

# Exam Registration Application Form



1. ALL FIELDS ARE MANDATORY.
2. COMPLETE THE FORM BY TYPING IN THE APPROPRIATE INFORMATION. APPLICATIONS FILLED IN HAND WRITING WILL BE REJECTED.
3. PLEASE MAKE SURE TO SIGN WHERE REQUIRED.

## Certificate

Certificate Name: *(Tick one only)*

- |   |  |
|---|--|
| <input type="checkbox"/> Certified Innovation Professional (CInP®)      | <input type="checkbox"/> Certified Chief Innovation Officer (CCInO®) |
| <input type="checkbox"/> Certified Design Thinking Professional (CDTP®) | <input type="checkbox"/> Authorized Innovation Assessor (AIInA®)     |
| <input type="checkbox"/> Certified Innovation Strategist (CInS®)        |  |

## Exam Preparation Course

Course Name:

Date on which course was completed:  Country:

Trainer Name:  Trainer ID Number:

AIInP Name:  AIInP License Number:

*\*These information can be found on your certificate of attendance*

## Personal Details

Title:  First Name:  Middle Name:

Last Name:

Name as it should appear on your certificate:

## Contact Information

Mobile Number:

Email Address:

Address Line 1:

Address Line 2:

City:  Zip Code:  Postal Code:

Country:

Please tick this box if you would like to receive GInI Newsletter

# Exam Registration Application Form



## Education

Highest level of education attained:  Year degree was awarded:

Name of High School, College, or University:

Website of High School, College, or University:

Program name:

Address Line 1:

Address Line 2:

City:  Zip Code:  Postal Code:

Country:

# Exam Registration Application Form



## Work Experience 1

Please provide details about your work experience to the extent related to the certificate requirements you are applying for.

Started:  Through:

Position:  Primary Industry:

## Organization Details

Organization Name:

Organization Website:

Address Line 1:

Address Line 2:

City:  Zip Code:  Postal Code:

Country:

## Direct Manager Details

Direct Manager Name:

Direct Manager E-mail:

Direct Manager Phone Number:

# Exam Registration Application Form



## Work Experience 2

Started:  Through:

Position:  Primary Industry:

## Organization Details

Organization Name:

Organization Website:

Address Line 1:

Address Line 2:

City:  Zip Code:  Postal Code:

Country:

## Direct Manager Details

Direct Manager Name:

Direct Manager E-mail:

Direct Manager Phone Number:

# Exam Registration Application Form



## Work Experience 3

Started:  Through:

Position:  Primary Industry:

## Organization Details

Organization Name:

Organization Website:

Address Line 1:

Address Line 2:

City:  Zip Code:  Postal Code:

Country:

## Direct Manager Details

Direct Manager Name:

Direct Manager E-mail:

Direct Manager Phone Number:

# Exam Registration Application Form



## Work Experience 4

Started:  Through:

Position:  Primary Industry:

## Organization Details

Organization Name:

Organization Website:

Address Line 1:

Address Line 2:

City:  Zip Code:  Postal Code:

Country:

## Direct Manager Details

Direct Manager Name:

Direct Manager E-mail:

Direct Manager Phone Number:

# Exam Registration Application Form



## Work Experience 5

Started:  Through:   
Position:  Primary Industry:

## Organization Details

Organization Name:   
Organization Website:   
Address Line 1:   
Address Line 2:   
City:  Zip Code:  Postal Code:   
Country:

## Direct Manager Details

Direct Manager Name:   
Direct Manager E-mail:   
Direct Manager Phone Number:

### Please attach the following documents:

- 1- Certificate of attendance of the exam preparation course
- 2- A copy of your passport
- 3- Copy of the highest education degree attained

I hereby certify that the above information given are true and correct as to the best of my knowledge.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

*Note: Digital Signature is Accepted*

# Certificate Guidelines



## Application Audit

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.

## Maintain Your Certificate

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 each certification are as follows:

|  |                             |
|--|-----------------------------|
| Certified Innovation Professional (CInP) <sup>®</sup>      | 45 IDUs during 2-year cycle |
| Certified Design Thinking Professional (CDTP) <sup>®</sup> | 30 IDUs during 2-year cycle |
| Certified Innovation Strategist (CInS) <sup>®</sup>        | 45 IDUs during 2-year cycle |
| Certified Chief Innovation Officer (CCInO) <sup>®</sup>    | 60 IDUs during 2-year cycle |
| Authorized Innovation Assessor (AInA) <sup>®</sup>         | 60 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.



## Certificate Guidelines

### Continuing Education (40 IDU's maximum)

You can earn 40 IDU's 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 IDU's limit)

### Instruction / Teaching (30 IDU's 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 reaccreditation IDU's 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

### On-the-Job-Experience (30 IDU's maximum)

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

- Research and design of an Innovation Strategy
- Research, design and implementation of an innovation tool or system
- Participation in an Innovation Senior Comity and implementing procedures through the organization
- Development of an Innovation strategy framework
- Innovation Lab implementation

Recording on-the-job projects:

To earn IDU's in this category, you must describe in your application how this project added to your Innovation knowledge. For any first-time work experience, it's 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 IDU's

### Research and Publishing (20 IDU's 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.

# Certificate Guidelines



Examples of research and publishing that earn IDU`s include:

- solely writing an article that is published in a journal or periodical (10 IDU`s)
- making a significant contribution to a published text, such as a textbook (10 IDU`s)
- co-writing or editing an article or a chapter in a textbook (5 IDU`s)
- developing an Innovation video (5 IDU`s)
- writing and publishing a fact-based blog post covering subjects related to the Innovation field (1 IDU per post, a limit of (20) IDU`s 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.

I hereby confirm that I have taken note of the applicable “Exam Guidelines“ and agree to abide by the same.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

*Note: Digital Signature is Accepted*

**Please complete the application, sign it and send it to [exam@GInI.org](mailto:exam@GInI.org)**