

# AInTP®

Accredited Innovation Training Programs

**GUIDEBOOK**



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**GInI** - The **Global Innovation Institute**- [www.gini.org](http://www.gini.org) - is an international membership organization providing professional membership associations and certifications in the field of Innovation.

GInI 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 and accreditations available through GInI reflect the most current methods, trends, and strategies in innovation leadership.

GInI sets the standard for innovation excellence around the globe.



## Introduction

Accreditation of an Innovation Training Program by GInI assures all affected stakeholders that this program has been properly assessed and that its quality and scope therefore conform to GInI's strict and demanding accreditation standards. No other organization in the world prescribes the same level of accreditation standard in the field of business innovation as does GInI. Accreditation by GInI is therefore the global standard of accreditation for Innovation Training Programs.

Innovation Training Programs that have been accredited by GInI will bear GInI's Accredited Innovation Training Program badge and will have their Certificates of Completion issued by the GInI Accreditation Center. This provides significant value to both program providers and program participants.

GInI remains fully committed to pursuing excellence and continuous improvement in all activities relating to the GInI Accreditation Center and the GInI Accreditation Program. The Innovation Training Program Accreditation Guidebook provided on this page sets forth the policies, procedures, and standards used to assess the quality and scope of individual Innovation Training Programs, and to thereafter accredit them to GInI's standards.

Businesses wishing to secure GInI Innovation Training Program Accreditation must submit to GInI an Application with supporting evidence. GInI will thereafter undertake its own formal review and make its accreditation decision. GInI Innovation Training Program Accreditations are valid for the life of the program so long as the business continues to submit to GInI an Annual Report each year and a re-application every other year for bi-annual reassessment review.

## The Benefits of Innovation Training Program Accreditation

Accreditation of a training program by the GInI Accreditation Center offers several valuable benefits:

- Differentiation as one of a select group of programs that accurately reflect and teach the disciplines of Business Innovation.
- Affirmation of the program's ongoing commitment to educational quality and continuous improvement.
- Peer recognition for achievement to a globally-recognized benchmark standard.

## How GInI Training Program Accreditation Works

Once an innovation training program has been properly accredited by GInI, GInI will thereafter issue the **certificates** for the program on behalf of the entity delivering the program.

To facilitate this, the entity delivering the program will, in each instance, deliver to GInI the names of the individuals who have successfully completed the program, this being done via email at the address [accreditation@gini.org](mailto:accreditation@gini.org). Thereafter, GInI will deliver back to the entity official GInI endorsed certificates indicating successful completion of the program, this being done via postal mail.

## Definition of Innovation Training Program

For the purposes of GInI's accreditation process, the term "Innovation Training Program" refers to any training course (whether academic or professional), workshop, or equivalent training vehicle that has been properly designed, organized, supervised, and delivered to achieve a specific set of learning objectives relating in some way to business innovation.

The term "Innovation Training Program" furthermore refers only to a single such course, workshop, or vehicle, and not to a collection of these. This means that each such training course, workshop, or other training vehicle must secure its own accreditation from GInI independent of all others.

Therefore, if a business offers multiple programs, it must secure accreditation for each program independently. Accreditation of any one of its programs does not in any way infer accreditation of its other programs, until each such program has each secured accreditation in its own right. At this point in time, GInI does not offer blanket accreditation for comprehensive sets of programs.

## GInI Accreditation Eligibility – Compliance Demonstration

In order to be eligible for GInI accreditation, applicant programs must be able to demonstrate full compliance to GInI's **eligibility requirements**, as outlined below.

GInI's **Accreditation Application Form** provides the medium by which applicants are to document their program's compliance demonstration information. This form must be completed thoroughly and accurately so that compliance of the business and its program have been clearly demonstrated to GInI.

The GInI **Accreditation Application Form** can be found in **Appendix A** of this guidebook.

## GInI Accreditation Eligibility Requirements

The following are GInI's **Accreditation Eligibility Requirements**.

### Business Legal Status & Resources

The business associated with the applicant program must be a properly-registered legal entity (institution, company, etc.) having articles of incorporation or an equivalent form of business charter indicating that it is legally recognized by a local government to conduct business therein.

The business must furthermore have the requisite resources, facilities, and administrative support to be able to effectively operate the applicant program.

### Program Details

The applicant must provide the following for each program seeking accreditation:

- Program name
- Program duration – the number of contact hours required for successful program completion
- Program delivery modalities (e.g. in-class public, in-class private, one-on-one tutoring, online, etc....)
- Program delivery locations – including any collaborations with other business entities

### Program Description – Curricula & Core Focus Areas

GInI encourages applicants to be innovative and forward thinking in developing programs that both advance the profession of Innovation and prepare students to be effective professionals. GInI therefore looks at the following key attributes of each applicant program:

1. The program's core focus areas and learning objectives.
2. Detailed outline of the program – content / resources / teaching, learning, and assessment strategies / learning outcomes assessed / primary assessment methods used.

## Participant Engagement

GInI is concerned with ensuring the program employs appropriate and effective participant engagement methods and techniques, for maximum knowledge and skill retention in the workplace. Evidences:

1. Explanation and evidence of how the curricula facilitate active student engagement in learning.
2. In addition to traditional reading, research, and program activities, explanation of collaborative, integrative activities and environments designed to reflect workplace practices that improve student professional performance.

## Learning Outcomes

GInI is very concerned with ensuring the program has established key learning outcomes that are of real-world practical value to innovation practitioners. Evidences:

1. Specific learning outcomes reflecting what students should be able to know and do upon completion of the program.
2. Explanation and evidence of how the achievement of these learning outcomes are assessed.

## Program Quality Assurance

GInI is concerned with ensuring the program applies appropriate and effective quality assurance methods to ensure consistency in its delivery across the various delivery modalities, locations, and trainers. Evidences:

1. Explanation and evidence of how consistent delivery of the curricula is assured across all delivery modalities, locations, and trainers.

## Program Trainer Qualifications

GInI is concerned with ensuring the program employs appropriately qualified professionals to deliver the program across the full breadth of its delivery modalities and locations. Its trainers must possess adequate experience and expertise to ensure the program is of high caliber and remains sustainable. Evidences:

1. Tabulation of all trainers used, including their respective academic credentials, professional certifications, years of innovation leadership experience, and years of training experience.
2. The Curricula Vitae (CV) for each trainer listed.

Note that when affirming the Accreditation Application, the applicant is affirming that – to the best of their knowledge – this is a comprehensive and complete list of the trainers used over the past five years of the program.

## Program History

The applicant program must be currently offered, must have been offered for at least the past two years, and must have graduated at least three graduating cohorts by the date of the application. Evidences:

1. Date when the program was first delivered.
2. Over the past five years, when the program was delivered, by what trainer, and the number of students enrolled as well as the number of students graduated.

## Program Improvement Initiatives

Continuous improvement is necessary in order to respond to stakeholder feedback, program performance results, and the dynamic and evolving nature of both business innovation and teaching and learning practices.

To demonstrate that appropriate continuous improvement actions have been, and are being, pursued, the applicant program must submit the following evidences:

1. Summary of the program's notable strengths, areas for improvement, and future directions.
2. Explanation of the program's continuous improvement processes and timelines, including past actions taken to date.
3. Evidence of how trainer effectiveness is being assessed, and how the resulting assessment data is being used to inform continuous improvement in the program.
4. Evidence of improvement in both curricula and student learning, achieved through analysis of assessment data indicating the extent to which students have achieved the core focus areas of the program's learning outcomes, and use of this data thereafter for continuous improvement efforts.

# The Accreditation Process for Training Programs

## Accreditation Process Overview and Time Frame

The GInI Accreditation Center's accreditation process for training programs consists of the following steps:

1. **Step One** Applicant completes the GInI Accreditation Application.
2. **Step Two** GInI reviews the completed Accreditation Application.
3. **Step Three** GInI issues its formal accreditation decision to the applicant.

This accreditation process requires a demonstrated commitment on the part of the applicant to pursuing excellence in Business Innovation education. The decision to approve, defer, or deny accreditation for any program is based solely on the body of information provided within the GInI Accreditation Application.

The applicant program should expect the accreditation process to take approximately one month to complete.

## Accreditation Process – Detailed Step by Step Actions

### Step One: Applicant completes the GInI Accreditation Application.

The GInI Accreditation Application involves the following information, evidences, and fees:

1. Program information necessary for GInI to understand the context and details of the applicant program.
2. The applicant's responses, including evidences, demonstrating that the program fully meets GInI's eligibility requirements.
3. Copies of all program training materials, in English.
4. The accreditation application fee.

The GInI Accreditation Application must be completed in English and submitted in digital format to **GInI@GInI.org**. The GInI Accreditation Application Form can be found in **Appendix A** of this guidebook.

## Step Two: GInI reviews the applicant's Accreditation Application Form.

Upon receipt and processing of the applicant's Accreditation Application Form and accompanying materials, the form is formally reviewed by the GInI Accreditation Center for conformance to GInI's accreditation eligibility requirements. The scope of this review includes the following:

- Review of the nature, size, age, and legal status of the business.
- Review of the program's duration, delivery modalities, delivery locations, and collaborations.
- Review of the program's core focus areas and learning objectives, together with a detailed program description and content outline.
- Review of the program's learning outcomes, participant engagement methods, and assessment methods.
- Review of the program's history, quality assurance measures, trainer qualifications, and continuous improvement initiatives.

## Step Three: GInI takes accreditation action.

Subsequent to completing its formal review process, the GInI Accreditation Center will take one of five different actions. These are as follows (each is explained in greater detail below):

1. Initial Grant of Accreditation
2. Reaffirmation Grant of Accreditation
3. Deferral of Accreditation
4. Denial of Accreditation
5. Withdrawal of Accreditation

There are three states of accreditation associated with these actions, namely:

- **Initial** – applicant programs completing the accreditation process for the first time.
- **Reaffirmation** – applicant programs completing the comprehensive reaffirmation of their existing accreditation at the completion of their accreditation cycle (initial or subsequent).
- **Currently Accredited** – programs that currently hold formal GInI Accreditation.

### Grant of Accreditation (Initial or Reaffirmation)

Program seeking initial accreditation will be granted accreditation for a maximum period of two (2) years.

## **Deferral of Accreditation**

The GInI Accreditation Center may defer action on a program's accreditation application if it judges there is insufficient information on which to base a sound decision. If the decision is made to defer accreditation, the GInI Accreditation Center will outline the reasons for deferral based on the relevant GInI accreditation standards in the official decision letter provided to the applicant program. If applicable, this letter will state the information required for the GInI Accreditation Center to reach a decision at a later meeting.

## **Denial of Accreditation**

If the GInI Accreditation Center judges that a program does not align with GInI's accreditation standards at the time of its review, and that the applicant will be unable to bring the program into alignment within the time allotted for a deferral, then the Accreditation Center will deny the grant of accreditation. If the decision is made to deny accreditation, the GInI Accreditation Center will outline the reasons for denial based on the relevant GInI accreditation standards in the official decision letter provided to the applicant program.

A program that has been denied accreditation may reapply for accreditation following a one-year waiting period, and must complete all steps required in the initial accreditation application process.

## **Withdrawal of Accreditation**

The GInI Accreditation Center reserves the right to withdraw a grant of accreditation if it is determined that a program has failed to demonstrate ongoing alignment with GInI's accreditation standards and annual reporting requirements.

A program found to be out of alignment with these standards and requirements will be given the opportunity to respond to the Accreditation Center prior to its vote to remove this accreditation.

## GInI Accreditation Process – Decisions and Notifications

### Announcement of GInI Accreditation Center Decisions

All decisions issued by the GInI Accreditation Center will be announced within 30 days of the decision.

### Official Notification and Continuing Accreditation Requirements

Along with the official notification letter granting GInI Accreditation, newly accredited or reaffirmed programs will receive a Continuing Accreditation Requirements Letter outlining the following:

- Opportunities for improvement and suggested actions.
- Requirements for submission of the program's Annual Report.
- Information concerning the benefits of GInI accreditation, including access to the "GInI Accredited Program" logo.

### Fee Schedule for GInI Accreditation

Accreditation by GInI of an entity's Innovation Training Program involves three types of fees.

The first fee is a one-time upfront Program Application Fee. This fee is paid one time only – at the time of submitting one's initial application. This covers the administrative application review process and must be paid before the GInI Accreditation Center will review an accreditation application.

#### Fee Schedule – Initial Application Fee:

Program Duration	For GInI AInPs	For Non GInI AInPs
8 hour program	750 USD	1,000 USD
16 hour program	750 USD	1,500 USD
24 hour program	750 USD	2,000 USD
32 hour program	750 USD	2,500 USD
40 hour program	750 USD	3,000 USD

The second fee is a one-time upfront **Program Accreditation Fee**. This fee is paid one time only – at the time when GInI issues a formal decision to grant program accreditation. This fee must be paid before GInI will release the official accreditation certification.

### Fee Schedule – Program Accreditation Fee:

Program Duration	For GInI AInPs	For Non GInI AInPs
8 hour program	750 USD	1,000 USD
16 hour program	1,250 USD	1,500 USD
24 hour program	1,750 USD	2,000 USD
32 hour program	2,250 USD	2,500 USD
40 hour program	2,750 USD	3,000 USD

The third fee is an ongoing **Certificate Issuance Fee**. Here, all GInI accredited training programs must render to GInI a commission fee for each attendee certificate issued from the affected program, indefinitely for the life of the program's accreditation. The amount of this fee depends on the scope of the training program, according to the fee schedule below. **These fees must be paid upon request of program certificates from GInI.**

### Fee Schedule – Certificate Issuance Fee (all programs):

Program Duration	Certificate Fee
≤ 24 hour	75 USD
> 24 hour	100 USD

These are all of the program fees, and aside from these there are no additional program maintenance fees.

## **GInI Accreditation Process – Annual Reporting and Biannual Reaffirmation**

### **Accreditation Annual Reporting**

In order for a program to maintain its formal accreditation with GInI, it must submit an Annual Report to GInI once each year. This is done using GInI's standardized Annual Report form.

Amongst other things, the Annual Report asks the business to describe what changes it made in the program over the past year and to explain the reasons for these changes. It also asks the business to report the number of individuals certified in the program during this period, along with the mean participant satisfaction ratings for the program's curriculum, trainers, venues, outcomes, and overall impact.

### **Accreditation Biannual Reaffirmation**

Every other year (known as reaffirmation years), programs accredited by GInI must submit to a comprehensive reevaluation and accreditation reaffirmation process. To do this, the applicant must complete and resubmit to GInI the full Accreditation Application Form, which will then be reviewed by GInI in a reaffirmation review.

Programs must plan ahead so as to allocate appropriate time to complete the accreditation reaffirmation process. Six (6) months prior to their expiration date, GInI will issue the applicant notification of this. If the accreditation reaffirmation process is not completed prior to that year's accreditation expiration date, then the program will be at risk of losing its accreditation.

There is no additional fee for the biannual reaffirmation.

### **Exception – Accreditation Lapse or Withdrawal**

If a previously accredited program allows its accreditation to lapse on account of failing to file its Annual Report or Biannual Re-Application, or if GInI finds it necessary to withdraw a program's accreditation on account of failing to meet GInI's eligibility requirements, then that program must start over from the beginning with a completely new application (in the latter case, once all deficiencies have been rectified).

In these cases, the applicant will have to resubmit to GInI the original Program Application Fee and Program Accreditation Fee.



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