

GInI Certification Process Guide



GInI Certification Process Guide

A clear step-by-step guide for choosing a GInI credential, preparing for the exam, completing the online proctored test, and maintaining certification.

Quick Process Overview

Choose the right certification using the **Guidance Assessment**.



Create your GInI Members **Portal account**.

Purchase the required official study material.



Submit the exam application and **complete payment**.

Prepare your equipment, room, ID, and browser for online proctoring.



Take the exam and receive your result.

Maintain your certification by earning and submitting IDUs.

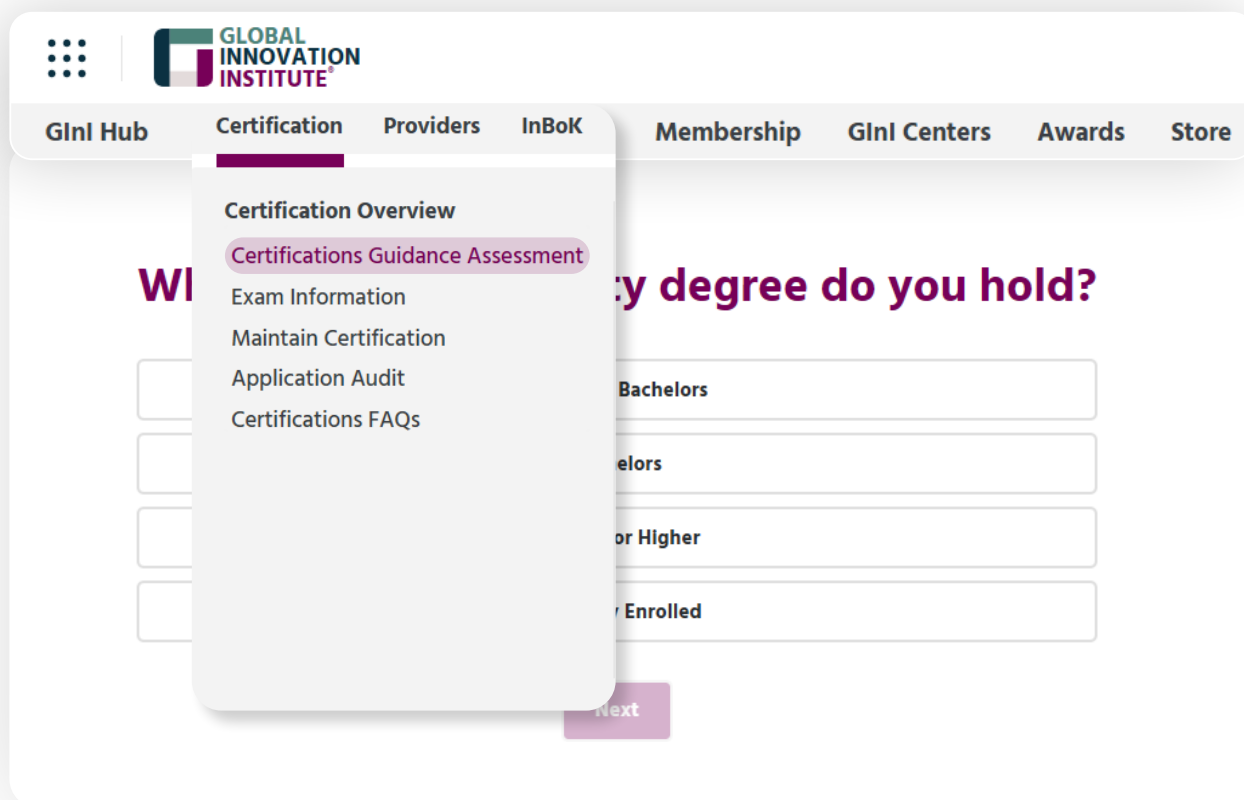




Choose the Right GInI Certification

Start by selecting the certification that matches your experience, education, and career goals. You can use the free Professional Certification Guidance Assessment to receive a recommended pathway in less than two minutes.

Assessment link: gini.org/certification-guidance-assessment



Before You Begin

- Use your primary email address consistently across the Store, Members Portal, and exam application.
- Keep your order receipt and payment confirmation accessible.
- Add your education and work experience to your profile before starting the exam application.
- Use a desktop or laptop computer with a stable internet connection, webcam, microphone, and valid government-issued photo ID.
- Use Chrome where possible and avoid opening new tabs or switching applications during the exam.

Note

Your recommended certification may change as you gain experience, earn an advanced degree, or move into a senior leadership role. Retake the assessment as your career progresses.



Create Your GInI Member Portal Account

1. Go to the **GInI Members Portal**.
2. Click **Register** on the **login page**.
3. Make sure to **register as an Individual**. Enter your first name, last name, email address, and password.

[View the Member Portal Registration Guide](#) for step-by-step instructions on completing the registration process.

The image displays two screenshots of the GInI Member Portal interface. The left screenshot shows the 'Login' page with the Global Innovation Institute logo at the top. It features two input fields: 'Email Address' and 'Password' (with a toggle icon). Below these is a purple 'Login' button. At the bottom, there is a 'Sign in with Google' button and links for 'Create new account? Register', 'Forgot your Password? back to Home', and 'back to Home'. The right screenshot shows the 'Register as' page, also with the logo. It has two prominent purple buttons: 'Register as Individual' and 'Register as Provider'. At the bottom, there is a link: 'Have an account? Log in'.

Email accuracy matters

Your confirmation messages, book access details, exam updates, and certification communications are sent to the email address connected to your portal account.

Purchase the Required Study Material

After choosing the right credential, purchase the required official study material from the GInI Store. For most professional certifications, candidates use the Applied Innovation Master Book (AInMB). Other credentials may use a different InBoK title, such as InARB or AFSMB.

AInMB format options

 Applied Innovation Master Book® (AInMB®) Dual Version (Digital + Print) \$375 Buy Now Digital and print together. Best option for flexible study and long-term reference.	 Applied Innovation Master Book® (AInMB®) Print Version \$350 Buy Now Physical hardcover shipped by courier. Best for candidates who prefer a permanent desk reference.	 Applied Innovation Master Book® (AInMB®) Digital Version \$350 Buy Now Access is provided within 48 hours. Best for candidates who need to start studying quickly.
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GInI Council Members and Student Members are eligible for a \$50 discount on the InBoK.

How to purchase

1. Go to the [GInI Store](#) / InBoK - Innovation Body of Knowledge.
2. Select the required book and choose the correct format.
3. Confirm the language, quantity, price, and shipping details if purchasing a print copy.
4. Complete the payment and keep your receipt or order confirmation.



Submit Your Exam Application

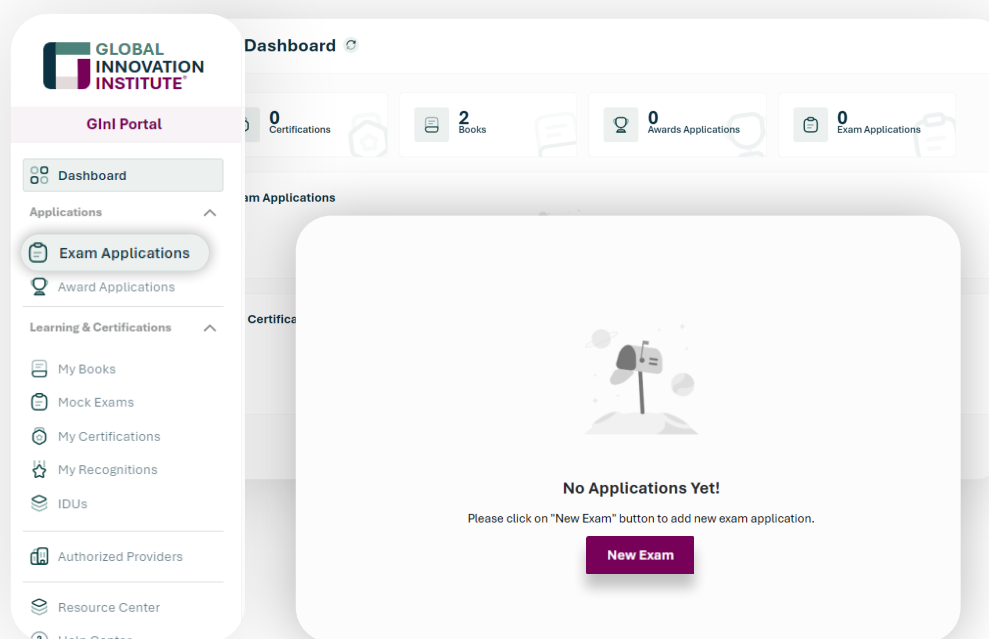
Once your study material is registered and your profile is complete, submit your exam application through the GInI Members Portal.

Checklist before submitting

- ✓ Your GInI member account is active.
- ✓ Your required book is registered under My Books.
- ✓ Your work experience and your education history have been added to your profile.
- ✓ Your billing details and payment information are ready.
- ✓ Your name is entered exactly as it should appear on official records and certificates.

Application steps

1. Log in to portal.gini.org and go to [Exam Registration](#). Click New Exam to start a new application.



GInI reviews exam applications after submission. Review may take up to two business days. Once approved, the candidate receives the next steps and exam access details.

2. Select the certification exam. Complete the personal details section using your official information.
3. Enter contact information and complete the Invoice Information section using your personal or organizational billing details, and upload proof of payment if requested.
4. Confirm that work experience and education information are saved in your profile.
5. Save your draft if needed, then submit the application.

For additional help with exam registration, please [View the Exam Registration Guide](#).



Exam Enrollment Fees at a Glance

Credential	Exam Fee	Required Study Book	Exam Questions and Duration	Passing Score
Certified Innovation Associate (CInA)®	\$350	InARB®	90 min / 90 questions	60%
Certified Innovation Professional (CInP)®	\$550	AlnMB®	90 min / 90 questions	60%
Certified Design Thinking Professional (CDTP)®	\$500	AlnMB®	90 min / 90 questions	65%
Certified Innovation Strategist (CInS)®	\$650	AlnMB®	120 min / 120 questions	65%
Certified Chief Innovation Officer (CCInO)®	\$850	AlnMB®	130 min / 130 questions	65%
Authorized Innovation Assessor (AlnA)®	\$750	AlnMB®	150 min / 150 questions	75%
Authorized Growth Venture Assessor (AGVA)®	\$350	AlnMB®	60 min / 50 questions	75%
Certified Future Shaping Professional (CFSP)®	\$550	AFSMB®	120 min / 120 questions	65%

GInI Council Members and Student Members are eligible for a \$100 discount on GInI certification exam enrollment fees.

For more detailed information about the exam, please refer to each certificate link page.



Prepare for the Online Proctored Exam

GInI certification exams are delivered through a computer-based testing platform with automated online proctoring. A clean setup and stable connection help prevent interruptions.

Do not do the following during the exam

- Do not click the browser Back button.
- Do not refresh the browser.
- Do not click Finish until you are ready to submit your exam.
- Do not log out of the proctoring system mid-session.
- Do not open another tab, window, website, or application.
- Do not stop screen sharing after it has started.

Technical requirements

- Desktop or laptop computer. Tablets are not recommended for exam sessions.
- Chrome browser is recommended.
- Working webcam and microphone.
- Stable internet connection.
- Required browser extension or proctoring permissions enabled when prompted.

Room requirements

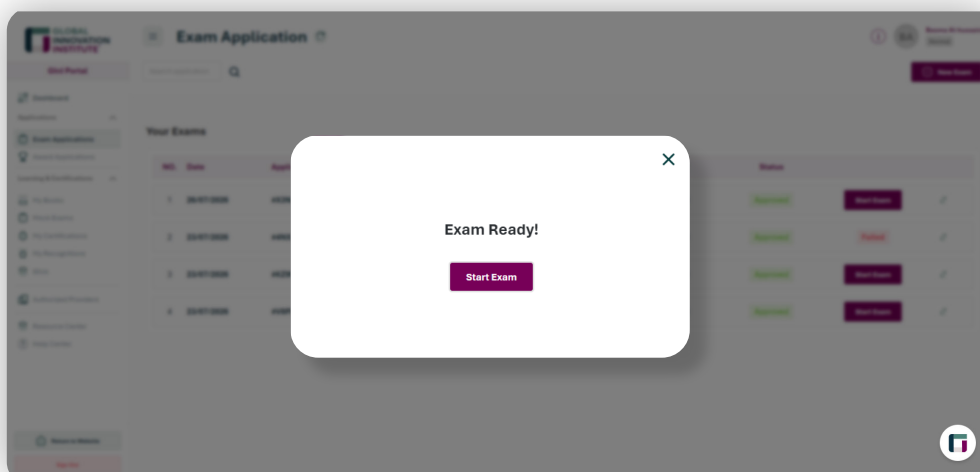
- Private, quiet, and well-lit room.
- No books, notes, papers, or writing visible on the desk or walls.
- No headphones or earbuds.
- No other people present in the room.
- No secondary monitor connected.
- All other computers or devices in the room turned off or removed.

Take the Exam and Receive Your Result

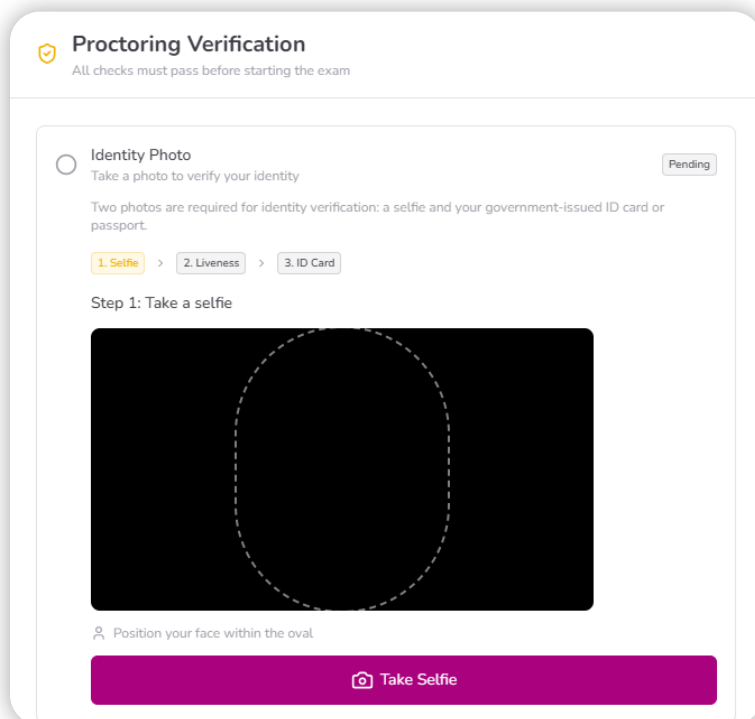
When your application is approved and your exam is available, follow the portal instructions carefully. Stay in the same browser tab and allow the proctoring system to complete each check before moving forward.

Starting the exam

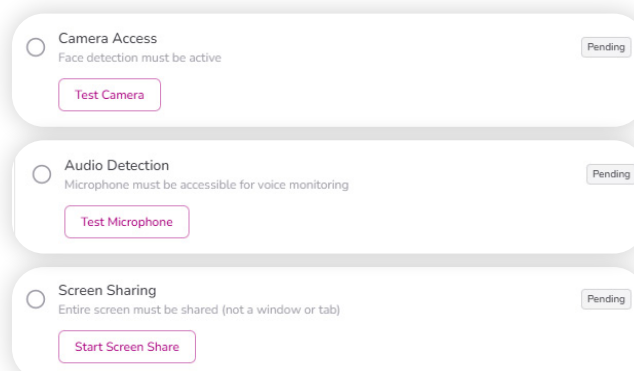
1. Log in to the GInI Member Portal.
2. Open the Exam Application.
3. Click Start Exam and wait while the exam is generated. This may take up to two minutes.



4. Review the instructions and accept the exam rules agreement.
5. Complete the equipment check for browser, webcam, microphone, and connection.



6. Complete identity verification using your face photo and government-issued ID.
7. Enable full screen sharing when prompted.





During the exam

- Read each question carefully and select only one answer.
- Use the question list to move between answered and unanswered questions.
- Flag questions for review if you want to return to them before submitting.
- Watch the timer. The exam timer cannot be paused, even if your connection drops.
- Submit only when you are fully ready to finish.

The screenshot displays the GInI exam interface. At the top, a status bar includes a 'LIVE' indicator, the text 'Certified Innovation Professional (CInP)®', a 'Face not detected' warning, a timer showing '00:17' and '1:29:41 remaining', and a 'Live' status. Below this, the interface is split into two main sections. On the left, a 'QUESTIONS' panel shows a grid of 50 question numbers (1-50), with question 1 highlighted in purple. Below the grid, a legend indicates 'Current' (purple dot), 'Answered' (green dot), 'Unanswered' (grey dot), and 'Flagged' (yellow flag). On the right, the 'Sample Exam – Section 1 | Q 1 of 90' section displays a sample question titled 'Sample Question Title'. The question text reads: 'Read the question carefully and choose the best answer. Select one option from the given choices.' Below the text are four radio button options: 'Option A', 'Option B', 'Option C', and 'Option D'. At the top right of this section are buttons for 'Camera', 'Audio', 'Screen', 'Live', and a green 'Submit' button. At the bottom of the question section are 'Previous' and 'Next' navigation buttons.



After submission

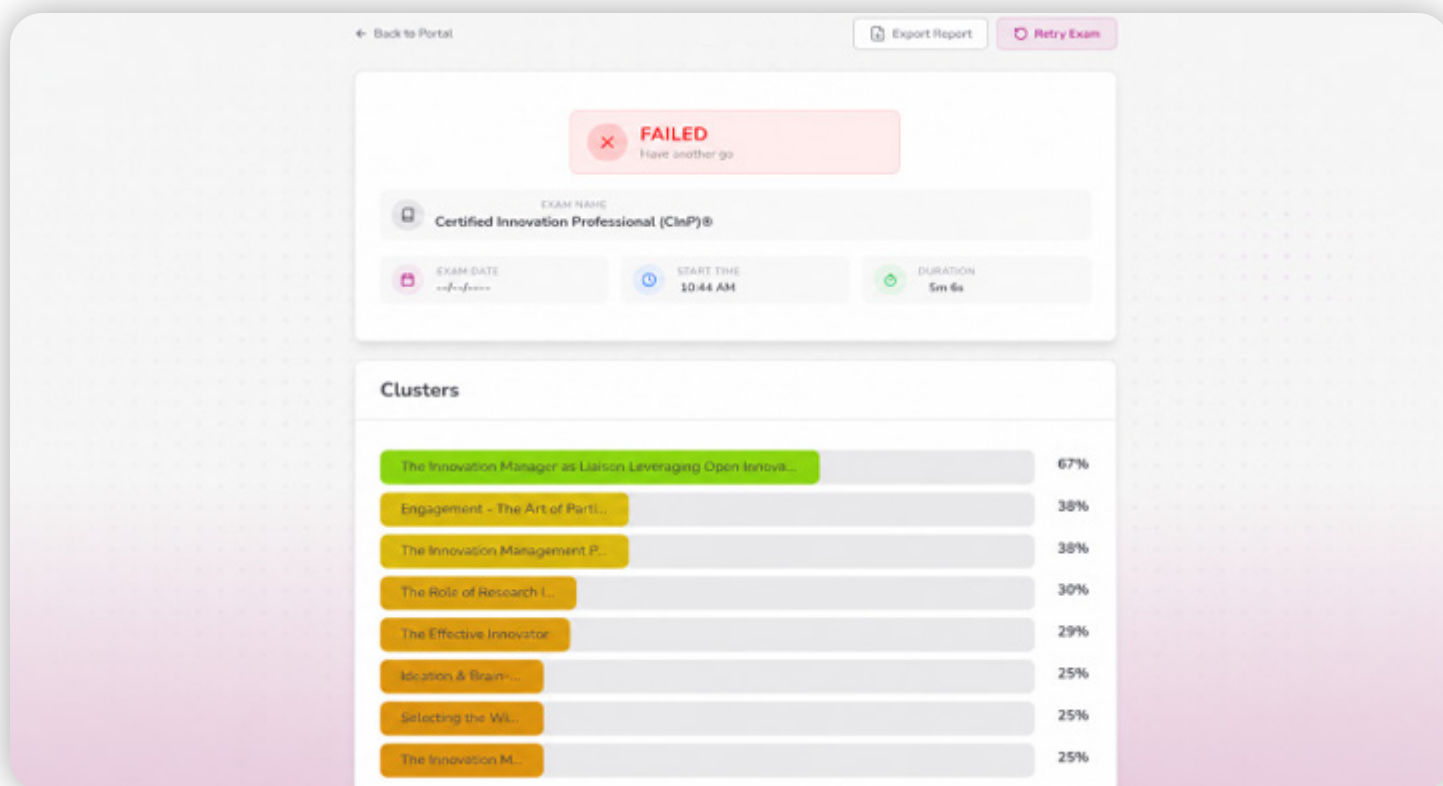
After submitting the exam, the system displays the pass/fail result. A full exam report is also provided, showing your performance by area and chapter to help you understand your strengths and areas for improvement.

If you pass, your digital certificate will be processed and issued through the portal.

Certificate issuance may take up to two

business days after passing.

If you do not pass, please follow the applicable retake process through the GInI Members Portal or contact GInI Support for guidance.





Maintain and Renew Your Certification

When your application is approved and your exam is available, follow the portal instructions carefully. Stay in the same browser tab and allow the proctoring system to complete each check before moving forward.

Required IDUs

Certification	Required IDUs per -3year cycle
CInA	30 IDUs
CInP	45 IDUs
CDTP	45 IDUs
CInS	45 IDUs
CCInO	60 IDUs
AlnA	60 IDUs

IDU source categories

Category	Maximum	Examples
Continuing Education	Max 40 IDUs	Courses, conferences, workshops, e-learning, webinars, and similar learning activities.
Instruction and Teaching	Max 30 IDUs	Innovation-related teaching, workshops, presentations, or seminar delivery.
On-the-Job Experience	Max 30 IDUs	First-time innovation projects that expand your innovation knowledge.
Research and Publishing	Max 20 IDUs	Articles, research, textbook contributions, innovation videos, or approved innovation blog posts.
Writing Exam Questions	Max 20 IDUs	Original accepted exam questions submitted by actively certified professionals.



Renewal steps

1. Track IDU activities throughout the three-year cycle.
2. Log in to the GInI Member Portal before the certification expires.
3. Complete the Professional Development IDUs Form.
4. Enter each IDU activity, number of units, and a short activity summary.
5. Pay the continuation fee online or through an invoice if available.
6. Submit the renewal request for GInI review.

GLOBAL INNOVATION INSTITUTE
GInI Portal

Innovation Development Units

GInI Support
support@gini.org

Professional

Dashboard
My Books
Exam Application
My Certifications
My Recognitions
IDUs
Awards
Authorized Providers
Help Center

Return to Website
Sign Out

New IDU's

NO.	Certification	ID	Date	Status
1	CInP	#15080	03/10/2024	Submitted

Renewal reminder

Submit your IDU form within six weeks of your certification expiration date. Build a buffer by earning more than the minimum required IDUs, because GInI may accept all, some, or none of the submitted activities.

Please [view the IDUs Registration Guide](#) for further help with the registration process.



If the certification lapses

If the required IDUs are not submitted in time, or if the certification has already lapsed, the candidate may need to retake the associated certification exam through the standard application process. Re-examination must be for the same certification type and is subject to the applicable eligibility rules and fees.

Support

For questions about orders, book registration, exam applications, exam access, certificate issuance, or renewal, contact GInI Support through support@gini.org.