



مركز كواترو للتدريب والإستشارات
Quattro Training & Consultation Center

CInP[®]

Certified Innovation Professional

GUIDEBOOK



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GInI - The **Global Innovation Institute**- 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.



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 an individual's proficiency at key and foundational innovation methods and tools. This includes: research and insights mining, brainstorming and the GInI Breakthrough Innovation Method, Design Thinking, innovation project structuring, the GInI Innovation Management System, the different roles of the Innovation Manager, leading and building innovation teams, engagement & intrapreneuring, open innovation, innovation storytelling, and idea selection.



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. To be eligible to register for the CInP exam, an individual must show proof of ownership of the GInI Applied Innovation Master Book®.
2. Pay the Exam Enrollment Fee.
3. Await the application completeness review and approval by GInI – this may take up to 48 hours.
4. Receive the exam details from GInI.
5. Maintain your certification: You must earn 45 Innovation Development Units (IDUs) every 3 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, and by special request.
3. The CInP exam has 90 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 90 minutes.
Some candidates may require less than the allotted 90 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 digital certificate within 7 business days.

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	Designing Innovation Spaces
<ul style="list-style-type: none"> • Running the Front End of Innovation • Running the Mid Zone of Innovation • Running the Back End of Innovation 	The Innovation Manager as Liaison – Leveraging Open Innovation
The Big Dig – The Role of Research in Innovation	Storytelling – How to Spark the Imagination & Turn Ships
<ul style="list-style-type: none"> • 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.

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

Grand Rapids, MI 49503 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 three (3) 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 three (3) years, and prior to the certificate expiration date.

The required IDUs for your CInP certification is: 45 IDUs during each 3-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 3-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 up to 40 IDU`s by completing different continuing education activities. You earn one (1) IDU credit hour for each hour of continuing education, not including activities such as registration, meals, breaks, exhibit hall time, "pre-work," and so forth.

The number of IDUs that can be earned from webinars, webcasts, podcasts, video conferences, and audiotapes is limited to 15 IDUs during each three year certification cycle.

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)

You can earn up to 30 IDU`s by delivering instruction or training on a subject relating to innovation. You earn one (1) IDU credit hour for each hour of presentation time.

Instruction / teaching activities include:

Delivering a formal presentation within your organization relating to Innovation .

Teaching a course or workshop, or presenting a public seminar or conference session relating to innovation .

You may earn reaccreditation IDU`s for each time you present a presentation or teach a course, workshop, seminar, conference session, etc., so long as it is being delivered to a different audience each time. There is a 15 IDU cap however on IDU credits derived from the same presentation, course, workshop, seminar, conference session, etc .

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

You can earn up to 30 IDUs for first-time on-the-job experience projects that have added to your Innovation knowledge .

Examples of projects that earn credit include:

- Developing an Innovation Framework .
- Researching and designing an Innovation Strategy.
- Researching, designing, and implementing an innovation tool or system.
- Participating in an Innovation Senior Committee and implementing a procedure within the organization.
- Designing and Implementing an Innovation Lab, a Business Incubator, or an Accelerator Program .

You earn 1 IDU for each hour invested in the project.

For most first-time work experiences, you will likely spend more time working on the project than the maximum number of IDUs allowable in this category (30).

Recording Your On-The-Job Projects & Claiming Their IDU Credits.

For each first-time on-the-job project being reporting, you will complete the following steps:

State the name and nature / topic of the project.

State the amount of time invested in the project (in hours).

Describe how the project has added to your Innovation knowledge.

4. Research and Publishing (20 IDUs maximum)

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

Examples of such research and publishing can include:

Writing – as the primary or sole author – an article that is published in a recurring journal or periodical – 10 IDU`s.

Making a significant contribution to a published text, such as a textbook or similar work – 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 relating to Innovation – 1 IDU per post, with a limit of 20 IDU`s during each three year certification cycle. Each such post must be approved by GInI and also published on GInI's website.

5. Writing Exam Questions (20 IDUs maximum).

IDU Credits

You can earn IDUs by submitting questions for potential use on a GInI examination. GInI awards one (1) IDU for every two (2) exam questions accepted, with a limit of 20 IDUs during each three year certification cycle .

After your submitted exam questions have been accepted, GInI will send you a formal notice of acceptance and issue your IDUs .

GInI welcomes all certified practitioners to submit high quality questions to be considered as potential exam questions. This involves writing a series of questions and their associated answer choices aligned to a specific GInI certification. Submitted items go through a rigorous review process by a panel of GInI master trainers .

Terms & Conditions for Question Writers / Submitters

To be eligible to write and submit exam questions for a given GInI certification, the individual must be actively certified in that particular certification .

One may submit proposed exam questions to GInI at any time. GInI accepts both electronically-formatted and hard copies of proposed questions .

Questions are applied through GInI's professional membership portal under IDU submission.

Questions submitted for prospective use on a GInI examination must apply to GInI's blueprint for that particular certification exam.

Questions submitted to GInI become the sole legal property of GInI.

Questions submitted must be the submitter's original work and cannot be copied from materials which are copyrighted, owned, or created by another individual or organization. Those submitting questions found to not be their own original work may incur severe administrative and legal penalties.

For the purposes of confidentiality and security, those submitting questions to GInI must agree in advance that they will not disclose the content of any submitted question, submit them to other organizations, or use them for any other purpose. Similarly, they must also agree in advance to destroy all physical and electronic copies of submitted questions and scenarios, as well as any physical or electronic materials relating to them.

By submitting a question or scenario to GInI, the submitter is agreeing to these terms and conditions.

Question-writing Guidelines

To determine whether or not a given topic can produce good exam questions, first ensure that the topic is covered in the corresponding certification examination blueprint.

Questions should reflect methods and practices which are currently in use in the field of innovation:

Questions must be formatted as multiple-choice questions having the following attributes:

- a- the question **the stem**
- b- the one correct answer **the key**
- c- three (3) additional incorrect answers **the detractors**

State the problem clearly. Examinees should understand exactly what is being asked of them. Use a question format rather than an incomplete statement format .

Use simple, precise, and unambiguous wording, and ensure that the wording is grammatically correct .

Present questions with positive phrasing and avoid using negative phrasing .

Use complete terms and spell out acronyms and abbreviations. Do not use abbreviations or acronyms that are not commonly used unless the question is explicitly intended to test that specific item of knowledge .

Each multiple-choice question is to have only one correct answer .

Ensure that the intended correct answer is clearly the best option from among the options presented.

Avoid making the correct answer appear materially different from the detractors, such as by being noticeably shorter or longer than the detractors. Maintain all answer options with relatively consistent appearance, complexity, and length .

Do not write questions that are based on textbook, verbatim phrasing, or that are based on the opinions of a single author or text. Examinees should not have to memorize a particular textbook in order to answer a question correctly .

Though questions can cite a textbook as a reference, the application of knowledge tested by the question should be universal in practice .

GInI's Question Review Process

GInI's Master Trainer Committee reviews all question submissions. Questions which meet GInI's criteria are then further reviewed by a working group of subject matter experts for possible inclusion on future certification exams.

Each question goes through several technical / editing reviews in order to verify its technical content, and to ensure that it:

- is current and valid .
- reads well without providing any clues as to the correct answer.
- is capable of performing well on an examination.

Questions meeting GInI's high quality standards may be used on a corresponding GInI certification exam.

Whenever an edition of a certification exam is either created or updated, GInI will select from amongst these high quality questions to meet that examination's specifications, and to also achieve good distribution from amongst the relevant domains, topics, knowledge, skills, and tasks involved .

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 3-year certification cycle. You can also reinstate a lapsed certification by retaking the certification exam. To retake the certification exam, reapply through My GInI.

Note: the following are the guidelines for the 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	Member	Non Member
Exam Enrollment Fee	450 USD	550 USD

Maintaining CInP Certification	Member	Non Member
IDU Application Submission Fee <small>*every 3-year cycle</small>	75 USD	125 USD

Refund Policy

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

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

- 1- *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.*

To request a refund, please fill out the Exam Refund Request Form available on GInI's Download Center and send it to refund@gini.org.



Tel: +1 877 276 7701 | Email: gini@gini.org | Web: www.gini.org

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