How to become an MDDAP Appraiser

1. Meet the Eligibility Requirements

Submit your application with resume.
All applications will be reviewed within 4-weeks of receipt.

General Eligibility Requirements:
- Proficiency in English
- Proficiency in technology
- 2+ years' experience in developing a product
- Experience with one or more of the following:
  - Working in teams
  - Facilitating group discussions (ability to follow threads as well as refocus the conversation)
  - Managing KPIs or other data
  - Evaluating people, products, or other work

Additional Eligibility Requirements for Appraisal Team Leads (ATLs):
- 8+ years' experience in developing a product
- Experience with one or more of the following:
  - Leading teams or teaching students
  - Project management

Desired Experience:
- Coachable and self-aware, not quick to judge
- Detail-oriented and studious
- Able to break down complex topics into easy-to-understand language
- Excellent time manager
- Professional values and demeanor
- Available for 4+ one-week engagements throughout the year
- Able to work in the U.S. (citizenship, work visa, green card, etc.)
- Experienced in any of the following:
  - Medical devices or regulated markets
  - Experience in providing a service

Additional Desired Experience for Appraisal Team Leads (ATLs):
- Experienced in any of the following:
  - Identifying and mitigating risks and COIs
  - Managing logistics (e.g., travel, virtual meetings)
  - Managing conflicts to resolution

2. Pass the Interview

ISACA will conduct a 1-hour interview session with the candidate and inform the candidate of their status within 4-weeks of conducting the interview. This step can be skipped for staff members of a participating medical device manufacturing organization.

3. Complete the Pre-Requisite Training Courses and Exam

Building Organizational Capability
- Location: Online or In-Person
- Cost: Variable, US $2,500 +/-
- A 4-day introductory course where students learn to use CMMI to cultivate organizational capability in:
  - o Developing and engineering products
  - o Delivering and managing services
  - o Selecting and managing suppliers
  - o Managing data
  - o Managing people
  - o Managing safety and security
- Pass Practitioner Exam to demonstrate understanding of the material.

MDDAP Concepts
- Location: Online
- Cost: US $2,500
- A series of interactive, self-paced online modules that prepares learners to conduct an MDDAP appraisal and report the results. Learners complete this course prepared to schedule their observations.
- Pass course assessment to demonstrate understanding of the material.

4. Sign an Agreement with ISACA

The candidate will be required to sign a Professional Services Agreement and a general MDDAP Statement of Work (SOW) with ISACA. This must be in place before continuing to the next step, unless the candidate is a staff member of a participating medical device manufacturing organization.

5. Observation as a Team Member
- Location: In-Person
- Cost: US $5,000

The candidate must be able to apply their knowledge of the nuances in the program on an appraisal. The candidate will thus be observed as an "extra" appraisal team member (ATM) to a fully staffed core team. The ATM Observation

is an unpaid activity for the candidate; however, for candidates working on behalf of ISACA, a stipend will be provided for room, board, and travel, with flights covered separately under the MDDAP Travel Policy.

As an "extra" ATM, the candidate will be responsible for meeting with the appraisal team lead (ATL) and their ATM Observer in advance of the appraisal to discuss the plan and schedule. The candidate will lead EXACTLY one interview session for EXACTLY one practice area (PA), draft the results for the assigned PA, and build consensus with the appraisal team around the results. The candidate is also expected to participate in team discussions and retrospectives.

The ATM Observer will review the results with the candidate before submitting their report to ISACA. This observation will serve as baseline assessment of the candidate's skills to determine where additional coaching will be beneficial for the candidate's long-term success in the program. It is rare for a candidate to be recommended to become a certified MDDAP ATM, without any additional coaching, after their observation.

6. Paid Apprenticeship

Candidates are matched with an experienced coach for additional on-the-job training in their apprenticeship pathway. The education plan will be developed based on the recommendation from the Observer or previous Coach, with input from the new Coach, and approved by ISACA's Quality department.

For staff members of a participating medical device manufacturing organization, apprentices will participate as an "extra" ATM to a fully staffed core team. Candidates working on behalf of ISACA will function as part of the core team:
- 1st Apprenticeship Appraisal: Lead interview session for 2-4 PAs
- 2nd Apprenticeship Appraisal: Lead interview session for 4-6 PAs

Travel expenses will be covered as they were in the observation. Candidates working on behalf of ISACA will be paid 50% the rate of a certified MDDAP ATM for up to two appraisals; however, if the candidate still requires significant coaching after completing the paid apprenticeship, they will have two options:
- Enter an extended unpaid apprenticeship with ISACA
- Withdraw from the MDDAP pathway

Upon successful completion of their apprenticeship, candidates will become certified MDDAP ATMs. Skip to step 10.

7. Complete Advanced Training Course

For candidates who are not staff members of a participating medical device manufacturing organization, and who are seeking to become an MDDAP Appraisal Team Lead (ATL), they will need to complete at least one appraisal as a certified

MDDAP ATM and complete the ATL application to verify they meet the pre-requisite criteria. If approved, candidates will then be eligible to take the required training.

<u>MDDAP ATL Training</u>
- Location: Online
- Cost: US $5,000
- Prepares learners to lead an MDDAP appraisal, after which they may schedule their ATL observations.
- The course covers:
  - Appraisal quality and ethics
  - Roles and responsibilities of appraisal participants
  - Using the MDDAP Method Definition Document (M-MDD)
  - Using MDDAP appraisals to evaluate & improve business performance
  - Key aspects of the MDDAP appraisal approach
- Pass course assessment to demonstrate understanding of the material.

8. Observation as a Team Lead
- Location: In-Person
- Cost: US $15,000

Upon successful completion of the MDDAP ATL Training course, candidates will be required to complete their observation as an ATL, responsible for all the appraisal planning, delivery, and follow-up activities. Refer to the Observation Package provided with the course materials.

The ATL Observer will review the results with the candidate before submitting their report to ISACA. Like the ATM Observation, the ATL Observation will serve as baseline assessment of the candidate's skills to determine where additional coaching will be beneficial for the candidate's long-term success in the program. It is unlikely for a candidate to be recommended to become a certified MDDAP ATL without any additional coaching.

9. Team Lead Apprenticeship
Candidates are matched with an experienced coach for additional on-the-job training in their apprenticeship pathway. The education plan will be developed based on the recommendation from the Observer or previous Coach, with input from the new Coach, and approved by ISACA's Quality department.

ATL apprentices will be paid at the rate of a certified MDDAP ATM. Upon successfully completing the apprenticeship, candidates will become certified MDDAP ATLs and be paid at the standard ATL rate.

10. Become Certified!

A successful candidate will become an ISACA MDDAP ATM or ATL, eligible to join and/or lead MDDAP Appraisals on behalf of ISACA. Individuals must continue to meet ongoing program expectations to maintain their role.

11. Renew Certification

Renewal Criteria (over a three-year certification period):

- General Requirements
  - Attend 50% of the MDDAP Appraiser Meetings
  - No active quality complaints or investigations
  - No outstanding payments
  - No outstanding policy violations
- ATM-specific Requirements
  - Participate on an average of one appraisal per year
  - Meet average for 75% MDDAP ATM performance and quality metrics
- ATL-specific Requirements
  - Lead an average of one appraisal per year
  - Meet average for 75% MDDAP ATL performance and quality metrics
  - If applicable, complete an average of one observation/coaching per year