP®

Certified Innovation Professional

GUIDEBOOK

GInI

CInP®
Certified
Innovation Professional

Global Innovation
Institute

CERTIFIED

Table of Contents

The **Global Innovation Institute** - **www.GInI.org** - is an international membership organization providing professional membership associations and certifications in the field of Innovation.

The institute aims to advance individual careers and transform organizational achievements by advancing the profession of innovation leadership. It does this through its globally recognized standards, tools, publications, resources, professional development courses, certifications, applied research, and networking opportunities.

All certificates available through GInI reflect the most current methods, trends, and strategies in innovation leadership. These are continually updated to the latest internationally-recognized practices across the many domains of innovation.

GInI GLOBAL INNOVATION INSTITUTE®

Overview

The GInI Certified Innovation Professional (CInP)® is GInI's recognition of working professionals who have demonstrated an advanced understanding of key topics relating to business innovation and innovation management.

CInP certification affirms the individual's proficiency at key, foundational innovation methods and tools, including such methods and tools as: research & insights mining, brainstorming & the GInI Breakthrough Innovation Method, Design Thinking, innovation project structuring, the GInI Breakthrough NPD Method for product & service innovations, the GInI Innovation Management System, engagement & intrapreneuring, core innovation teams, open innovation, and innovation storytelling.

Regardless of one's career stage, certification as a GInI Certified Innovation Professional is a valuable professional asset that distinguishes you as having the knowledge and ability to drive focused and purposeful innovation pursuits inside a business enterprise.

Target Audiences

CInP® certification is for those with little or no experience working directly in Innovation, but who wish to gain an understanding of Business Innovation and how to drive it inside the business enterprise.

It is also for those who – on top of having significant Innovation experience – wish to demonstrate their knowledge and mastery of Business Innovation.

CInP® certification is intended for both front-line working professionals and mid-level managers, including those with limited or no Innovation experience. If one has no direct experience working in Innovation, or less than four years' total professional experience, then they should first begin with CInP® certification.

The training associated with CInP® certification is designed to impart an understanding of a number of foundational topics on Innovation and Innovation Management, including: the fundamentals of Business Innovation; the different types of innovation that businesses produce; the profiles of different innovator types; an understanding of imagination, creativity, ideation, and brainstorming; how to drive Innovation projects inside of businesses; the use of insights research for Innovation; what Design Thinking is; storytelling; idea evaluation and selection; the Innovation Management process; the role of Innovation Program Leaders; and the role of Innovation Project Leaders.

The CInP Certification Process

1. Meet the Exam Eligibility Requirements:
   a. Completion of a minimum of 24 hours of education relating to the CInP certification, conducted by a GInI Authorized Innovation Provider (AInP)® and delivered by a valid Trainer holding a valid GInI certificate in the same subject or in CInS or CCInO.
   b. Ownership of the GInI Applied Innovation Master Book®.
2. Submit the Exam Application to GInI.
3. Await the Application Completeness Review by GInI – this may take up to 48 hours.
4. Pay the Exam Enrollment Fee.
5. Receive the exam details from GInI.
6. Complete the exam within the Exam Eligibility Period (1 year):
   From the date of completion of the innovation education course, you can take the exam up to 2 times during this 1 year period.
7. Maintain your certification: You must earn 45 Innovation Development Units (IDUs) every 2 years or retake the CInP exam.

CInP Exam Information

1. The purpose of the CInP exam is for you to demonstrate your knowledge and understanding of the CInP body of knowledge.
2. GInI's standard method for administering exams is through computer-based testing (CBT).
   Paper based testing (PBT) is available under certain limited circumstances.
3. The CInP exam has 80 multiple-choice questions.
   These questions are placed in random order throughout the exam.
4. The passing score for the CInP exam is 60%.
5. The allotted time to complete the computer-based exam is 80 minutes.
   Some candidates may require less than the allotted 80 minutes to complete the exam.
6. There are no scheduled breaks during the exam, although you may take breaks as needed.
7. You will be unable to pause the timer once you begin the exam. The exam timer will continue counting down even if your computer shuts down. Therefore ensure that you can remain undisturbed while taking the exam. If your network connection is lost, you can resume the exam where you left off once it is reconnected, but the timer will not pause during this time.
8. You will be able to navigate between the questions in order to go back to previously answered questions and review your answers.
9. For each question, there is only one correct response out of four responses given.
10. Once you submit your answers, you will immediately receive your Pass / Fail result.
11. Once you pass the exam, you can expect to receive your Certificate within 6-8 weeks.
12. If you fail the exam on your first attempt, you may re-take it two more times within your 1 year eligibility period. For more information on this, please refer to the FAQ section at www.gini.org/frequently-asked-questions.

The CInP Exam Blueprint

The CInP Exam Blueprint identifies the proportion of questions from each chapter of the GInI Applied Innovation Master Book® that will appear on the exam. The questions are derived by combining the overall evaluations of importance, criticality, and frequency, and by converting the results into percentages. The percentages are used to determine the number of questions related to each chapter that appear on the exam.

GInI Applied Innovation Master Book®	Percentage of Questions
Foundations – Core Innovation Knowledge & Concepts	25%
Tactical Innovation & The Innovation Professional	35%
Innovation Management & The Innovation Manager	35%
Applied Design Thinking	5%
TOTAL	100%

CInP Exam Content Outline

The Innovation Professional – World Changers of the Business World	**Design Thinking, Human-Centric Design, & The Role of Design in Innovation**
The Innovation Fundamentals – Getting to Know Business Innovation	**The Innovation Manager – Grand Masters of the New**
Getting Innovation Done – Running Innovation Projects in the Business	**The Innovation Manager as Project Leader – Driving Focused Innovation**
Innovation's Design Outputs – The Many Forms of "What's New"	**Leading & Building a Core Innovation Team**
The Effective Innovator – Einstein, Edison, Jobs, and You	**The Innovation Management Process**
Creativity, Ideation, & Brainstorming – Tapping Into Innovation's Source of Life	**Program & Project Management Tools for Innovation Management**
The GInI Breakthrough Innovation Method	**Engagement – The Art of Participatory Innovation**
Getting Innovation Done – Running Innovation Projects in the Business • Running the Front End of Innovation • Running the Mid Zone of Innovation • Running the Back End of Innovation	**Designing Innovation Spaces**
	The Innovation Manager as Liaison – Leveraging Open Innovation
	Storytelling – How to Spark the Imagination & Turn Ships
The Big Dig – The Role of Research in Innovation • Core Concepts in Research • Problem / Solution Research • Forward-Looking Research Methods • "Hard" Research • Developing the Insights Plan	**Selecting the Winning Ideas – My Innovation is Better Than Your Innovation**
	Integration – Putting It All Together

Application Auditing

GInI periodically audits a percentage of applications to confirm the experience and/or education documented on certification applications. The purpose of these audits is to enhance the credibility of the GInI certification program and of GInI's certification holders. For each certification, a specified percentage of applications are randomly selected for this audit.

If your application is selected for an audit, you will be notified by email after payment of the Exam Enrollment Fee is received. The electronic audit notification provides detailed information on how to comply with the terms of the audit. During an audit, you will be asked to submit supporting documentation such as:

1. Copies of your diploma / global equivalent.
2. Letter of experience signed by your supervisor(s) or manager(s) on company letterhead.
3. Copies of certificates from the Authorized Innovation Provider(s) (AInP) for each course recorded on the application to meet the required contact hours of innovation education.

GInI provides you with 90 days to submit the requested documentation. If you are able to provide the necessary documentation to meet the terms and requirements of the audit process, the audit should take about five to seven business days to complete. You can send the completed audit forms by regular postal mail to the address below:

Global Innovation Institute
Attn.: Certification Audit Group
38 West Fulton, Suite 400
Grand Rapids, MI 49523 USA

GInI will not accept faxed or emailed audit documents. Please send all materials at one time, or in one envelope, to expedite the auditing process.

You may not continue with the certification process until you have complied with the audit requirements. Incomplete submissions will not be processed and will result in failure of the audit. In the case of a failed audit, the certification fee, minus a processing fee will be refunded. The Certification Department will address further actions on a case-by-case basis.

Maintaining Your CInP Certification

Your certificate is active for a period of two (2) years, beginning on the day you initially pass the certification exam. In order to maintain your certification, you must obtain the required number of Innovation Development Units, or IDUs, within those two (2) years, and prior to the certificate expiration date.

The required IDUs for your CInP certification is: 45 IDUs during 2-year cycle.

Within 6 weeks of your certificate expiration date, you must submit a Continuation Application in which you will self-certify your completion of the required IDUs and pay the continuation fee. If you have failed to achieve the necessary number of IDUs, you can maintain your current certification by retaking the certification exam again before the end of your 2-year certification cycle.

You can also reinstate a lapsed certification by retaking the certification exam again.

1. Continuing Education (40 IDUs maximum)

You can earn 40 IDUs in continuing education. There is, however, a limit of 15 hours for video conferences, audiotapes, webcasts and podcasts. You will earn one (1) IDU credit hour for every hour of continuing education, not including registration, meals, breaks, exhibit hall time, "pre-work," etc

Continuing Education activities include:

- College and University Courses
- Conferences and Seminars
- Workshops
- E-Learning Courses
- Webinar / Webcasts, Video-conferences (15 IDUs limit)

2. Instruction / Teaching (30 IDUs maximum)

Instruction / teaching activities include:

1 - Conducting a formal presentation within your organization.
2 - Teaching a course or workshop or presenting a seminar or conference session.

You may earn recertification IDUs only for the first time you give the same presentation or teach a course, workshop, etc., even if you present to different audiences. You earn 1 IDU for every hour of presentation time.

Maintaining Your CInP Certification

3. On-the-Job-Experience (30 IDUs maximum)

You can earn recertification credit for a first-time on-the-job project if it adds to your Innovation knowledge. Examples of projects that earn credit include:

a. Research and design of an Innovation Strategy.
b. Research, design, and implementation of an innovation tool or system.
c. Participation in an Innovation Senior Committee and implementing procedures through the organization.
d. Development of an Innovation Strategy Framework.
e. Innovation Lab implementation.

Recording on-the-job projects:

To earn IDUs in this category, you must describe in your application how this project added to your Innovation knowledge. For any first-time work experience, it is likely that you will spend more time researching, designing, and implementing the new work product than the maximum available in this category. To record your time:

1 - List the work project(s) and the duration dates.
2 - Calculate the number of hours spent on the work project.
3 - If the time spent on the work project(s) exceeds the 30-hour maximum, request the maximum number of IDUs.

4. Research and Publishing (20 IDUs maximum)

You can earn IDUs in this category by conducting primary research on an Innovation-related topic and then writing and publishing the results of that research in a scholarly Innovation journal or publication. Your research must be independent of your regular job duties.

Examples of research and publishing that earn IDUs include:

- Solely writing an article that is published in a journal or periodical (10 IDUs).
- Making a significant contribution to a published text, such as a textbook (10 IDUs).
- Co-writing or editing an article or a chapter in a textbook (5 IDUs).
- Developing an Innovation video (5 IDUs).
- Writing and publishing a fact-based blog post covering subjects related to the Innovation field
(1 IDU per post, a limit of (20) IDUs during two years' certification cycle) – must be approved by and published on GInI website.

Credential Re-examination

If you have failed to achieve the necessary number of IDUs, you can maintain your current certification by retaking the certification exam again before the end of your 2-year certification cycle. You can also reinstate a lapsed certification by retaking the certification exam. To retake the certification exam, complete and submit the Exam Application through the My Account page.

Note the following guidelines for re-examination:

1. Take the exam before your certification cycle ends.
2. Re-certify only for your current certification type.
3. Wait at least 12 months from your most recent certification date before retaking the exam.
4. Adhere to the same exam-application policies and procedures and pay the same Exam Enrollment Fee as first-time exam takers.

The Investment

Obtaining CInP Certification	550 USD Exam Enrollment Fee
Maintaining CInP Certification	100 USD IDU Application Submission Fee
GInI Applied Innovation Master Book®	249 USD

Refund Policy

To obtain a refund for a GInI Certification, you must make a request to GInI at least 30 days before the exam eligibility expiration date. GInI will retain a processing fee of 100 USD if you have not yet scheduled or taken the examination.

Also, you can receive a refund, less a 100 USD processing fee, if you fail to meet audit requirements (refer to the GInI Audit Process section of this guide-book for details on the audit process).

GInI will NOT provide you with a refund in the following instances:

1. If your one-year eligibility period has expired and you have not scheduled the exam, you will not receive a refund. You will forfeit the entire fee. You will not be able to use the initial fees for anything else. If you still wish to obtain the certification, you will have to reapply and submit all associated fees again.
2. If you have scheduled the exam and did not take it, nor provided the necessary cancellation/rescheduling notification to GInI, you will not receive a refund. Again, you will forfeit the fee and not be able to apply it to anything else.

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