



CMMI Training - Course Delivery Policy

Purpose

This policy outlines course delivery and reporting requirements for Certified CMMI® Instructors.

Scope and Applicability

This policy applies to all Certified CMMI Instructors. CMMI Partner Business Points of Contact (BPOCs) are also responsible for maintaining awareness of this policy as it applies to each course delivered under their agreement.

Background

Courses are carefully designed to be taught in a manner and timeframe to help learners understand and be able to apply the key concepts and ideas of the CMMI Performance Solutions ecosystem. Accordingly, this policy outlines the necessary conditions and considerations for CMMI course deliveries.

No waivers will be granted to this policy.

Policy Implementation Detail

Course Registration and Scheduling

- Course prices are determined by each CMMI Partner.
- Course prerequisites are specified for each course on the CMMI website.
- Instructor-Led Training (ILT) course sessions must consist of a minimum of three students and a maximum of 25 students. Virtual Instructor-Led Training (VILT) sessions must consist of a minimum of three students and a maximum of 15 students for courses taught by one Instructor and a maximum of 20 students for courses taught by two Instructors.
- All students for CMMI courses must be registered with CMMI Institute in advance of the course through the Course Management System (CMS). Refer to the [Course Management System Usage Policy](#) for additional information.
- Instructors must meet the minimum course instructional hour requirements. Failure to do so may result in corrective action up to and including decertification. To receive renewal credit for a course delivery, co-Instructors each must teach half of the course to the minimums below. Minimum instructional hours (not including break time) are:
 - Foundations of Capability: 13 instructional hours
 - Building Organizational Capability: 18 instructional hours

- Building Development Excellence: 6 instructional hours
 - Building Service Excellence: 6 instructional hours
 - High Maturity Concepts: 6 instructional hours
- No more than eight instructional hours are permitted in one day.
 - At least 10 minutes of break time must be provided for every four hours of instructional time.
 - Students are not permitted to audit or observe official CMMI courses. All students in attendance for a course must be included in the submitted course roster. The sponsoring CMMI Partner is responsible for paying the per-seat fees.

Course Posting

- CMMI Partners are permitted to post their authorized courses on the CMMI online event calendar. Instructors must only post courses they are eligible to deliver; courses must meet the minimum instructional hour requirement to be considered authorized.
- CMMI Institute personnel must approve all submitted events before they are published.
- Only events submitted through the online form are reviewed, approved, and posted.
- CMMI Institute processes event submissions within 10 business days of receipt.

Course Preparation

- Prior to the start of each class, Instructors must verify that they are using the most current version of materials from their CMMI website dashboard.
- Instructors must use the course materials in preparing to teach.
- Instructors must ensure that all students of CMMI courses are properly registered on the CMMI website and have access to the electronic version of all CMMI Institute-supplied student materials.
- VILT course deliveries must include an orientation session with the following requirements:
 - The orientation session must be held at least three days prior to the first day of the course delivery
 - Instructors are responsible for ensuring students attend the orientation session
 - It is mandatory that students complete the Orientation Sessions; if they are unable to attend any of the offerings, then they must be prohibited from attending the course and will need to reschedule their training dates
- During the orientation session, Instructors must:
 - Verify the connectivity of all students to the online platform, including sound and video
 - Review and verify student information
- Verify student access to materials with the correct language preferences (e.g., Model access, dashboard, student materials)
- For VILT courses, the virtual platform must be selected considering the following criteria:
 - **Application sharing** so desktop /screens can be shared, e.g., instructor and students sharing materials
 - **Chat functionality** for informal text messaging amongst students, e.g., questions to instructor, collaboration amongst students
 - **Collaboration functionality**, e.g., virtual whiteboard

- **Quiz or poll feature** for immediate insight into how well learning is occurring for all students, e.g., a feature that quizzes students on Practice Area basics during a course
- **Breakout rooms** to group students into small teams for collaborative work
- **Web camera and clear audio**
- **Backup platform and plan** if primary platform fails, connectivity is lost, etc.
- Instructors for CMMI courses must ensure that students download copies of all student files and can access the CMMI Model.
- Instructors may adjust the CMMI Institute-provided Instructor Guide so that it aligns with both standard CMMI activities and any additional activities Instructors choose to add.
- Students are provided with PDF versions of the course slides within the student materials found on their Dashboard.
- Instructors must plan and deliver the courses in a “learner-centered” approach as designed; any tailoring decisions must be consistent with “learner-centered” teaching. Additional guidance is located in the Training Library (TRNLIBRARY).
- Tailoring of content, topics, and schedule based on student needs and Instructor preference is permitted. Instructors may tailor the materials and course flow to meet the needs and constraints of a specific course offering, but minimum instructional hours must still be met. Formative assessments may be substituted but must still be used to receive feedback and monitor student learning.
- Instructors are NOT permitted to tailor:
 - Course goals
 - Course completion criteria
 - Course learner objectives
 - Summative assessments (e.g., exams, presentations, or written exercises if part of the course delivery)

Course Completion

- Students must meet all course completion requirements, including active participation in the course without any missed class time in order to successfully complete the course
- Instructors must direct students to complete the End-of-Course Survey found on their CMMI Dashboards by the end of each course.
 - Survey results are not required to close out a course; however, Instructors should dedicate the last 15 minutes of the course for students to log in and complete surveys.
 - CMMI Institute may perform additional quality checks on Partners based on course feedback.
 - CMMI Institute may use aggregate survey results for continuous improvement.
- Instructors may update the standard CMMI Course Completion Certificate template with their own logos and may grant a Course Completion Certificate to students who meet all completion requirements.
- At the end of the course, Instructors must notify CMMI Institute of each student's course completion status, by updating the course roster in CMS.

Additional References

- CMMI online event calendar – <https://cmmiinstitute.com/learning/training/upcoming>

- Partner event submission form – <https://cmmiinstitute.com/special-pages/add-an-event>
- End-of-Course Survey – <http://www.surveygizmo.com/s3/2249350/EOCSurvey>
- Questions regarding this policy can be submitted via support.isaca.org
- Published Policies are available at cmmiinsitute.com on the policy page: <https://cmmiinstitute.com/partners/policies>
- **Instructor Training Library:** <https://cmmiinstitute.com/resource-files/partner/instructor/instructor-dev-v2-0/v2-0-library>

Revision History

| Version Number | Date Published | Date Effective |
|----------------|-------------------|-------------------|
| V1.7 | 27 May 2026 | 1 January 2026 |
| V1.6 | 30 April 2026 | 1 January 2026 |
| V1.5 | 14 November 2025 | 1 January 2026 |
| V1.4 | 19 December 2023 | 30 September 2019 |
| V1.3 | 24 February 2023 | 30 September 2019 |
| V1.2 | 19 November 2021 | 30 September 2019 |
| V1.1 | 17 January 2020 | 30 September 2019 |
| V1.0 | 30 September 2019 | 30 September 2019 |