



CMMI Certification - V2.0 Partner-Sponsored Renewal Policy

Purpose

This document describes the process for maintaining Certified CMMI Lead Appraiser and Certified CMMI Instructor roles.

Scope and Applicability

As of 1 January 2020, this policy replaces Policy #0031 – CMMI Institute-Credentialed Individual Renewal and Recertification Policies – for certification renewal for all CMMI Institute Partner-Sponsored Certified CMMI Lead Appraisers and CMMI Instructors. All CMMI Institute Partner-Sponsored Individuals are subject to the requirements of this policy. CMMI Institute Partner Business Points of Contact (BPOCs) are responsible for maintaining awareness of each certified individual sponsored under each Partner agreement and for ensuring that each individual is working to complete renewal requirements within each three-year renewal cycle.

Partner-Sponsored Individuals must remain in good standing to be eligible for renewal; “good standing” is defined as having no outstanding unpaid CMMI Institute invoices, having appropriately submitted all course rosters and appraisal records, and having no Code of Professional Conduct violations. Refer to the [Professional Code of Conduct](#).

In this policy context:

- “Certification” is defined as written assurance (a certificate) provided by CMMI Institute verifying that an individual has met the requirements (e.g., experience, course completion, successful exam completion) to deliver specific CMMI services related to the role (e.g., Certified CMMI Associate, Certified CMMI Professional, Certified CMMI Lead Appraiser, Certified CMMI Instructor).
- “Role” is defined as the position and responsibilities an individual fills when delivering CMMI services (e.g., Appraisal Team Member (ATM), Certified CMMI Instructor, Certified CMMI Lead Appraiser). In order to serve in a role, an individual must have the relevant credentials and certifications (e.g., an individual must be a Certified CMMI Instructor to deliver a Building Organizational Capability suite course).
- “Specialization” is defined as a CMMI view area of focus (e.g., Development (DEV), Services (SVC), Supplier Management (SPM), or High Maturity (HM) for LAs). In order to deliver CMMI services related to a specialization, the related course(s), exam(s), and certification(s) must be completed. All roles require at least one specialization.



Policy Implementation Detail

All CMMI Institute Partner-Sponsored certifications are valid for three years. When renewed through the renewal program described in this document, the 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.

Continuing Professional Education (CPE)

CMMI Institute awards one Continuing Professional Education (CPE) credit for each hour of CMMI-specific renewal activity. Renewal credits may only be credited toward an individual’s current certification period.

Maintaining Lead Appraiser and Instructor Certifications - CPE Requirements Overview

Minimum CPE requirements for maintaining one (1) role with one specialization: 120 CPEs. 70 of the 120 CPEs must be role-based delivery-specific CPEs from Category I: CMMI Institute Service Delivery. The remaining 50 CPEs must be earned in Category II: Continuing Education and Community Support. If an individual has two roles, e.g., Certified CMMI Lead Appraiser and Certified CMMI Instructor, some activities for Category II may be submitted for both the CMMI Lead Appraiser and CMMI Instructor role when the renewal activity dates fall within the three-year renewal period of both roles.

<p>How to Maintain a Certified CMMI Lead Appraiser Role</p>	<ul style="list-style-type: none"> • 70 CPEs must be earned from delivering appraisals (Refer to <u>Category I: CMMI Institute Service Delivery</u>) • 50 CPEs must be earned from <u>Category II: Continuing Education and Community Support</u> <p>Note: If you have only one specialization, 20 of the 120 total CPEs earned must be view-specific (Category I, Category II, or mixed categories)</p> <ul style="list-style-type: none"> • If additional view-specific specializations (Development (DEV), Services (SVC), Supplier Management (SPM), etc.) are held, each is maintained by earning 20 additional view-specific CPEs from Category I and/or Category II; the total number of CPEs that the LA is required to earn also increases by 20 <p><i>*Category I and II Activity Tables found on Page 6</i></p>
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<p>How to Maintain a Certified CMMI Instructor Role</p>	<ul style="list-style-type: none"> • 70 CPEs must be earned from delivering official CMMI Institute courses (Refer to <u>Category I: CMMI Institute Service Delivery</u>) • 50 CPEs must be earned from <u>Category II: Continuing Education and Community Support</u> <p>Note: If you have only one specialization, 20 of the 120 total CPEs earned must be view-specific (Category I, Category II, or mixed categories)</p> <ul style="list-style-type: none"> • If additional view-specific specializations (Development (DEV), Services (SVC), Supplier Management (SPM), etc.) are held, each is maintained by earning 20 additional view-specific CPEs from Category I and/or Category II; the total number of CPEs that the Instructor is required to earn also increases by 20 <p><i>*Category I and II Activity Tables found on Page 6</i></p>
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Maintaining Lead Appraiser and Instructor Certifications - CPE Requirement Specifics

Category I: CMMI Institute Service Delivery

- CMMI Institute Certified CMMI Instructors must earn at least 70 Category I CPEs
- CMMI Institute Certified CMMI Lead Appraisers must earn at least 70 Category I CPEs
- Individuals holding both Certified CMMI Instructor and Certified CMMI Lead Appraiser roles must maintain at least 140 Category I CPEs, with 70 CPEs aligning with instructor services and 70 CPEs aligning with appraisal services
- Each full onsite day a Partner-Sponsored Individual spends performing an official CMMI course or appraisal delivery equates to 10 CPEs. The 10 CPE designation covers a full day of delivery and acknowledges time for course/appraisal preparation and post-course/appraisal work
- An appraisal must cover a minimum of six (6) Practice Areas (PAs) in each appraised model domain (DEV, SVC, SPM, etc.), including II and GOV, or must cover all view-specific PAs in each appraised model domain (TS and PI for DEV; SDM, STSM, IRP, and CONT for SVC; etc.) to be eligible to earn CPEs
- An appraisal must be submitted to CMMI Institute within 30 days of its Phase 2 end date to be eligible to earn CPEs



Category II: Continuing Education and Community Support

- At least 50 Category II CPEs are required to maintain a CMMI Certified role
- With the exception of appraisals lead and official CMMI courses delivered, the same earned Category II CPEs may be applied to both Certified CMMI Instructor and Certified CMMI Lead Appraiser roles
- Course students or Appraisal Team Members are awarded eight (8) CPEs/ Day

Maintaining Specialization Areas with CMMI Lead Appraiser or CMMI Instructor Certification

- One (1) view-specific specialization area (Development (DEV), Services (SVC), Supplier Management (SPM), etc.) is required to hold any CMMI certification
- For each specialization, 20 CPEs of view-specific activity from either Category I or Category II are required to renew
- The 20 view-specific CPEs required to renew the first specialization are included in the total of 120 CPEs required to renew an LA or Instructor role
- For each additional specialization earned, the total CPEs required to renew a role increases by 20 CPEs; these credits can come from either Category I or Category II

Submission of Documentation

It is the responsibility of the Partner-Sponsored Individual to maintain a log of activities that will be used as the basis for renewal and to retain appropriate documentation confirming their participation in those activities. CMMI Institute will contact expiring individuals 90 days before their certification period ends to remind them to submit their renewal activities for review. Partner-Sponsored Individuals must submit a log of relevant activities for use in supporting their requests for renewal to CMMI Institute by emailing logs to certification-renewal@cmmiinstitute.com at least 10 days prior to the end of their certification period. Partner-Sponsored Individuals must also send a copy of the renewal log to the sponsoring CMMI Institute Business Point of Contact (BPOC).

Refer to Appendix A and Appendix B for additional guidance for each type of CMMI Institute Partner-Sponsored Individual certification.

Renewing Recently Added Certification

If a Partner-Sponsored Individual adds a new view specialization within 12 months of their current certification period's expiration date, additional renewal credits will not be required for that view specialization within that period. Partner-Sponsored Individuals who add new roles more than 12 months before the end of a certification period will need to meet the renewal requirements for the newly added certification(s).

Requests for Extension

Occasionally, an individual is unable to accrue all their renewal credits by the end of the certification period. In these cases, the Partner-Sponsored Individual may request an



extension to complete the credits and renew their certification. To request one extension of up to six (6) months, the Partner-Sponsored Individual must provide a plan that details how the remaining requirements will be accomplished in the extended timeframe (e.g., a scheduled appraisal or course, a conference presentation). This request must be sent to CMMI Institute prior to the end of the certification period; CMMI Institute will review the request and determine if the extension is approved. The sponsoring Partner will be responsible for payment of regular support fees during this extended time.

When a Partner-Sponsored Individual meets his or her renewal requirements through an extension, the next three-year certification period will be based upon the original renewal date and not the completion of the extension period. Additionally, these activities count only toward the extended certification period; they will not be counted again toward the next certification period.

Additional References

Questions regarding this policy can be sent to quality@cmmiinstitute.com.

Revision History

Version Number	Date Published	Date Effective	Changes
V 1.0	24 April 2019	1 January 2020	Initial version



Appendix A - CMMI Institute Service Delivery CPE Requirements for Maintaining Partner-Sponsored Roles

Category I: CMMI Institute Service Delivery	REQUIRED CPES
<p>Certified CMMI Lead Appraiser</p> <p>Must meet minimum credit requirements in this category by leading appraisals (may be V2.0 Benchmark, Sustainment, or Evaluation Appraisals or V1.3 SCAMPI A, B, or C Appraisals) that have been submitted to and approved by CMMI Institute.</p>	70
<p>Certified CMMI Instructor</p> <p>Must meet minimum credit requirements in this category by delivering official CMMI Institute courses that have been submitted to and approved by CMMI Institute.</p>	70

Appendix B - CMMI Institute Continuing Education and Community Support: CPE Activity Maximums

Category II: Continuing Education and Community Support	CPE LIMIT PER ACTIVITY
Attend a live offering of an official CMMI Institute course (you must be recorded on the official attendee list).	40
Complete a CMMI Institute elearning course.	25
Teach an official offering of a CMMI Institute course (if renewing LA certification)	50
Attend or teach a live offering of a non-CMMI Institute course that is CMMI-related (attendees must provide the associated course completion, instructors must provide a course description, and an agenda or class roster which includes the instructor).	25
Attend a non-CMMI Institute sponsored process improvement related conference.	25
Attend a CMMI Institute conference or symposium.	25
Attend the annual CMMI Partner Workshop.	25
Attend CMMI Upgrade Training.	25
Lead a CMMI appraisal that is formally submitted to CMMI Institute (if renewing Instructor certification)	50
Participate as an Appraisal Team Member (ATM) on an official appraisal that is formally submitted to and approved by CMMI Institute.	50



Participate in the continuing evolution of CMMI by taking part in CMMI Institute activities (Partner Advisory Board (PAB) Member, Client Advisory Board (CAB) Member, certification development activities, presenting at a CMMI Institute webinar or conference, participating in CMMI Institute working groups, CMMI Institute exam and translation review panels, etc.).	50
Publish a case study of a client organization's adoption efforts with CMMI Institute.	25
Active membership in a standards body or committee that is related to CMMI (credit awarded for one (1) membership).	10
Present at a conference, workshop, or other industry organization on a topic related to CMMI-based performance improvement.	25
Author a published CMMI-based book via a recognized publishing organization.	25
Author a white paper or a published CMMI-related performance improvement article that has been vetted by a recognized authority such as an industry association, peer-reviewed journal, etc.	25
Complete advanced coursework in pursuit of an academic degree in engineering, quality, education, or a field related to a CMMI view.	25
Complete the Annual CMMI Institute Partner Survey or another CMMI Institute survey collecting Partner input (1 CPE/survey).	10