



# ATP®

## Authorized Training Provider

### ATP PROGRAM GUIDEBOOK

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## Welcome Note

Dear Authorized Training Provider,

Welcome to GInI - Global Innovation Institute - Authorized Training Provider (ATP)<sup>®</sup> Guidebook.

This guidebook has been designed to be the primary source of reference information for ATPs<sup>®</sup> regarding the GInI Authorized Innovation Provider Program.

This document is periodically revised and updated as the ATP<sup>®</sup> Program is refined and expanded.

If you should have any further questions concerning the GInI Authorized Training instead of innovation, please feel free to contact us at **ATP@gini.org**.

Best regards,

**Charlotte Brown**

Authorized Innovation Provider Program Administrator

Global Innovation Institute

Grand Rapids, MI 49503 USA

Charlotte@GInI.org



## Section 1: ATP® Program Objectives

The goals of the GInI Authorized Training Provider are to:

Support the continuing professional development of GInI members, GInI certificate-holders, and all stakeholders in the innovation community by providing quality educational opportunities.

Establish appropriate criteria and policies that enable GInI to recognize and approve qualifying providers of education in the field of business innovation.

Provide the foundation for cooperative efforts between GInI and the innovation education and training community.

Create a forum for the exchange of ideas and best practices, and to foster the growth of GInI Standards and certifications.

## Section 2: Introduction

All organizations participating in GInI's Authorized Training Provider Program must meet GInI's criteria for ATPs® and follow the procedures defined in this guidebook. This includes professional training firms, academic colleges and universities, corporate training departments, government agencies, management consulting firms, professional associations, and GInI Chapters.

## Section 3: ATP® Program Benefits

The following are the benefits enjoyed by all ATPs®:

1. Authorization to publicize your organization as a GInI Authorized Training Provider. Refer to **Section 9: Announcing Your Designation as GInI ATP®**.
2. License to appropriately use the official GInI logos and badges in promotional and course materials, consistent with program policies as outlined in the most recent version of this guidebook. Refer to **Section 8: Trademark Usage Guidelines**.
3. Posting of your "Provider Profile" and other organizational information on the GInI Verification Page (<https://www.gini.org/verification>).
4. Receipt of the monthly e-newsletter.
5. Linking to the GInI Home Page ([www.gini.org](http://www.gini.org)). Authorized Training Providers are permitted and encouraged to link to the GInI Home Page. No other linking to the GInI website (i.e., deeper pages into the site) is permitted.

## **Terms and conditions affecting web links from ATP® to GInI:**

1. Proper Form of Link: ATPs® are permitted to link to GInI's Home Page using one of the following forms: the name "Global Innovation Institute," the initials "GInI" or the GInI logos.
2. No Misrepresentations: ATPs® will not place GInI web pages in a "frame" within its own website without specific written permission from GInI.
3. No Negative References: ATPs® may not make negative or disparaging references to GInI, its services, or its members to otherwise compare GInI, its services, or its members unfavorably to others.
4. No Objectionable Content: ATPs® websites must not contain, or link to, content that may be interpreted as libelous, obscene, or criminal, or which may infringe or violate any third party rights.
5. Protection of Marks: ATPs® may not use GInI names, marks, or other materials in a manner that is likely to cause confusion with another source or to dilute or damage the reputation or image of GInI.
6. Proper Use of GInI Logo: ATP's® use of the GInI logo for linking purposes will conform in all respects to the trademark usage guidelines. Refer to Section 8: Trademark Usage Guidelines. The GInI logo may only be used as a link to the GInI home page and not to link to any other portion of the GInI website.
7. Indemnification: GInI shall have no responsibility or liability for any content appearing on the ATP's® website. ATP® agrees to indemnify and defend GInI against all claims arising out of or based upon its website.
8. Right to Revoke: GInI reserves the right at any time and in its sole discretion to revoke the ATP's® right to link to the GInI website and request that the ATP® remove from its website any link(s) to the GInI website.
9. Amendment to Terms and Conditions: GInI reserves the right to amend these linking terms and conditions at any time. By continuing to link to the GInI website, ATP® agrees to abide by the linking terms and conditions then current, as well as other legal terms of use and conditions on the GInI website, as amended from time to time.

## Section 4: ATP® Authorization Periods

Upon official written notification from GInI of acceptance into the ATP® Program, registration in the program must be renewed annually.

A written acknowledgement is sent by [ATP@gini.org](mailto:ATP@gini.org) to the Primary Contact Person listed in the ATP® application. Acceptance into the program is predicated on the successful quality review of the ATP® applicant's application.

## Section 5: ATP® Invoicing and Payment Policy

The following is GInI's Invoicing Policy for ATPs®:

- GInI invoices are available in English only.
- GInI invoices are generated as PDF documents.
- GInI uses e-mail exclusively for transmitting invoices to ATPs®. GInI does not send hard copies of invoices to ATPs® via postal mail.
- Invoices are sent from the Relationship Manager's email account or from [accounting@gini.org](mailto:accounting@gini.org) to the ATP's® Primary Contact Person listed in the ATP® application.
- To avoid GInI correspondence falling into company SPAM filters, GInI kindly asks the ATP® Primary Contact Person to ensure that the domain [@gini.org](mailto:@gini.org) is set up as a legitimate email sender in their business' e-mail system.
- GInI invoices ATPs® approximately 60 days prior to the renewal date.
- The ATP® can choose to make the payment either online or via bank transfer.
- GInI will e-mail a maximum of three (3) payment reminder notices to the Primary Contact Person after the initial email containing the invoice. If the renewal date arrives and the ATP® still has not paid their renewal invoice, they will be sent a termination notice, which initiates the process for placing them on Inactive Status. For more details on this, refer to **Section 6: ATP® Payment Terms** and **Section 11: Termination / Rejection**.

## Section 6: ATP® Payment Terms

For ATPs® enlisting the services of a GInI Master Trainer payment must be made in full thirty (30) days **prior** to the scheduled start date of the training event. These fees are non-refundable.

If GInI does not receive full payment from the ATP® twenty-five (25) days prior to the event, a payment reminder notice will be e-mailed to the ATP® Primary Contact Person. If GInI does not receive full payment twenty (20) days prior to the event, the ATP® may forfeit future access to GInI Master Trainers. Refer to Section 14: Choosing a Trainer.

GInI does not accept partial payments and does not offer installment plans.

## Section 7: ATP® Program: Criteria, Responsibilities, and Benefits

### 01. ATP® Criterion 1: Organizational Responsibilities

**Guiding Principle:** Participants in the GInI ATP® program shall have the requisite resources, facilities, and administrative support to effectively participate in the program, including the ability to comply with all ATP® responsibilities and procedures.

1. The ATP® shall be in compliance with all applicable laws and requirements. A division, department, unit or role shall exist within the ATP® that is responsible for administration of the required ATP® reports, documentation, and communications.
2. Legal business entity (institution, company) is a sole proprietorship (LLC), a partnership, or an organization that has articles of incorporation or some other form of business charter that indicates it is legally recognized by local government to conduct business.
3. The ATP® shall have a designated division, department, unit or person that is responsible for administration of ATP® functions. Information about these key roles and their responsibilities can be found below.

Roles and Responsibilities required for ATP® administration:

Role	Responsibilities / Abilities
<p>• <b>Primary Contact Person</b> Responsible for the relationship between the GInI, ATP® Program Department and your organizations.</p>	<ul style="list-style-type: none"> <li>• Maintain enrollment and ensure Provider profile details are up to date.</li> <li>• Meet all GInI ATP® Program Department request within the requested timeframes.</li> <li>• Ensure contact information shown on the public directory is accurate.</li> <li>• Distribute Program messages to other staff members within the organization, including the ATP® Newsletter.</li> <li>• Contact the GInI ATP® Program Department and initiate account updates as needed.</li> </ul>
<p>• <b>Secondary Contact Person</b> Responsible for ensuring that all GInI ATP® Program criteria are met at all times. <i>Note: The Secondary Contact Person may be the same individual as the Primary Contact Person</i></p>	<ul style="list-style-type: none"> <li>• Program policies are sustained.</li> <li>• Ensure the Provider has and follows a clear, measurable process for ensuring that all program criteria are met.</li> <li>• Act as back up contact to the Primary Contact Person.</li> <li>• Contact the GInI ATP® Program Department and initiate account updates as needed.</li> </ul>

4. The ATP® shall have a clearly worded mission statement and/or strategic objectives that reflect a commitment towards excellence in business innovation education.

5. The ATP® shall provide attendees/participants with appropriate documentation (such as Certificate of Completion, Letter of Attendance, etc.) upon successful completion of each registered activity/event. Refer to Section 13: Proof of Attendance.

6. The ATP® shall ensure that attendance/participation records are maintained for a minimum of two calendar years after completion of an event or product offering, or as required by applicable law.

7. The ATP® shall accurately represent the scope and quality of their services and products to prospective clients, GInI staff, and the public.

8. The ATP® shall conduct all educational and business operations in an ethical, professional, and lawful manner, and respect the rights and worth of all educational program participants.



9. The ATP® shall refrain from any manner of discrimination with respect to the programs provided under this Agreement, including, but not limited to, discrimination on the basis of race or ethnic origin, gender, nationality, disability, religion, or sexual orientation.

10. The ATP® agrees that the state of Michigan in the United States shall be the exclusive jurisdiction for any and all disputes arising out of this agreement and/or the Provider's participation in the ATP® program.

## 2. ATP® Criterion 2: ATP® Marketing Representations

**Guiding Principle:** To ensure that ATPs® act in an honest, ethical, and professional manner in their dealings with GInI and the public, and that the relationship between GInI and the ATP® is accurately and unambiguously represented to the public, ATPs® shall strictly adhere to the ATP® Marketing Guidelines as delineated by GInI.

- The ATP® may only use GInI logos, badges, and marketing statements when representing itself as a GInI ATP® to customers, potential customers, or the general public. This includes web courseware, teacher aids, mobile apps, videos, etc. Refer to [www.gini.org/resources](http://www.gini.org/resources) for the list of logos and badges. Partners of the ATP® or any other third party are not permitted to use the ATP® logo. The GInI ATP® logo may also not be used by third parties to advertise, sell, or market courseware on behalf of the ATP®. This includes an ATP's® partners or other distribution channels/methods used by the ATP®.

Furthermore, GInI recognition of ATPs® is intended solely for use in conjunction with GInI products and services being offered for course credit and must not be inferred as recognition for other business activities of the ATP®.

The ATP® shall:

1. Only use the ATP® logos, badges, and marketing statements as found in the current Trademark Usage Guideline. Refer to Section 8: Trademark Usage Guidelines.
2. Accurately represent the scope and quality of their services and products to prospective clients, GInI staff, and the public (See also Criterion 7).
3. Warrant that it will, at all times, act in an honest, ethical, and professional manner both in its dealing with GInI and with the general public.
4. Make no statements or representations indicating or implying, in any manner, that GInI has accredited, certified, sponsored, endorsed, or guaranteed any of the ATP's® products, publications, or services.

The following statement is authorized by GInI for use in connection with the GInI ATP® program:

**Your company name has been reviewed and approved as a provider of GInI products and services by the Global Innovation Institute (GInI)®." The ATP may also state the following: "As a GInI Authorized Training Provider (ATP)®, [Your company name] has agreed to abide by GInI® established quality assurance criteria.**

5. Comply with all applicable laws and GInI policies regarding the use of GInI and Use GInI, third-party intellectual property, including, but not limited to the following:  
trade, service, or certification marks only to refer to, or describe, GInI, GInI components or programs, or the GInI certification program, or as otherwise specifically authorized by the Agreement in this guidebook.
6. Include proper notice of GInI's ownership of its copyrights, trade, service or certification marks with all uses of such copyrights and marks as instructed by the current Trade-mark Usage Guidelines.
7. Be prohibited from using any GInI trade, service, or certification mark in any domain name, e-mail account, or company name.
8. In addition, the ATP® logo may not be placed directly next to any non GInI certification classes to avoid any perceived sponsorship, endorsement, or affiliation with GInI.
9. GInI has sole discretion of an organization's participation in the ATP® program at any time. An ATP's® services / business practices / operations that may denigrate the ATP® Program and/or GInI Brand and/or are not aligned to the GInI core values and/or ethics will be removed from the program indefinitely.

## Section 8: Trademark Usage Guidelines

As GInI's trademarks are an important business asset, GInI remains steadfast in its efforts to protect them. GInI employees, members, volunteers, communities, Authorized Training Providers (ATPs)®, certification holders, licensees, and other third parties can help in these efforts by using these marks properly and providing appropriate attribution.

The following trademark usage guidelines apply to all parties using GInI marks. Individuals and organizations under special license with GInI should follow the special trademark guidelines provided to them, pursuant to their respective agreements, which may contain certain exceptions.

The guidelines below may be updated periodically by GInI. These guidelines are not intended to be a comprehensive guide for all legal uses. Related questions should be directed to GInI's Legal Department at [legal@gini.org](mailto:legal@gini.org).

1. Avoid using GInI marks to refer to your own goods or services. Third parties may not incorporate any GInI mark into their own product names, services, trademarks, logos, company names, domain names or URLs. Authorized Training Providers, colleges, and training centers may continue to use GInI's certification marks in course headings (i.e., "CInS® Exam Prep"), provided that notice is given that the mark is owned by GInI.

**Refer to Section 13: Proof of Attendance.**

2. Avoid using marks that are confusingly similar to GInI's marks.

3. Avoid altering any GInI mark. GInI marks or logos may not be changed in any way. They must be used exactly as they appear on the GInI List of Marks.

4. Thirdparties must avoid using the GInI logos without authorization. Only Authorized Training Providers (ATPs)® and third parties expressly authorized by GInI to use the GInI logos (i.e., by executed written agreement) may do so. In such cases, only the GInI approved artwork for the specific logo may be used.

5. Thirdparties must avoid using the GInI certification logo without authorization. Only Authorized Training Providers (ATPs)® and GInI certification holders in good standing are authorized to use the certification logo, which may only be used on business cards and similar personal representations in close proximity to the certification holder's name.

6. Always use the proper trademark notice with GInI marks.

a. Use of the appropriate symbol depends upon the registration status of the mark. The ® symbol should only appear with a mark that has been registered with the U.S. Patent and Trademark Office or the trademark office of another country; TM may appear after an unregistered mark that is used on either goods or services; and SM may appear after an unregistered mark that is used specifically in connection with services. The appropriate trademark notice should appear in super script format (TM, SM, ®) following the mark.

b. It is correct to use the ® symbol whenever a registered mark is cited in connection with the goods or services for which it is registered. In print or electronic documents, publications or communications, it is sufficient to use the appropriate trademark notice following the mark when it first appears in the work. For web content, the appropriate symbol should appear with the mark on the first appearance per web page.

7. Always use GInI marks when referring to GInI goods and services. Third parties are free to use GInI word marks (not GInI logos) to refer to GInI products and services, as long as such references are truthful, fair, and comply with these guidelines. If using both the abbreviation and the full name of the certification in a single piece of writing, in first mention use the full name of the certification, which includes the abbreviation in parentheses and the appropriate trademark notice symbol. For example: Certified Innovation Professional (CInP)®

8. Always use the ® after the "GInI" trademark or service mark but not after GInI's company name or initials. If GInI is used to refer to a product or service, then the ® symbol should be used to identify the GInI trademark or service mark. Example: The GInI ® Certification Program is recognized worldwide. If the acronym "GInI" refers to the business/company name, it is being used as a trade name and the symbol should not be used. Example: GInI is the world's leading association relating to business innovation. Example: Global Innovation Institute (GInI), Grand Rapids, MI 49503 USA. When used as a trade name, "GInI" can appear in the possessive case. Example: GInI's trademarks are among its most valued assets.
9. Always use GInI certifications properly. GInI certifications may only be used by authorized individuals to show that they have met their respective certifications. A certification appears immediately following a certification holder's name, for example on business cards. Used in this manner, the mark does not require use of the ® symbol, nor is an attribution statement required. Important Note: Any certified individual whose certification has lapsed should immediately discontinue use of the certification.
10. Always use the generic term after a word mark wherever possible. To be properly protected, a word mark (excluding slogans) should not be used as a noun—it should be used as an adjective followed by a generic noun, e.g., CInOrg® certification or CInS® certification or GInI® seminars, etc. Use of "CInS" or "CInP" or any of GInI certifications by itself is discouraged. Also, pluralizing a certification, such as "CInPs" is incorrect. Instead, GInI recommends using "CInP® certification holders".
11. Always use the registration ® symbol following a registered mark when used in connection with its registered goods or services. If a registered mark is being used in connection with products or services for which it is not registered, the TM symbol should be used in place of the ® symbol.
12. Always use marks in their proper format. A mark that has been registered in a specific format should bear the superscripted registration symbol ® only when used in that particular format. Conversely, text-only marks, such as "GInI" or "CInOrg" may be used with the superscripted registration symbol ® in either stylized or typed format.
13. Always provide an attribution statement when using GInI trademarks. Each document or product in which any GInI mark appears (e.g., in marketing materials, white papers, advertisements, news releases, brochures, web pages, etc.), whether in print or electronic form, should contain an attribution statement at or near the first appearance of the mark, or if multiple marks appear, in a logical and prominent place within the document.
- a. Registered Marks. Registered marks are marks that are registered with the U.S. Patent and Trademark Office (USPTO). If the GInI List of Trademarks indicates that the mark is registered, the attribution statement should include the word "registered," as follows: "GInI" and "CInS" are registered marks of Global Innovation Holding LLC.
  - b. Unregistered Marks or a Combination of Marks. If the marks are not registered, or if the attribution statement includes both registered and unregistered marks, the word "registered" should be omitted: "GInI," "CInS" and "Innovation Maturity Assessment Tool:" are marks of Global Innovation Holding LLC.
14. Always report any suspected infringement of GInI's marks to GInI's Legal Department at [legal@gini.org](mailto:legal@gini.org).

## GInI List of Marks

### Badges



Certified Innovation Professional (CInP)®



Certified Design Thinking Professional (CDTP)®



Certified Innovation Strategist (CInS)®



Certified Chief Innovation Officer (CCInO)®



Authorized Innovation Assessor (AlnA)®



Authorized Training Provider (ATP)®

Refer to <https://www.gini.org/resources> to download the marks in different formats.

## Section 9: Announcing Your Designation as a GInI ATP®

To announce your ATP® designation, add the ATP® license ID, on **the organization's website** and in the **email signature**.

You can download the appropriate ATP® logo for the email signature from <https://www.gini.org/resources>

Moreover, GInI has developed a press release template that will make it easy for you to make this announcement.

Please follow the simple process described below to develop your press release:

1. Insert your organization's contact information, slogan, and logo into the template
2. Send it to the assigned Relationship Manager or to [ATP@gini.org](mailto:ATP@gini.org) for GInI's review
3. Receive email approval within two business days
4. Publish the news release

### Template:

(Date, City, Country) - [Your organization name] today announces that the Global Innovation Institute (GInI), the world's foremost innovation leadership certifying and membership association, has named it an Authorized Training Provider (ATP)® license number [license number as per letter of authorization] effective [Date as per letter of authorization]. ATPs® are organizations approved by GInI to help innovation professionals achieve certification as a Certified Innovation Professional (CInP)®, Certified Design Thinking Professional (CDTP)®, Certified Innovation Strategist (CInS)®, Certified Chief Innovation Officer (CCINO)®, Authorized Innovation Assessor (AIInA)®.

### About (your organization name).

GInI is the world's leading professional certification, accreditation, and membership association 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.  
Visit GInI at [www.gini.org](http://www.gini.org)



<https://www.facebook.com/GInI.GlobalInnovationInstitute>



<https://www.instagram.com/GInI.GlobalInnovationInstitute>



[https://twitter.com/G\\_In\\_I](https://twitter.com/G_In_I)



<https://www.linkedin.com/school/gini>



<https://medium.com/@GInI.GlobalInnovationInstitute>

Hashtag GInI #GInI

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## Section 10: Book Ordering

### Policy

Prices are not subject to change.  
Placed orders are non-refundable.

### How to order

The Primary or Secondary Contact Person should submit a request to [ATP@gini.org](mailto:ATP@gini.org) for the required quantity.

## Section 11: Termination / Rejection

GInI reserves the sole and exclusive right to reject any application for the GInI Authorized Training Provider Program based on any evidence available to GInI that the applicant is unable to meet the ATP® Program criteria listed herein, including the maintenance of a reputation of ethical business practices, or the receipt of an incomplete or errant version of the ATP® Application and Agreement GInI reserves the right to withhold indefinitely its reasons for rejection.

GInI reserves the right to terminate an application (new or renewal) if an applicant is non-responsive for thirty (30) calendar days.

GInI reserves the sole and exclusive right to terminate a Provider's participation in the Program at any time for any reason relative to the ATP® Application and Agreement and/or stated guidelines in the ATP® Program Guidebook.

Termination may result from, but not exclusive of, non-compliance of the ATP® Program Application and Agreement. A Provider notified for non-compliance violations may or may not be granted 15 business days to resolve any non-compliance violations, depending on the severity, magnitude, and/ or frequency of the violation(s). If GInI grants the opportunity for resolution, failure to comply within the 15 business days will result in final termination.

Termination may result from repeated occurrences of, or a significant number of, non-compliance violations.

Termination may result from refusal to make necessary/required/suggested corrections as indicated by GInI.

Termination may result from the severity and magnitude of non-compliance issues uncovered in the Quality Review, Active Audit, and/or compliance checks.

Termination may result from a lack of accountability or ownership on behalf of the designated Primary and/or Secondary contacts to ensure program criteria were met at all time.

A first-time offense in non-compliance is subject to termination based on the severity and magnitude of non-compliance uncovered, regardless of an ATP's® history in good standing.

Termination may result from consistently using harsh language to post severely negative comment about GInI on social media that potentially denigrates the GInI brands.

Termination may result from consistent complaints GInI has received from students and/or other parties about the ATP's® services/business practices that may denigrate the ATP® program and/or GInI brand, and are not aligned to the GInI core values and/or ethics. Complaints filed with other agencies/ websites, such as the Better Business Bureau, LinkedIn, Facebook, etc. about the ATP® inquestion, may also be considered grounds for termination.

If termination is rendered, the terminated ATP® will remain inactive from the Program for one year, at a minimum, from the time of termination notification. The terminated ATP® may or may not reapply to the program subsequent to the one-year inactive period, per GInI's determination. Reinstating ATP® status is not guaranteed and will be handled on a case-by case basis by GInI's ATP® Program Department. If termination is rendered, any potential refunds due to the Provider / applicant as a result of termination /rejection are at the discretion of GInI. Existing Program participants that are removed / terminated must remove all references to the GInI ATP® Program in their marketing materials including websites, business cards, etc. within 30 days from removal / termination notice.



Termination in the program results in an immediate status change from Active to Inactive. Inactive status mean:

1. Students seeking courses will no longer find your organization in the GInI verification page.
2. You will need to remove all GInI and ATP® logo usage in marketing collateral, course materials, webpages, etc. as this is strictly prohibited.
3. After 30 days from your inactive date, the ATP® Program will randomly audit the status of item. If non-compliance is discovered, your organization may not be eligible to apply to the Program in the future. Any non-compliance activity reported, may be forwarded to the GInI Legal Department for further action.
4. Once inactive and if eligible to re-apply, there is at least a one year waiting period to re-apply to the program. Eligibility to re-apply is at GInI's sole discretion and is not guaranteed. The ATP® Program structure, including pricing, is subject to change at any time. With any such changes, GInI reserves the right in its sole discretion to discontinue the terms and conditions of an existing agreement.

The ATP® Program structure, including pricing, is subject to change at any time. With any such changes, GInI reserves the right in its sole discretion to discontinue the terms and conditions of an existing agreement.

## Section 12: Participants

1. The ATP® and their selected Trainers are expected to strongly encourage all participants completing a training program associated with a GInI certification to prepare for and take the accompany in certification exam so as to receive the intended GInI certification.
2. The ATP® is encouraged to distribute the GInI Exam Application Form to participants at the end of the training program on USB or via e-mail.  
Notes on the GInI Exam Application Form.
3. All fields are mandatory and must be completed in their entirety.  
The form must be completed by typing in the appropriate information. Applications filled in handwriting will be rejected.

All supporting documents must be submitted with the application.

Application will be processed only when the application has been duly completed and the associated certification fees are paid.

Payment:

**The participant is at liberty to pay the exam enrollment fees either to the ATP® or directly to GInI.**

**Steps for payment to GInI:**

Participant sends the complete dapplication form to GInI at [exam@gini.org](mailto:exam@gini.org)

GInI issues the associated invoice and sends it to the participant via e-mail.

Once payment has been received by GInI, the application will be reviewed and could be selected for audit (<https://www.gini.org/application-audit>).

Once GInI has approved the application and the participant is thereby considered eligible for the certification, GInI will email them the online examination instructions, including the necessary link to the examination site. At that point in time, the participant's sign-on username and password will have been activated for the Exam Center and he/she will be able to log on and complete the exam.

**Steps for payment to the ATP®:**

Participant sends the completed application form to the ATP®.

ATP® is responsible for collecting the correct exam fee from each participant.

ATP® forwards the completed application(s) to GInI at [exam@gini.org](mailto:exam@gini.org). Whenever there are multiple exam applications, it is suggested that the AlnP® send these in batches rather than individually, so as to streamline processing.

GInI will invoice the AlnP® for the total amount of certification fees for all exam applications received.

The ATP® can choose to make the payment either online or via bank transfer.

Once payment has been received by GInI, applications will be reviewed and a number of them could be selected for audit (<https://www.gini.org/application-audit>).

Once an application has been approved and the associated participant is thereby considered eligible for the certification, GInI will email that participant the online exam ination instructions, including the necessary link to the examination site. At that point in time, the sign-on username and password will have been activated for the Exam Center and the participant will be able to log on and complete the exam.

A confirmation email will be sent to the ATP® confirming that the affected participants are now registered and that the examination instructions have been emailed accordingly.

## Section 13: Proof of Attendance

Upon completion of a training event, the ATP is required to provide a proof of attendance document (certificate/letter/ etc.) to each participant. This document must clearly show the following information:

1. Name of the participant
2. Name of the certificate training course written in the following format:

<b>GInI Certification Name</b>	<b>Course Attendance Certificate</b>
<b>Certified Innovation Professional (CInP)<sup>®</sup></b>	<b>Innovation Professional OR CInP<sup>®</sup> Exam Preparation Course</b>
<b>Certified Design Thinking Professional (CDTP)<sup>®</sup></b>	<b>Design Thinking Professional OR CDTP<sup>®</sup> Exam Preparation Course</b>
<b>Certified Innovation Strategist (CInS)<sup>®</sup></b>	<b>Innovation Strategist OR CInS<sup>®</sup> Exam Preparation Course</b>
<b>Certified Chief Innovation Officer (CCInO)<sup>®</sup></b>	<b>Chief Innovation Officer OR CCInO<sup>®</sup> Exam Preparation Course</b>
<b>Authorized Innovation Assessor (AlnA)<sup>®</sup></b>	<b>Innovation Assessor OR AlnA<sup>®</sup> Exam Preparation Course</b>

3. Duration in hours
4. Date
5. Trainer's name and GInI certification (CInS<sup>®</sup>, CInP<sup>®</sup>, etc).
6. Trainer's GInI Certification Number
7. Trainer's Signature
8. ATP<sup>®</sup> License Number

Logos that must be present on the certificate:  
ATP's<sup>®</sup> Organization Logo.

## Section 14: Choosing a Trainer

The certification training course can be delivered by a valid GInI certificate holder as per the following table:

Certification Training Course Name	Qualification of Trainer
Certified Innovation Professional (CInP) <sup>®</sup>	CInP <sup>®</sup> or CInS <sup>®</sup> or CCInO <sup>®</sup> Certificate Holder
Certified Design Thinking Professional (CDTP) <sup>®</sup>	CDTP <sup>®</sup> Certificate Holder
Certified Innovation Strategist (CInS) <sup>®</sup>	CInS <sup>®</sup> Certificate Holder
Certified Chief Innovation Officer (CCInO) <sup>®</sup>	CCInO <sup>®</sup> Certificate Holder
Authorized Innovation Assessor (AlnA) <sup>®</sup>	AlnA <sup>®</sup> Certificate Holder who has conducted at least 3 assessments.

- Trainer's credentials can be verified on: <https://www.gini.org/verification>

Contracting a GInI Master Trainer:

The ATP<sup>®</sup> can opt to enlist the services of a GInI Master Trainer to deliver the Certification's Training Course.

Refer to **Section 6: ATP<sup>®</sup> Payment Terms**.

### For More Information

For any questions not answered herein, please forward all questions and comments to [ATP@gini.org](mailto:ATP@gini.org).

GInI will attempt to answer your questions or address your comments in a timely manner.



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