



# CMMI® and MDDAP Appraisal - CMMI Registered Interpreter Policy

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## Purpose

This policy establishes the requirements for using a CMMI Registered Interpreter on CMMI and MDDAP appraisals where translation services are employed.

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## Scope and Applicability

This policy currently applies only to appraisals performed on organizations located in China. Current market demand has not necessitated the need for this role in other regions at this time; if feedback and data support expansion of the Registered Interpreter program to other regions in the future, updates to this policy will be considered.

All CMMI Partners and Certified CMMI and MDDAP Lead Appraisers (LAs) are subject to the requirements of this policy. CMMI Partners are responsible for maintaining up-to-date knowledge of and ensuring that all credentialed individuals sponsored under their Partner agreement adhere to all applicable CMMI agreements, policies, methods, and guidelines.

For MDDAP Appraisals on organizations requiring translation services outside of China, ISACA will do their best to find Appraisal Team Members (ATMs) who can assist, but the appraised organization is ultimately responsible for sourcing and paying for the interpreter. The organization will need to contract directly with the interpreter.

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## Background

Global adoption of the CMMI Performance Solutions ecosystem has increased demand for CMMI and MDDAP appraisal services, which in turn has created opportunities for LAs to work in regions where the native language is not their own. Consequently, this has increased the demand for translation services for CMMI and MDDAP appraisals.

To address CMMI and MDDAP community concerns surrounding the quality of translations, the CMMI Registered Interpreter role has been created. A Registered Interpreter must understand the spoken languages of all appraisal stakeholders to interpret appraisal information simultaneously, clearly, and accurately.

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## Policy Implementation Detail

### When is a Registered Interpreter Required?

When an LA is delivering a CMMI or MDDAP appraisal where the primary spoken language is Chinese, and interpreter services are required, then a CMMI Registered Interpreter must be used. The only exception to this requirement is if an Appraisal Team Member (ATM) participating on the appraisal is both a certified LA in good standing with ISACA and is fluent in Chinese, a Registered Interpreter is not needed. For MDDAP Appraisals, the LA can assist in translation. A list of Registered Interpreters can be found in the [CMMI Resource Center](#). Use of a Registered Interpreter must be recorded in the CMMI Appraisal System (CAS) as an assigned role. Furthermore, all CMMI Appraisal Method Definition Document (MDD) appraisal team requirements, including the appraisal team consensus process, must still be met. Appraisal Team Leaders (ATLs) must also ensure that the Registered Interpreter is appropriately reflected as participating on the appraisal in the final findings presentation.

### Role Requirements and Maintenance

To become a Registered Interpreter, one must successfully complete the following steps:

- Apply and demonstrate mastery of the English language through submission of English/interpretation credentials
- Become a Certified CMMI Associate or CMMI Practitioner; CMMI Practitioner certification is required to interpret for appraisals where domains other than Development or Services are included.
- Successfully complete and pass the Registered Interpreter interview assessment
- Sign and commit to the tenets of the CMMI Code of Professional Conduct ([COPC](#))

To maintain the role of Registered Interpreter, a Registered Interpreter must:

- Participate as an interpreter on at least one appraisal every calendar year
- Meet renewal requirements for the Certified CMMI Associate or CMMI Practitioner certification
- Successfully complete any product update training or requirements
- Maintain good standing with ISACA; “good standing” is defined as having no outstanding financial obligations to or quality concerns with ISACA

### Role Responsibilities

Registered Interpreters may be asked to perform the following tasks on appraisals:

- Accurate written and/or oral translation
- Detailed and complete notetaking and recordkeeping
- Verification of written appraisal notes and records
- Clear, accurate, and concise summarization of statements

Registered Interpreters are **not** permitted to do the following:

- Omit or distort key opinions or information when interpreting
- Make judgments for ATMs or ATLs
- Violate the *Confidentiality and Non-Attribution Agreement* when interpreting during an appraisal

- Act as either an ATM or Sponsor on an appraisal for which they are also acting as a Registered Interpreter

For MDDAP Appraisals only, ISACA and the LA will work to identify a Registered Interpreter from the Registered Interpreter List. Once an interpreter is identified, ISACA will contract with the interpreter for the appraisal. The interpreter will need to sign a Professional Services Agreement (PSA), if not already in place, and a Statement of Work (SOW) prior to the appraisal. ISACA will bill the organization for the interpreter fee for MDDAP Appraisals.

## Additional References

Failure to comply with this policy will result in corrective action as defined in the *Corrective Action Policy* ([PQ002](#))

- Questions regarding this policy should be submitted via [support.isaca.org](mailto:support.isaca.org)
- 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
V2.0	20 June 2024	01 January 2019	Updated with role requirements and maintenance information; included MDDAP applicability
V1.4	24 February 2023	01 January 2019	Updated to reflect current CMMI branding
V1.3	11 February 2022	01 January 2019	Updated to ISACA branding; minor grammar and readability edits; removed outdated references
V1.2	30 September 2019	01 January 2019	Updated format & structure
V1.1	15 August 2019	01 January 2019	Updated to new CMMI Institute policy formatting, naming convention; clarified use of LA as interpreter
V1.0	01 November 2018	01 January 2019	Initial release