

CMMI® V1.3 Renewal Process for the Certified CMMI Professional Policy

Background

The purpose of the Certified CMMI Professional Renewal Policy is to:

- Encourage robust and rewarding professional development choices for all Certified CMMI Professionals
- Add value for certification holders by connecting each with career-enhancing professional and volunteer communities
- Sustain global gold-standard status of CMMI Certification program by assuring that certified individuals keep skills relevant to their professional roles in an ever-changing business world

Applicability

- This policy is effective 6 January 2016 and applies to all current Certified CMMI Professionals.
- All CMMI certifications are valid for three years. CMMI Certified Individuals renew their certification(s) by accruing points during their three-year certification period. Points are awarded according to an activity-based system and recorded via a renewal log. Renewal points can be credited only toward an individual's current certification period.
- When renewed through the program described in this document, the Certified CMMI Professional certification is valid for an additional term of three years. There is no limit to the number of renewals permitted per certification; however, updates to the product suite may require additional actions to maintain certification.

Implementation

- Certified Individuals must remain in good standing to be eligible for renewal: "good standing" is defined as having no outstanding invoices and having no Code of Professional Conduct or program requirement violations.

Submission of documentation

- It is the responsibility of the Certified Individual to maintain a log of activities that will be used as the basis for renewal and to retain appropriate documentation confirming their participation.
- Certified Individuals must submit their log of relevant activities for use in supporting their request for renewal to the CMMI Institute by emailing them to certification-renewal@cmmiinstitute.com at least 10 days prior to the end of their certification period.
- “CMMI–relevant” in reference to earning renewal points is as follows: at least half of the activity eligible for the renewal points depends on content that matches a CMMI Process (or Practice) Area.

Requests for Extension

- Occasionally, a Certified Individual will be unable to accrue all of their renewal points by the end of their certification period. In these cases, the certified individual may request an extension in order to complete their points and renew their certification.
- To request an extension of up to six months, the Certified Individual must provide a plan that details how the remaining requirements will be accomplished in the extended timeframe. This request must be sent to the CMMI Institute prior to the end of the certification period; the CMMI Institute will review the request and determine if the extension will be granted.
- When a certified individual meets renewal requirements through use of an extension, the next three-year certification period will be based upon the original renewal dates and not the completion of the extension period. Additionally, these activities count only toward the certification period in which they are due and not toward the next certification period.

Certification Suspension

Certified individuals who do not accrue the necessary points during the three-year period will have allowed their certification to lapse and will be placed into suspension.

If certification is suspended:

- The CMMI Institute will notify the individual of the suspension.
- Within 30 days of the CMMI Institute notifying the individual of the suspension, the CMMI Institute will email a list of remedial actions and timeframe for completion to be reinstated.
- The individual must inform CMMI Institute of their agreement with mitigation

steps via email within 10 business days.

- If the CMMI Institute, in its sole discretion, is satisfied with the individual's remedial actions, the Institute will lift the suspension and will provide written notice of reinstatement to the individual. After a Certified Individual is reinstated, the next three-year certification period will be based upon the original renewal dates and not the completion of the reinstatement event dates as mentioned above.
- If the individual does not satisfactorily perform the remedial activities by the deadline specified by the CMMI Institute, the certification will be revoked.
- During suspension, the individual's listing on the CMMI Professional Directory is removed.

Certification Reinstatement

If a formerly Certified CMMI Professional would like to apply to reactivate a lapsed certification:

- If the certification has been inactive for less than 12 months, the individual must submit a written request to: certification-renewal@cmmiinstitute.com for reactivation to CMMI Institute along with a detailed plan outlining how they will make up the renewal credits necessary in the first 180 days of being recertified.
- If the certification has lapsed for more than 12 months, the certification exam must be re-taken and passed.
- The individual must also submit logs to certification-renewal@cmmiinstitute.com showing satisfactory completion of all requirements, as listed in the requirements table below, for Certified CMMI Professional re-certification.

Certified CMMI Professional: Renewal Points

- To renew the Certified CMMI Professional certification, 60 renewal points must be earned.
- Activities are divided into two subgroups: Ongoing Education and Professional Development/ Community Support
- Table 1 below lists activities, along with their point values, that may be performed to renew the CMMI Professional certification. After reviewing a submitted renewal log, the CMMI Institute may not accept an activity or activities as submitted by the certified individual. In this situation, the CMMI Institute will ask the individual to clarify activity information and submit a revised renewal log.
- *Renewal Points per Activity:* Each event listed below has a preset number of points that can be awarded for each instance of the activity claimed towards an individual's renewal points total.

- *Minimum Credit Required Per Renewal Period:* Depending on the certification, you must complete certain activities or combinations of activities in a category.
- *Maximum Credit Awarded Per Renewal Period:* This is the maximum number of points for that activity that will apply to the total number of renewal points.
- For any continuing professional development activity involving non-CMMI Institute sponsored activities, documentation (e.g., presentations, proof of attendance, dates of when the activity took place and description of the activity) must be submitted to the CMMI Institute and be approved before points may be awarded. Credit will only be granted for activities that occur within a Certified CMMI Professional's three-year renewal period.



Table 1

Certified CMMI Professional Program	Renewal Points Per Hour	Min Credit Required Per Renewal Period	Max Credit Awarded Per Renewal Period
I. Ongoing education		30	35
Attend a live offering of an official CMMI Institute course (you must be recorded on the official attendee list)	1		
Complete a self-paced online CMMI Institute training course	1		12 credit cap/ course
Attend or teach a live offering of a course that is CMMI-relevant (Attendees must provide the associated course completion or participation certificate. Instructors must provide a course description and class roster including their name as instructor)*	1		16 credit cap
CMMI-relevant courses*	1		12 credit cap/ course
CMMI- relevant webinar*	1		16
II. Professional Activities and Community Support		25	30
Author a white paper, case study or published article on CMMI-relevant performance improvement that has been vetted by a recognized authority such as an industry association, peer-reviewed journal, etc.*	1		6
Author CMMI-relevant blogs*	1		4
Author CMMI-relevant webinars*	1		6
Attend a non-CMMI Institute sponsored process improvement related conference	1		6
Attend a CMMI Institute conference or symposium	1		8
Lead projects on an internal process-improvement team	1		8
Participate as an appraisal team member (ATM) on an official SCAMPI A or B appraisal that is formally submitted to the CMMI Institute	1		8
Participate in the continuing evolution of CMMI by taking part in CMMI Institute activities (Next Generation Working Groups, CMMI Client Advisory Board, certification development activities, etc.)	1		16
Be a current member of a standards body, association, or society such as IEEE, ASQ, ACM, NDIA, or PMI. Credit is awarded for up to four memberships	1 per membership		4
Deliver a presentation at CMMI-relevant workshops, conferences, or SPIN Meetings*	1		6
Author a published CMMI-based book via a recognized publishing organization	1		21
Attend annual and/or bi-annual organized CMMI-relevant meetings as approved by the CMMI Institute*	1		4

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