



CMMI Certification – Course Observation Policy

Purpose

This policy details the minimum requirements for a CMMI® Instructor Observation.

Scope and Applicability

All candidate CMMI Institute Certified Building Organizational Capability Instructors are subject to the requirements of this policy and CMMI Institute Licensed Partners are responsible for verifying that the status and certifications of each candidate sponsored under their agreement meet all policy requirements. This includes verifying that the candidate satisfies all observation requirements. This policy applies to any CMMI Instructor observations regardless of versioning, e.g., V1.3, V2.0.

CMMI Institute appoints a CMMI-approved Observer, referred to as Observer throughout this policy. Candidates may not request specific Observers.

Background

As the final step in the certification process, an observation is intended to provide a final verification step to ensure the readiness of a candidate Instructor to deliver CMMI-authorized training. The observation validates that the candidate Instructor can deliver training in a manner that is consistent with the course learning objectives and in compliance with all CMMI Institute policies and quality standards. The policies established by CMMI Institute regarding observed course deliveries are designed to facilitate a valid, useful, and effective course delivery.

Implementation Detail

The following criteria are evaluated by the Observer assigned to each candidate Instructor during the process of planning the observed course delivery. The criteria are intended as guidelines to be interpreted by a CMMI Institute authorized and trained Observer to address the needs of an individual candidate Instructor. The candidate must work with the Observer for reviews of draft course plans, discussion of appropriate strategies for course delivery, and addressing any unanswered questions. The Candidate must conduct at least one meeting with the Observer before the class start date. The purpose of this is to establish a cooperative relationship and to help the Observer gain insight into the Candidate's preparation.

CMMI Institute may cancel a scheduled observation if any one of the items listed below are not accomplished.

- **Observed Course Delivery:**

- Must be a Foundations of Capability and Building Excellence course offering. For V1.3 must be the model-specific course.
- The Candidate may teach alone or co-teach with another CMMI Institute Certified Instructor.
- Two candidates are not permitted to co-teach a course.
- The Candidate must teach at least half of the course modules.
- The observer must pre-approve the modules the candidate is proposing to teach.
- All V2.0 courses must be registered in the CMMI Course Management System prior to delivery. All V1.3 course rosters must be submitted to partner-attendees@cmmiinstitute.com.
- All V2.0 courses must be marked in the CMMI Course Management System as complete in order to allow students to take the CMMI Associate Exam.
- All reporting must be completed and submitted through the appropriate process within 30 days after delivery.
- Must meet all requirements in the CMMI Training- Course Delivery Policy and any other applicable policy requirements for delivering a course.

- **Interpreters:** If an interpreter is required, the candidate's organization is responsible for obtaining, and providing payment to a qualified interpreter.

Following a successful observation, a Candidate Instructor can then be recommended to become a CMMI Institute Certified Instructor.

- **Certification:** To complete the certification process and begin the three-year certification validity period, candidates must:
 - Ensure all V2.0 courses are registered in the CMMI Course Management System and marked as complete after delivery.
 - Ensure all End of Course Surveys are submitted.
 - Ensure the licensed CMMI Partner pays all observation fees.
 - Complete any remediation activities and submit them to the Observer for review.
- **Policies and Guidelines:** Certification as a CMMI Instructor requires compliance with CMMI Institute's policies regarding course delivery. Instructors are also required to comply with the Code of Professional Conduct (COPC), the Partner Guide, and the Certification Agreement. These items must be understood and adhered to by Instructors throughout the validity of their certifications.
- **Certification Renewal:** Certification as a CMMI Institute Certified Instructor includes a commitment to ongoing professional development to maintain a high level of proficiency. Candidate and Certified Instructors must review the *CMMI Certification - V2.0 Partner-Sponsored Renewal Policy* regarding the activities required to maintain their certifications.

Additional References

- To schedule an observation, complete the observation request form at <https://cmmiinstitute.com/resource-files/public/pcs/general/observation-request-form> or contact partner@cmmiinstitute.com
- Questions regarding this policy should be directed to quality@cmmiinstitute.com

- Published policies are available at [cmmiinstitute.com](https://cmmiinstitute.com/partners/policies) on the policy page:
<https://cmmiinstitute.com/partners/policies>

Revision History

Version Number	Date Published	Date Effective	Changes
V1.0	17 January 2020	01 January 2020	Initial Release