

Requirements for Certified CIO

SCOPE:

This document describes the process and requirements for the IAOP Certified Chief Innovation Officer. This document first describes the basic requirements an individual must possess before starting the process and then describes the process itself.

Requirements:

1. This certification is open to all members of IAOP in good standing.
2. The applicant must have first completed and be in possession of a valid Certified Management of Innovation certification from IAOP.
3. Experience
 - a. An individual must have as a minimum:
 - i. 5 years' experience in managing and directing projects with significant innovation content.
 - ii. 5 years in a management role as defined by organizational responsibilities for planning, creating, and executing the processes, procedures and activities in their organization which require the use of the science of innovation.
4. Education
 - a. No degree is required for this role as the ability to manage high innovation content projects and activities can be conducted through a broad range of skills and abilities. Some of these abilities may be "natural" or acquired through experience. As a result, IAOP does not require a degree. However, it will place a stronger emphasis on the results presented and the experiences demonstrated by the applicant.
 - b. A degree in management or business from an accredited institution may be substituted for two years of the experience requirement subject to approval of the IAOP Certification Committee. Programs accredited by IAOP are preferred but not required. Degree programs that combine business, technology, management and creativity are those with the preferred foundation for applicants in the demonstration of sufficient education for reduction in the experience requirement.
5. Application
 - a. Each individual seeking the **Certified Management of Innovation-Chief Innovation Officer** certification must complete and submit a formal application. A copy of the form is maintained for downloading by IAOP at https://www.iaoip.org/resource/resmgr/docs/CMI-CIO_Application_Form.pdf.

- b. Each completed application is to be submitted to the Vice-President of Certification Programs for initial review. The VP of Certification Programs will perform an initial review of the application for completeness and basic qualifications. Incomplete forms will be returned to the applicant for additional information.
 - c. The documentation listed in the section below shall be submitted by the applicant prior to approval for candidacy for the Certified Chief Innovation Officer certification.
 - d. Each application form will be logged into the IAOIP application list to be maintained by the Vice-President of Certification Programs for IAOIP. This list will contain the following data for each applicant:
 - i. Full name
 - ii. Email address
 - iii. Contact phone number
 - iv. Date application accepted
 - v. Status of application
 - vi. Final disposition of application, including payment of the non-refundable CMI-CIO fee, which is currently \$750.
6. Documents required from applicant for candidacy:
- a. Once the application is accepted the following documents must be provided by the applicant.
 - i. If, under Section 4.b., the candidate is seeking to substitute a business or management degree in place of part of the experience requirement listed in Section 3.a., they must provide certified university transcript for highest degree obtained. If more than one of equal level (i.e., an applicant may have two Master’s level degrees), then one from the most applicable program will be accepted.
 - ii. A CV listing the following:
 - 1. Colleges attended and degree obtain from each. List of titles to thesis and dissertation as appropriate.
 - 2. Other certifications in the field of innovation, business, technology and/or management.
 - 3. Work History
 - a. Last ten years maximum in detail with responsibilities, accomplishments, awards.
 - b. Over ten years list company name, title, main job responsibility with respect to innovation content.

4. Publication history
 - a. All publications shall be listed in order from most recent to oldest being last.
 - b. This list should include all papers in peer reviewed journals or credible and recognized resources pertaining to the practice of innovation, the creation of new knowledge in the field of innovation management and case studies focused on the management of projects/activities involving high innovation content. Do not list projects whose focus was efficiency, cost reduction, etc. where the results were essentially the same product/service no matter how lower the cost or increase in profits.
 - c. Books pertaining to innovation, the science of innovation and the management of high innovation projects.
 - d. Articles in the popular press.
 - i. NOTE: Individual blogs should not be included. If applicant has one or more blog sites they may be listed here by title only. Do not include postings.
 - iii. A 250 word composition stating why the applicant feels they merit being certified as a CIO.
7. Initial applicant review
 - a. Once the application and documents have been received and any required fees paid by purchasing the CCIO product through the IAOP web store, the application will be reviewed as follows:
 - i. First review
 1. This review to be completed by the VP-Certification Programs or his/her designated person. If, in the opinion of this individual the application is complete it will proceed to the next stage. If not, the application will be returned with deficiencies highlighted and communicated to the applicant in such a manner as to provide sufficient direction for the applicant to remedy all deficiencies.
 2. If the application is acceptable as defined above then the VP-Certification Programs will form the **Applicant Certification Committee (APC)**, a committee of a minimum of three but no more than five IAOP members in good standing to form the formal certification review committee. This **APC** will make the final decision to grant or refuse the certification. Their decision is final and cannot be challenged, revoked or otherwise altered by any other group in IAOP.

Formal Certification Process

1. The formal certification process shall consist of:
 - a. Documentation of an already-completed project with significant innovation content.
 - b. The completion of a paper, suitable for publication in the IJIS.
 - c. A formal **APC** review of the applicant's project, paper and suitability for certification.
 - d. A personal interview between the applicant and at least two members of the **APC** members.
2. The formal certification process, including documenting the innovation project, writing the paper, the APC review, and the applicant interview may not take more than 24 months to complete, but can be completed in a much shorter timeframe if the applicant is able to complete the required steps more quickly. If the process extends longer than 24 months, the applicant must pay an extension fee of \$375 to extend the certification timeframe by an additional 12 months. If extenuating circumstances have caused the process to extend longer than the original 24 months, the applicant may apply for an extension in writing. Granting the extension is at the sole discretion of the **APC**.

The Certification Project

1. The certification project must conform to the following requirements.
 - a. The project must have resulted in a real output. The output must be a product, a process placed into operation, a service, or a policy adopted by an agency of government or similar.
 - b. It may not be a research project resulting only in a report.
 - c. The acceptability of any project for the certification is at the sole discretion of the applicants **APC**.
 - d. A project report is required. The format and extent of the report is to be pre-approved by the **APC**.

The Certification Paper

1. The certification paper must conform to the following requirements.
 - a. The subject of the paper must be preapproved by the **APC**.
 - b. It should contribute new knowledge to the management of innovation.
 - c. It may be based on the project conducted as part of the certification process.
 - d. The degree of difficulty should be similar to that of a Master's Thesis. It should have a clear proposition, require significant literature review, demonstrate mastery of the subject matter, reach a suitable summary or conclusion and be written in a professional style (APA latest edition is the preferred style). As a guide a length of

10K words, not including cover page, table of contents, or bibliography, should be considered by the applicant.

- e. It should be prepared and transmitted to the **APC** in a form compliant with the editorial guidelines for the IJIS.
- f. A suitable form of the thesis paper must be submitted to the IJIS for publication. If rejected as being inappropriate for that specific journal the applicant is free to seek other avenues of publication.

Final Review

1. The **APC** will review the Project Report and the certification paper and certify that they meet the requirements and are complete. The **APC** is the sole judge of this matter. There is no appeal process.
2. Upon acceptance of both required documents by the **APC** the Vice-President, Certification Programs will notify the applicant and schedule a formal **APC** interview.

The APC Interview

1. The **APC** will schedule an on-line or in-person interview with the applicant.
2. The purpose of the interview is to allow the **APC** to question the applicant to make sure the individual is knowledgeable, did indeed do the work as prescribed and to assure themselves that the applicants should be granted certification.
3. The interview should generally last approximately 2 hours and may not last more than four hours.
4. Each **APC** will vote and have their vote recorded by the Vice-President, Certification Programs. The individual votes will not be made public.
5. Upon a majority voting affirmative, the individual is considered certified.
6. If a majority votes in the negative, a formal reason will be prepared by the **APC** and communicated to IAOP President.

Length of Certification

1. This certification is valid for the life of the individual.
2. Once someone has received their CCIO that they be asked to serve on one or two reviews subsequently with additional reviews in the future to ensure no reviewer is overburdened.