



# CMMI® Training – Course Management System Usage Policy

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## Purpose

This policy defines the parameters and requirements for reporting CMMI course deliveries to ISACA through the Course Management System (CMS).

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## Scope and Applicability

This policy is applicable to all Candidate and Certified CMMI Instructors and their sponsoring CMMI Partner organizations for the planning and reporting of Partner-led, officially licensed CMMI courses. CMMI Licensed Partners are responsible for maintaining current knowledge of relevant CMMI policies and ensuring that each Certified Individual sponsored under their Partner agreement adheres to these policies and requirements.

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## Background

CMS provides the facility for CMMI Instructors to plan, record, and report each CMMI course they deliver. Use of this system enables the standardization of course data reporting and reduces the overall effort required to maintain course records. This standardization provides for more timely and consistent analysis of course data and improves the associated reporting to stakeholders and constituents.

For information about course requirements for Certified CMMI Instructors, refer to the *Course Delivery Policy* (PT001).

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## Policy Implementation Detail

The following course reporting practices are required as of the effective date listed above. All CMMI courses must be registered by CMMI Instructors through CMS prior to the course delivery. No waivers will be granted to this policy.

When registering a course in CMS, a predetermined minimum data set is required by the system. In addition, ISACA requires that the following requirements be met for each course offering:

- Instructors must register an upcoming course a minimum of 14 calendar days prior to the first day of the course. All course details do not need to be finalized or added, but the course record must be created in the system at this time.
- If for any reason the course is cancelled, the Instructor must delete the course prior to the planned start date in CMS. In cases where the cancellation is unforeseeable, and the

Instructor cannot inform ISACA prior to the scheduled start date, the Instructor must inform ISACA as soon as possible to remove the course record.

- All students must be added to the class roster a minimum of two calendar days prior to the first day of the course, to allow sufficient time for the students to be given the proper access to the CMMI Model Viewer and for the student materials to be loaded on their dashboard. Students receive access to student materials on their CMMI dashboard seven days prior to the start of the course.
- Instructors can enter students by entering each individually or by uploading a course roster. Instructors must use the required template provided to upload course rosters. The system does not accept customized or third-party templates. The approved template is available in CMS and in the CMMI Resource Center.
- Any student who does not attend a course must be removed from CMS so that a per seat fee is not charged.
- To close out a course in CMS, Instructors must mark students "complete". If this is not done, the course will be automatically closed by the system 120 hours after the course end time with students not showing as "complete".

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## Additional References

- Questions regarding this policy can be submitted via [support.isaca.org](mailto:support.isaca.org)
- The Course Management System can be found at <https://cmmiinstitute.com/course-management/instructor/courses>.
- The CMMI Resource Center is found at <https://cmmiinstitute.com/resources>.
- *CMMI Training – Course Delivery Policy* can be found at [cmmiinstitute.com](https://cmmiinstitute.com/partners/policies) on the policy page: <https://cmmiinstitute.com/partners/policies>.

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## Revision History

Version Number	Date Published	Date Effective	Changes
V1.3	18 December 2024	30 September 2019	Minimum course set-up time reverted to 14 days and clarified that no waivers will be granted to the policy. Added clarifications around system timing for course roster finalization and actions required of Instructors should participants not attend courses as planned.
V1.2	19 December 2023	30 September 2019	Reduced minimum course set-up time from 14 days to 7 days; clarified pre-course process
V1.1	9 November 2021	30 September 2019	Updated to ISACA branding; minor grammar and readability edits; removed outdated references
V1.0	30 September 2019	30 September 2019	Initial version