



# AInEP<sup>®</sup>

Accredited Innovation  
Education Program

**AInEP PROGRAM GUIDEBOOK**

# Global Innovation Institute

## GInI Accreditation Center

### Accredited Innovation Education Program®

## Accreditation Guidebook

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### Introduction

The GInI Accreditation Center, under the direction and guidance of the GInI Accreditation Program, issues formal accreditations to properly-assessed innovation labs, business incubators, accelerator programs, innovation training programs, and innovation education programs, as well as endorsements of verified innovations.

Accreditation by Global Innovation Institute provides all affected stakeholders with the assurance that these programs and assets been properly assessed, and that their caliber and scope conform to GInI's demanding accreditation standards.

GInI is fully committed to pursuing excellence and continuous improvement in all of the activities relating to its accreditation program. Accordingly, this guidebook sets forth the policies, procedures, and standards used to assess the quality and scope of the organizations and programs seeking GInI AInEP® accreditation.

## The Benefits of InEP® Accreditation

Accreditation of an Innovation Education Program by the GInI Accreditation Center offers several valuable benefits - including:

- Affirmation of the program's ongoing commitment to educational quality and continuous improvement in the field of Innovation.
- Peer recognition for achievement to a globally-recognized benchmark standard.
- Differentiation as one of a select group of educational programs that properly reflect and teach the modern philosophies and disciplines of Applied Business Innovation.
- The consequent ability to recruit and retain a larger, higher caliber body of students for the program.

## Definition of an Innovation Education Program

For the purposes of GInI's accreditation process, the term 'Innovation Education Program' refers to any formal academic educational program that has been properly conceived, designed, and organized, and is presently properly supervised and delivered, to achieve a specific set of academic learning objectives relating in some way to applied business innovation.

This can include, but is not limited to, undergraduate degree programs, graduate degree programs (both at the masters and doctorate levels), multi-course executive education and/or professional education programs, advanced learning certificates, and so on with other similar programs.

These programs can focus either directly on innovation itself as their topical centerpiece, or on adjacent areas that, when employed in a real-world business environment, have a direct bearing on an organization's abilities to pursue innovation in a formal organized manner.

Since this accreditation covers programs in their entirety, it is not necessary for their individual courses and/or modules to secure accreditation independently of each other. All such courses and modules included in the program are fully covered under the one comprehensive accreditation for the program.

Accreditation of any one of an organization's educational programs does not in any way infer accreditation of any of its other educational programs. Each such program must secure its own accreditation. However, a coherent program that awards multiple degrees or certificates based on a common shared curricula and program design can be accredited as a single comprehensive program.

## How GInI AInEP® Accreditation Works

For an education program to be accredited by GInI, it must work through GInI's **accreditation application process**, including demonstrating to GInI full compliance to GInI's **accreditation standards**.

Once a program has been officially **accredited** by GInI – including the payment of all initial and renewing **program accreditation fees**, plus completion of its **Annual Report** and **biennial reassessment findings** – the organization may thereafter publicly announce and advertise the fact that this specific program has been formally accredited by Global Innovation Institute as an **Accredited Innovation Education Program**, or **AINEP®**.

Additionally, the organization may opt, in its sole discretion, to have GInI issue on its behalf all **program completion certificates** to the individuals completing the program.

If ever a program's accreditation is not renewed, and thus allowed to lapse, then all claims to accreditation must cease in full.

## Program Eligibility – Compliance Demonstration

For an education program to be **eligible** for accreditation by GInI, applicants must demonstrate to the GInI Accreditation Center that program's full compliance to GInI's **eligibility requirements**, as prescribed below.

The means by which applicants are to document their program's compliance information to GInI is via GInI's **AINEP Application**. This application must be completed thoroughly and accurately so that compliance of the applicant organization and its program can be clearly demonstrated to the GInI Accreditation Center.

This application can be secured from GInI by requesting it at: **accreditation@gini.org**.

## GInI Accreditation Eligibility Requirements

The following are GInI's **Accreditation Eligibility Requirements** for an Innovation Education Program.

### **Applicant Legal Status**

The applicant organization associated with the education program must be a properly-registered **legal entity** (institution, business, NPO, NGO, etc.) having **articles of incorporation** or an equivalent form of charter indicating that it is legally recognized by a government body to conduct operations in that body's jurisdiction.

### **Applicant Resources**

The applicant organization must furthermore possess the necessary resources, facilities, and administrative support required to effectively deliver and supervise the program under application.

### **Program Design**

The program under application must be established to have each of the following:

1. A properly-defined **charter** or **mission** – including a properly-defined series of **program learning objectives**.
2. A properly-defined set of program **admission requirements**.
3. A properly-defined **structure** and **format** – including its general content, delivery modalities, and duration.
4. A properly-defined program **curriculum**.
5. A properly-defined set of program **completion requirements**.
6. A properly-defined series of **quality standards** specifying the quality of the program's delivery and outcomes.
7. A properly-defined series of **continuous improvement goals and methods** specifying when, where, and how the program is to be further maintained, improved, and/or upgraded over time.

## GInI Accreditation Eligibility Requirements – cont.

### **Program Delivery**

The program under application must be able to demonstrate each of the following:

1. A selection of appropriately qualified **faculty** who routinely deliver the program.
2. One or more **staff members** assigned to supervising and overseeing the program, so as to ensure its conformance to its stated quality standards and continuous improvement goals.

### **Program Support**

The program under application must be able to demonstrate each of the following:

1. The use of appropriate **resources** to support the program – including the use of appropriate physical facilities or virtual infrastructure needed to deliver the program as it is defined.
2. Appropriate means by which to support students **beyond** formal class time, such as faculty office hours, special review sessions, tutors, application labs, study groups, online resources, and so on.

### **Program Outcomes**

The program under application must be able to demonstrate each of the following:

1. A **history** of successful delivery of the program – including the successful completion of the program by sequential cohorts of students.
2. A **history** of the successful placement and/or advancement of the students completing the program as a consequence of their applying what the program has taught them.

## **GInI AInEP® Application Details**

The following details are to be provided to the GInI Accreditation Center using GInI's **AInEP® Application**.

The AInEP® Application is to be completed in its entirety – in **English** – and submitted to the GInI Accreditation Center in **digital format** at accreditation@gini.org.

The AInEP® Application can be secured from GInI by requesting it from accreditation@gini.org.

In addition to the application information prescribed herein, applicants must **also** submit to the GInI Accreditation Center complete **copies** of all **program training materials** used in the program – also in **English**.

### **Institution Information**

General information for the **applicant organization**, including: its name, type, legal status, website, year established, number of schools or divisions, number of sites or campuses, total number of staff, and the various different (primary) programs it offers.

### **Institution Representatives Information**

Identifying information for two (2) unique **representatives** of the application organization. For each person, the following information is to be given: prefix, full name, title, address, city & state, country, phone number, and email address.

### **Institution Profile & Status Affirmation**

Instructions to provide documentation affirming and describing the application organizations **institutional profile** – which includes its charter, mission, history, structure, programs and schools, and study body size – and its official **articles of incorporation** or equivalent documentation from an appropriate government body.

### **Program Profile & Marketing Collateral**

Instructions to provide documentation reflecting and describing the education program's **program profile** – which includes its program-level charter, mission, format, detailed curriculum, targeted student audience, admissions requirements, and graduation requirements – together with relevant **marketing materials** used to market and promote the program to its targeted audience, such as brochures, flyers, and so on.

### **Program History**

A detailed accounting of the program's **delivery history** – indicating for each of the years the program has been delivered the following details: academic year, number of students enrolled, number of students graduating, the resultant graduation rate, and the corresponding attrition rate.

## **GInI AlnEP® Application Details – cont.**

### **Program Instructor Qualifications**

A detailed accounting of the program's **delivering faculty** – indicating for each such faculty member the following details: their full name, the specific courses they deliver, their academic credentials, any professional certifications they hold, their years of work experience involving innovation (in the context being taught), and their years of educational experience (delivering educational programs in general).

### **Internal Alliances**

A documented explanation of any **internal alliances** the program has with other schools / departments / programs inside the applicant organization, and how each such alliance is being leveraged to advance the program's goals.

### **External Alliances**

A documented explanation of any **external alliances** the program has with outside parties, and how each such alliance is being leveraged to advance the program's goals

### **Oversight Bodies**

A documented explanation of the role that any additional **oversight bodies** (if any) are playing in the program.

### **Physical Facilities**

A documented description of the **physical facilities** used to facilitate the program, including its classrooms, labs, and so. Photographs of all such facilities should be included in this documentation.

### **Online / Virtual Resources**

A documented description of any **online / virtual resources** used to facilitate and/or augment the program.

### **Theses / Dissertations**

A documented description of the expected nature of any **thesis or dissertation** associated with the program (such as what might be a part of its graduation / completion requirements) – if such a requirement is in fact a part of the program (otherwise this section is to indicate “not applicable”). This description is to include representative examples of recent theses or dissertations completed, as denoted by their respective names and summarizations.

### **Program Quality Assurance**

A documented explanation of – and accompanying evidence of – how the applicant organization **assures** the **consistent delivery** of the program and its curricula across all its delivery modalities, locations, and instructors.

### **Program Improvement Initiatives**

A documented explanation of the program's notable **strengths, areas for improvement, and future directions**, together with its **continuous improvement processes and timelines**, including past actions taken to date.

Documented evidence reflecting how **instructor effectiveness** is assessed, and how the resultant assessment insights are being used to inform continuous improvement inside the program.

Documented evidence showing **improvements** in both **curricula** and **student learning**, as obtained 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 that data thereafter for continuous improvement efforts.

### **Post-Completion Placements / Advancements**

A documented compilation of characteristic examples of post-completion **placements** and/or **advancements** made to date for the program's graduates.

### **Course Details**

For each course or module belonging to the program – core and elective – the following are to be documented.



- **Course Name**
- **Course Duration**
- **Course Delivery Modalities**
- **Course Delivery Locations & Collaborations**
- **Course Description** – a detailed explanation of the course's core focus areas and learning objectives – including a detailed course outline with content / resources / teaching, learning, and assessment strategies / learning outcomes assessed / and primary assessment methods used.
- **Participant Engagement** – a detailed explanation of, and evidence of, how the curricula facilitates active student engagement in the learning process (e.g., reading, research, program activities, and so on).
- **Learning Outcomes** – a detailed explanation of the specific learning outcomes reflecting what students should be able to know and do upon course completion – plus the methods used to assess those outcomes.
- **Learning Outcome Profile** – completion of the profile chart for each course indicating, for each of its learning outcomes, the corresponding depth of coverage and method key.

## The GInI AlnEP® Accreditation Process

### Accreditation Process – Overview

The GInI Accreditation Center's accreditation process for education programs consists of the following **9 steps**:

**Step One** The applicant completes the AlnEP® Application and submits to the GInI Accreditation Center.

**Step Two** GInI issues an invoice to the applicant for the associated Program Application Fee.

**Step Three** Applicant pays the associated Program Application Fee.

**Step Four** Upon receipt of payment of the Program Application Fee, the GInI Accreditation Center undertakes its initial review of the applicant's completed AlnEP® Application.

**Step Five** If the GInI Accreditation Center determines that the applicant's application warrants formal examination, then it will schedule a formal Site Visit / Onsite Assessment with the applicant organization so as to conduct its formal initial assessment of the organization and the program. At this point, GInI will also issue an invoice to the organization for the Content Assessment Fee. This fee must be paid prior to the Site Visit, otherwise the Site Visit will be cancelled.

**Step Six** GInI issues an invoice to the applicant for the resultant Site Visit Fee incurred (travel expenses).

- Step Seven** Upon receipt of payment of the Site Visit Fee, the GInI Accreditation Center releases its official assessment findings and corresponding accreditation decision to the applicant organization – both documented in the resultant Initial Program Assessment Findings Report.
- Step Eight** If – as a result of its assessment findings – the GInI Accreditation Center determines that the program under application does in fact meet all eligibility requirements for accreditation, and the applicant organization wishes to move forward with the process, then GInI issues an invoice to the applicant organization for the official Program Accreditation Fee.
- Step Nine** Upon receipt of payment of the official Program Accreditation Fee, the GInI Accreditation Center issues to the applicant organization the official AInEP® Accreditation Certificate.

This accreditation process expects a **demonstrated commitment** on the part of the applicant organization to pursuing **total excellence** in innovation education.

Consequently, the **decision** by GInI as to whether to approve, defer, or deny a program's accreditation will be based dually on both the information provided to GInI in the AInEP® Application, and the insights gained by the GInI Accreditation Center during its onsite assessment of the program.

Accreditation of an Innovation Education Program is valid for a period of **two (2) years**, at which point a formal **reassessment** of the program is required to maintain its accreditation and carry it forward another two years.

## The GInI AInEP® Accreditation Process – cont.

### Accreditation Process – Maintenance

Accreditation by GInI as an Accredited Innovation Education Program is valid for a period of **two (2) years**, at which point the program must renew its accreditation with GInI.

In order to renew its accreditation with GInI, and thereby maintain its status as an **AInEP®**, a presently-accredited *Innovation Education Program* must undertake the **following steps** on an ongoing regular basis.

**1. Each year:** Submit an **Annual Report** to the GInI Accreditation Center indicating the performance and outcomes of the program over the year concluding. The GInI Accreditation Center provides organizations with the standard Annual Report pro forma to use for this. This is to be submitted annually on the anniversary of the program's accreditation. Systematic failure to submit this report in a timely manner will result in a program losing its accreditation with GInI.

## 2. Every two years:

a. Submit to a reassessment of the program and the organization by the GInI Accreditation Center. (Unless dictated otherwise by GInI, this will be done remotely and will not require an onsite Site Visit).

b. Pay the biennial Program Reaccreditation Fee.

GInI will issue an invoice for this to the organization, after which the organization will submit payment.

The organization must ensure it completes both of these two steps prior to the expiration date of its program's accreditation cycle. Otherwise that program's accreditation will lapse and the program will cease to be accredited by GInI – until such a time as those steps have been completed.

If an organization **fails** to properly renew its program's accreditation every two (2) years, then that program will **cease** to be accredited by GInI, and the organization must consequently **cease** to advertise that program as being accredited by GInI.

Failure to comply with this requirement can result in legal action against the organization.

### **Accreditation Process – Initial Program Assessments**

The initial assessment of a program under application is undertaken directly by the GInI Accreditation Center (as opposed to by one of GInI's Authorized Innovation Providers). In most cases, it is assigned to, and completed by, a single GInI-authorized Assessor. In certain cases, and for a variety of reasons such as the need for an Assessor having a particular expertise, more than one Assessor is used.

If the program under application is delivered via in-person courses and/or modules, and therefore there are defined facilities used to undertake the program, then the assessment process will involve a site visit to the program's facilities and the assessment will be conducted on site at those facilities.

If the program under application is delivered virtually, but still has a centralized physical facility that its faculty operate out of, then an on-site site visit may still be required.

If the program under application is delivered virtually and has no centralized physical facilities that its faculty operate out of, then the on-site visit will be waived and the assessment will be undertaken virtually.

As part of the assessment process, the Assessor will undertake the following tasks:

1. Thoroughly review all materials documenting the program, including its history, aims, philosophy, faculty, facilities, student body, outcomes to date, and an in-depth reviews of each of the program's courses.
2. Thoroughly review all marketing materials used to promote the program to prospective students.

3. Meet with the program's lead faculty and discuss with them the program, its goals, its philosophy, its history, their delivery of it, its results to date, and its aspirations for the future.
4. Meet with and interview a selection of the program's present and former students, discussing with them their experiences in the program, their satisfaction with it, and the degree to which it has aided them in their professional development and careers.
5. Tour all physical facilities associated with the program.
6. Sit in on certain of the courses as they are being delivered (otherwise, if this does not work out, they will need to watch sample video recordings of select courses being taught).

There is a separate **Program Assessment Fee** associated with the GInI Accreditation Center undertaking this comprehensive assessment of the program under application. That fee is comprised of two parts – a fixed Content Assessment Fee covering the Assessor's time and a variable Site Visit Fee covering the Assessor's travel expenses (see the Fee Schedule below for details on these). In most cases, GInI's Assessors will be traveling from the United States to the applicant's site. In certain cases, the GInI Accreditation Center may assign an Assessor from a different region. In either event, there will likely be international travel involved in having the Assessor travel to the site for this visit, and thus the applicant should plan and budget accordingly.

#### **Accreditation Process – Renewing Program Reassessments**

All Accredited Innovation Education Programs must submit to a biennial **reassessment process** every two years in order to maintain their accreditation.

Unless specified otherwise by the GInI Accreditation Center, this biennial reassessment will be conducted virtually, and will not require a Site Visit. The exception would generally be if there has been any major changes in the physical facilities associated with the program over the preceding two years.

Reassessment of the program is undertaken directly by the GInI Accreditation Center, just as was the program's initial assessment. In almost all cases, it is assigned to, and completed by, a single GInI-authorized Assessor, unless there is some new specialized element to the program necessitating a second Assessor.

As part of the reassessment process, the Assessor will undertake the following tasks:

1. Thoroughly review any and all changes to the program over the preceding two years, including changes in its aims, philosophies, faculty, facilities, student body, outcomes, or curriculum. Curriculum changes will be reviewed in-depth.
2. Thoroughly review any changes to the program's marketing materials used to promote it.
3. Meet with the program's lead faculty and discuss with them any changes, if any, to the program over the preceding two years, as well as the performance and outcomes of the program during that time.

4. If deemed necessary on account of program changes, meet with and interview a selection of the program's recent students, discussing with them their experiences and satisfaction with those changes, and the degree to which those changes may have aided them in their professional development and careers.
5. If there are major changes to the program's physical facilities, tour all new and/or updated physical facilities associated with the program.
6. If there are new or greatly-changed courses in the program, sit in on those courses as they are being delivered (otherwise, if this does not work out, they would need to watch sample video recordings of those courses being taught).

There is a separate **Program Reaccreditation Fee** associated with the GInI Accreditation Center undertaking this reassessment of the program. In most cases, this will only be the single fee covering the Assessor's time. If, however, a new site visit is warranted for some reason, then there would also be a separate (variable) Site Visit Fee covering the Assessor's travel expenses. When that is the case, the organization should plan and budget accordingly.

## The GInI AInEP® Accreditation Process – cont.

### **Accreditation Process – Time Frame**

Once an applicant submits an AInEP® Application to the GInI Accreditation Center, the Center's timeframe for undertaking its initial review of the application is generally on the order of **two weeks**.

If the GInI Accreditation Center and the applicant thereafter decide to proceed with the site visit and thus onsite assessment of the organization and its program, then timing for this activity will depend on both parties' schedule availability and payment of the corresponding Content Assessment Fee, but in general can typically be arranged within **6 - 8 weeks**. The onsite assessment itself will generally require **2 - 3 days** to complete, depending on the scope of the program, with 2 days typically sufficing for a smaller program and 3 days being necessary for a larger program (on occasion, even more days can be needed if the program is comprehensive, such as with a multifaceted undergraduate program).

Following the onsite assessment, the GInI Accreditation Center's timeframe for issuing its Initial Program Assessment Findings Report and making its accreditation decision is typically on the order of **three weeks**.

Following receipt of payment of the resultant Site Visit Fee and the official Program Accreditation Fee, the GInI Accreditation Center's timeline for issuing the formal AInEP® Accreditation Certificate is typically on the order of **three days**.

The overall AInEP® accreditation process thus typically takes somewhere between **3 and 4 months** to complete.

## The GInI AlnEP® Accreditation Process – cont.

### **Accreditation Process – Determination Decisions – Initial Applications**

Following its **initial onsite assessment** of an organization and the program under application, the GInI Accreditation Center will make one of three different accreditation decisions. These are as follows (each is explained in further detail below):

1. Grant of Accreditation
2. Deferral of Accreditation
3. Denial of Accreditation.

There are two states of accreditation associated with this decision, namely **Initial Accreditation**, which is for first-time (non-renewing) programs approved by the GInI Accreditation Center, and **Non-Accreditation**, which is for any program that fails to satisfactorily demonstrate compliance with GInI's accreditation eligibility requirements (decision situations 2 and 3 above). The following are further explanations of each decision.

#### **Grant of Accreditation (Initial)**

Programs seeking initial accreditation are granted accreditation for a period of **two (2) years**.

#### **Deferral of Accreditation**

The GInI Accreditation Center may defer its decision on a particular program's accreditation if it determines that there is insufficient information on which to make a sound decision. This is rare, but can happen.

If the decision is made to defer an accreditation, then the GInI Accreditation Center will indicate this in its Initial Program Assessment Findings Report to the applicant organization – in this case explaining the reasons for the deferral, based on the relevant accreditation requirements. This report will further state the information needed for the Center to be able to complete its assessment and reach a final decision one way or the other.

#### **Denial of Accreditation**

If the GInI Accreditation Center establishes that a program fails to meet GInI's eligibility requirements at the time of its assessment, and that the applicant organization will be unable to bring the program into compliance with those requirements within a reasonable timeframe, then the Center will deny granting that accreditation.

If the decision is made to deny an accreditation, the GInI Accreditation Center will indicate this in its Initial Program Assessment Findings Report to the applicant organization – in this case explaining the reasons for denial based on the relevant accreditation requirements.

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.

## The GInI AlnEP® Accreditation Process – cont.

### **Accreditation Process – Determination Decisions – Renewing Applications**

All currently accredited Innovation Education Programs must submit to a **biennial reassessment process** to maintain their accreditation. Following a program's biennial reassessment, the GInI Accreditation Center will make one of two different decisions. These are as follows (each is explained in further detail below):

1. Reaffirmed Grant of Accreditation
2. Revocation of Accreditation.

There are two states of accreditation associated with this decision, namely **Renewed Accreditation**, which is for all renewing (non-first-time) programs, and **Non-Accredited**, which occurs on account of the GInI Accreditation Center revoking a program's accreditation based on its reassessment findings.

The following are further explanations of each decision.

#### **Grant of Accreditation (Reaffirmation)**

Programs seeking accreditation renewal will be granted re-accreditation for a period of **two (2) years**.

#### **Revocation of Accreditation**

The GInI Accreditation Center reserves the right to revoke its accreditation of a program if it establishes that said program no longer satisfies GInI's accreditation and/or annual reporting standards and requirements.

Any program found to be in nonconformance with these standards and requirements will be given the opportunity to respond to the Accreditation Center – including a reasonable opportunity to rectify such nonconformances – prior to the Accreditation Center issuing its final decision to revoke its accreditation.

If the applicant organization requires a period of time to rectify the program's nonconformances and said time goes beyond the expiration date of the program's accreditation, then that program's accreditation will be considered as lapsed, and the program therefore non-accredited. Consequently during this time the applicant organization must cease to advertise the program as being GInI accredited, until such a time as the GInI Accreditation Center re-issues its formal accreditation of that program.

## The GInI AInEP® Accreditation Process – cont.

### Accreditation Process – Decisions and Communication Mediums

In general, all decisions made by the GInI Accreditation Center will be communicated to the applicant organization within **5 business days** of that decision.

### **Official Documentation / Communication Mediums Used**

All findings and decisions made by the GInI Accreditation Center will be fully documented and provided to the application organization via email, using the email address provided in the AInEP® Application.

For each type of decision made by the GInI Accreditation Center, a corresponding findings & notification report will be issued. Those specific reports are as follows – according to the assessment outcome and thus decision:

- |                                              |                                             |
|----------------------------------------------|---------------------------------------------|
| • <b>Initial Accreditations – All</b>        | Initial Program Assessment Findings Report  |
| • <b>Initial Accreditations – Successful</b> | AInEP® Accreditation Certificate – Initial  |
| • <b>Reaccreditations – All</b>              | AInEP® Program Reassessment Findings Report |
| • <b>Reaccreditations – Successful</b>       | AInEP® Accreditation Certificate – Renewed  |

Both the *Initial Program Assessment Findings Report* and the *AInEP® Program Reassessment Findings Report* will include indication of the GInI Accreditation Center's **decision** as to whether or not to approve / reapprove the program for accreditation, and thus whether or not to issue / reissue its official *AInEP® Accreditation Certificate*.

Moreover, both of these reports will also contain each of the following:

- Opportunities for further improvements in the program, and suggested actions toward achieving those improvements.
- Requirements for submission of the program's Annual Report to the GInI Accreditation Center in the following year.
- Any new information pertaining to GInI accreditation, including information relating to the benefits of GInI Accreditation, together with any new marketing collateral produced by GInI.



## The Annual Reporting & Biennial Reaccreditation Processes

### **Annual Reporting Process**

In order for a program to maintain its formal accreditation with GInI, it must submit an Annual Report to the GInI Accreditation Center 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.

There is no fee associated with submitting a program's *Annual Report*.

### **Biennial Reaccreditation Process**

Every other year (known as reassessment years), programs accredited by GInI must submit to a comprehensive reassessment and reaffirmation process. To do this, the organization will complete and submit to the GInI Accreditation Center the full *AINEP*® Application again, which will then be reviewed by the Center.

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

The biennial reassessment process involves payment of the corresponding *Program Reaccreditation Fee*.

### **Special Case – Lapsed or Revoked Accreditations**

If an organization allows the accreditation of its (previously-accredited) program to lapse – on account of either not filing its *Annual Report*, failing to submit to the *biennial reassessment process*, or failing to pay the biennial Program Reaccreditation Fee – or if the GInI Accreditation Center finds it necessary to revoke a program's accreditation on account of it failing to continue meeting GInI's *eligibility requirements* – but later that organization wishes to reinstate its program's accreditation, then it will have to start over from the beginning, with an entirely new *AINEP*® Application (and in the latter case, after its deficiencies have been addressed).

In such cases, the applicant organization will also have to start over in the fee process, beginning with the upfront Program Application Fee and the initial Program Assessment Fee, as well as the Program Accreditation Fee should its effort prove successful. A new Site Visit may or may not be required; that will be determined by the GInI Accreditation Center in its sole discretion. If it is required, then a Site Visit Fee would also be incurred.

## Fee Schedule – AInEP® Accreditation / Reaccreditation

### **Initial Accreditation**

Securing initial accreditation from GInI of an Innovation Education Program involves **three unique fees**.

The **first fee** is a one-time **Program Application Fee**. This is paid only once – up front, at the time of initially submitting the **AInEP® Application**.

It covers the initial administrative review process undertaken by the GInI Accreditation Center. The Center initiates its review of the application once this fee has been paid.

The **Program Application Fee** is **2,000 USD**.

The **second fee** is the initial **Program Assessment Fee**. This fee includes **two (2) parts**.

Its first part is a fixed **Content Assessment Fee**. This fee covers the time and effort of the Assessor undertaking the comprehensive assessment review of the applicant organization and its program under application.

The **Content Assessment Fee** is **3,000 USD**.

The GInI Accreditation Center does not schedule or undertake the onsite Site Visit until this fee has been paid.

Its second part is a variable **Site Visit Fee**. This fee simply covers the travel expenses associated with the Assessor traveling to the applicant's site to undertake the in-person **Site Visit / On-Site Assessment** of the program under application.

Depending on where exactly the program is facilitated, this will likely involve international travel for the one Assessor, and as such would typically range somewhere between **3,000 and 4,000 USD**. The applicant organization should plan and budget accordingly for this expense.

The **third fee** is the initial **Program Accreditation Fee**. This fee is paid only once, and only if the organization and the program under application pass the GInI Accreditation Center's assessment process (otherwise, if it does not pass, then the process would terminate prior to this point).

Following the official assessment, the GInI Accreditation Center will notify the applicant organization of its findings and outcomes. Assuming the program passes that assessment and the organization wishes to proceed with the formal accreditation of its program, GInI will issue an invoice to the organization for this fee.

The **Program Accreditation Fee** is **5,000 USD**.

The GInI Accreditation Center does not issue a program's official accreditation credentials until this fee is paid.

## Fee Schedule – AInEP® Accreditation / Reaccreditation – cont.

### **Optional Certificate Issuance**

In addition to the above, the applicant organization also has the option, should it so choose, to have GInI issue for it official GInI-branded (or co-branded) **Certificates of Completion**. This can be in addition to, or in lieu of, its own completion or graduation certificates.

If it chooses to have GInI issue these Certificates of Completion for it, the **fee** for doing so – known as the **Program Certificate Issuance Fee** – is a direct fee of **100 USD per certificate** (per graduate).

This fee is fixed regardless of the scope, nature, or duration of the program.

To facilitate this, the organization would submit to the GInI Accreditation Center – for each cohort completing the program – the names and other necessary information of each individual successfully completing the program, as verified by its faculty using its normal quality assurance processes. The organization would submit this information to the Center via email at the following address: [accreditation@gini.org](mailto:accreditation@gini.org). Thereafter, the GInI Accreditation Center would deliver to the organization – via postal mail – official GInI-branded certificates indicating these individuals' successful completion of that program.

### **Reaccreditation**

AInEP® accreditation is valid for a period of two (2) years.

Consequently, all Accredited Innovation Education Programs must pursue **reaccreditation** every two years, prior to the program's **accreditation expiration date**.

The process for reaccreditation is prescribed above.

There is only one fee associated with reaccreditation. It is known as the **Program Reaccreditation Fee**.

The **Program Reaccreditation Fee** is **5,000 USD**.

This fee must be paid once every two years in order to initiate the reassessment process for the program, and thereby maintain its accreditation.

Failure to pay this fee or to submit to the reassessment process will result in the program's accreditation being revoked, and it therefore no longer being accredited by Global Innovation Institute.

## About Global Innovation Institute

Global Innovation Institute is the world's leading professional certification, business accreditation, and membership association 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.

Learn more at: [www.gini.org](http://www.gini.org).



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