



SEI CMMI Instructor Certification Renewal Requirements

Notification

Key provisions of the renewal process for CMMI-based instructors are being updated. Details of these revisions are described below. Effective March 1, 2011, all CMMI instructor certifications will be valid for 3 years. This document describes the renewal program for all CMMI instructors

For the purposes of this document, the term “CMMI instructors” refers to the following current and future certified SEI roles:

- *Introduction to CMMI for Development V1.3 instructor*
- *Introduction to CMMI for Services instructor*
- *Acquisition Supplement for CMMI-DEV V1.3 instructor*
- *Services Supplement for CMMI-DEV V1.3 instructor*
- *Development Supplement for CMMI-SVC instructor*
- *CMMI-DEV Level 2 for Practitioners instructor*
- *CMMI-DEV Level 3 for Practitioners instructor*
- *CMMI-ACQ Level 2 for Practitioners instructor*

Applicability

This change applies to all instructor roles as listed above and will be effective on March 1, 2011. Activities towards certification renewal completed after January 1, 2011 and your new renewal period start date will be accepted for renewal credit only in the first renewal period after launching of this program.

Background

SEI-Certified CMMI instructor roles have grown to include introductory model-based courses, supplements, and practitioner-based courses. Based on feedback from the community, revisions to harmonize the renewal process have been made to

- Increase the certification renewal period from one year to three years
- Increase the opportunity for cross-program credentialing credit with other certification programs
- Increase the number and types of activities that qualify for renewal credit
- Implement a single renewal program for all CMMI instructor certifications
- Implement a transition plan to converge and align certification renewal periods.

Overview

Effective March 1, 2011, all CMMI instructor certifications are valid for three years. The renewal system is based on points and requires instructors to complete specific renewal activities during the three-year period. Renewal points can be credited only towards an individual’s current renewal period.

Note: All CMMI Instructors must teach at least one course for each of the certifications held during the three year renewal period.



Instructors who do not accrue the necessary points during the three year period will have allowed their certification to lapse and be placed into suspension. Waivers or extensions are no longer accepted.

If one or more of your certifications is suspended:

- (i) Within fifteen (15) days of the SEI's notice of suspension to you, the SEI will email a list of remedial actions and timeframe for completion to be reinstated.
- (ii) Inform the SEI immediately that you will begin the remedial actions specified and that you will complete them within the designated time frame.
- (iii) During suspension, your listing on the SEI Partner Directory is removed.
- (iv) If the SEI, in its sole discretion, is satisfied with your performance of the remedial actions, the SEI will lift the suspension of your certification and will provide written notice to you. If you do not perform the remedial activities by the SEI's deadline, the SEI will place your certification in revocation. Additional activities will be required and coordinated with the SEI to renew the certification.

If an instructor adds a new instructor certification within 12 months from the end of their renewal period, additional renewal points will not be required for that renewal period. Individuals who add an instructor certification more than 12 months from the end of a renewal period will need to meet the renewal requirements for that newly added certification.

Implementation Detail for New CMMI Certified Instructors

Newly certified CMMI instructors will have a three year renewal period in which a specified number of renewal points must be earned to renew the certification. Points are awarded on an activity based system and recorded via a renewal log. It is the responsibility of the instructor to maintain and submit the renewal log at least 60 days prior to renewal. Please refer to the Renewal Points section below for guidance. The renewal log will be found in the [Partner Resource Center](#). Please forward any questions to Certification-Info@sei.cmu.edu.

Implementation Detail for existing CMMI Certified Instructors

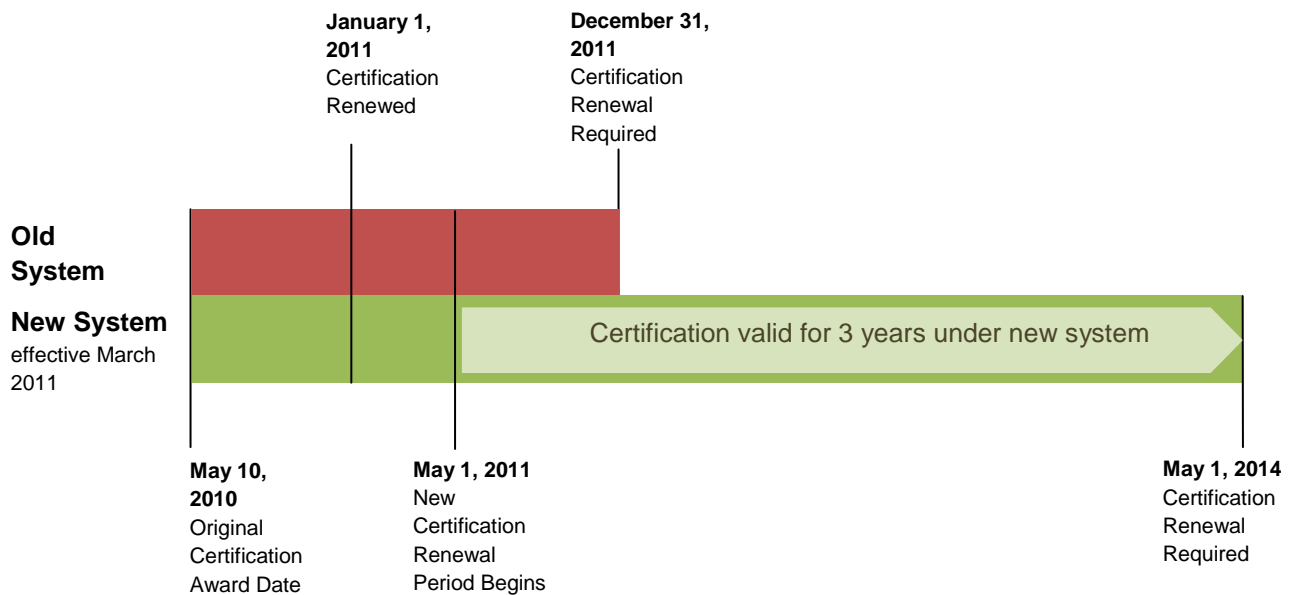
As we transition from a yearly renewal cycle to a three-year cycle, each instructor will be notified of a new renewal period for his or her certifications. The new period will be based on the month your certification was originally awarded. All new renewal dates will fall on the first of the month; if your original certification date does not fall on the first of the month, your renewal date will be the first day of the following month.

To increase efficiencies in renewing multiple SEI certifications, three transition categories have been created. Please read the details related to the category that applies to you:

Professionals with a single instructor certification

- If you have only one certification, your renewal date will coincide with the month you completed the certification program.
- Example: An instructor completed the *Introduction to CMMI V1.2 for Development Instructor* certification on May 10, 2010 and renewed his certification on January 1, 2011 and was valid through December 31, 2011.

After realignment, this instructor’s certification is now valid from May 1, 2011 through May 1, 2014.





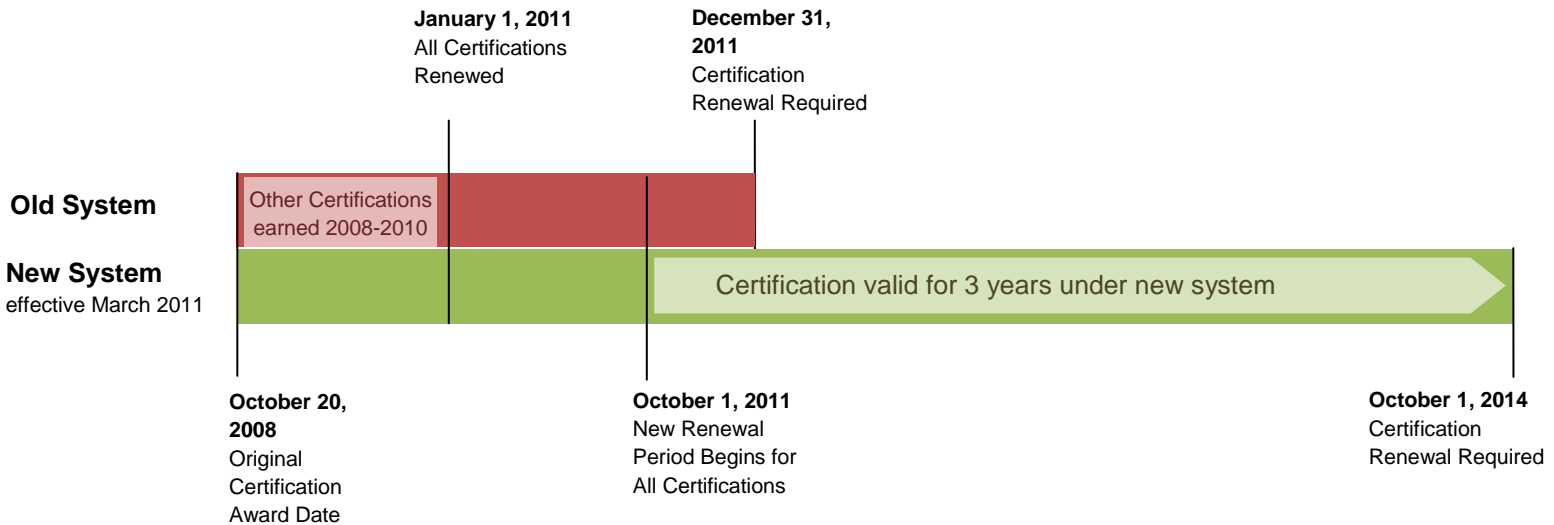
Professionals with multiple instructor certifications

If you have more than one CMMI instructor certification, you will be assigned a single renewal month for all of your CMMI instructor credentials. Each individual will have a single certification renewal month that is based on the month in which you earned your first CMMI instructor credential.

For Example: An instructor holds three credentials:

- Introduction to CMMI V1.2 for Development instructor (originally awarded October 20, 2008, renewed on January 1, 2011 and was valid through December 31, 2011)
- Acquisition Supplement for CMMI V1.3 instructor (originally awarded April 10, 2009, renewed on January 1, 2011 and was valid through December 31, 2011)
- Services Supplement for CMMI V1.3 instructor (originally awarded July 1, 2010, renewed on January 1, 2011 and was valid through December 31, 2011)

This instructor’s certifications are now realigned and valid from October 1, 2011 through October 1, 2014.





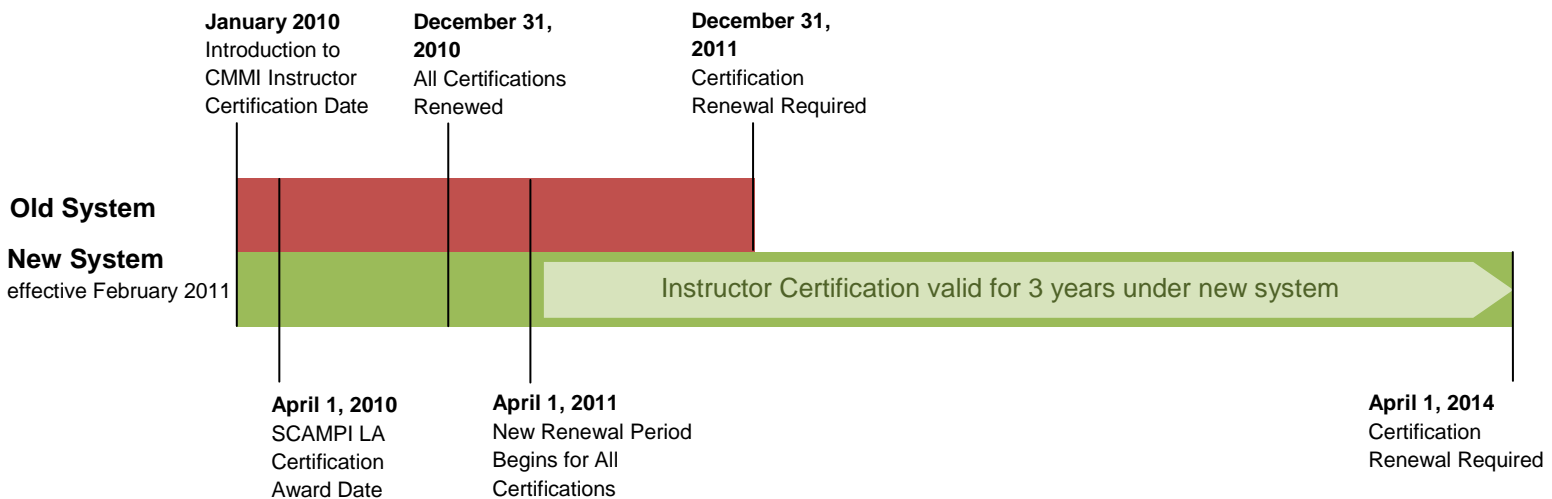
CMMI instructors who also have a SCAMPI Lead Appraiser certification

If you are a CMMI instructor who also holds a SCAMPI LA certification, your new certification renewal date will be aligned with the renewal month of your SCAMPI Lead Appraiser certification.

For Example: An instructor holds:

- An Introduction to CMMI V1.2 for Development instructor certification (originally awarded in February 2006, renewed on January 1, 2011 and was valid through December 31, 2011)
- A SCAMPI Lead Appraiser for Development certification (originally awarded April 2007 and recently renewed April 1, 2010 and valid through April 1, 2013):

This individual's instructor certification is now realigned and valid until from April 1, 2011 through April 1, 2014.





Renewal Points

To renew a single certification, you must earn 5 renewal points. To renew multiple certifications, you must earn 5 points for the first certification and 1 point for each additional certification.

Activities are divided into two subgroups: professional activities and continuing education/community support activities. (Please note that all certified individuals must earn 2 points from the continuing education and community support subgroup during each renewal period.)

Only those courses for which the attendee lists are submitted to the SEI are eligible for renewal points. Instructors must remain in good standing to be eligible for renewal; “good standing” is defined as having no outstanding invoices, having appropriately submitted all course rosters and critiques, and having no Code of Professional Conduct or program requirement violations.

For Example:

- A. I have a certification as an Introduction to CMMI for Development V1.3 and a Services Supplement for CMMI -DEV V1.3 instructor. What is the number of points I need to earn for renewal?

You must earn 6 points (5 points for a single certification, plus 1 point for an additional certification).

- B. I have a certification as an Introduction to CMMI Development v1.3 instructor, Introduction to CMMI for Services instructor, and Services Supplement for CMMI V1.3 instructor. What is the number of points I need to earn for renewal?

You must earn 7 points (5 points for a single certification, plus 1 point for each additional certification).

Renewal Records

It is your responsibility as a CMMI instructor to maintain a log of activities and appropriate documentation that will provide the basis for renewing your certification. This log should be provided to your relevant sponsoring SEI Partner on a periodic basis for review and retention. The renewal log template is located in the certified instructor’s folder on the SEI Partner Resource Center and must be completed and returned to the SEI at least 60 days before the end of the renewal period.

Guide to Points for Renewal Activities

The chart below lists activities you may perform to renew your certification and their point values. Activities in the in each category are reviewed by the SEI for applicability. The SEI may not accept an activity or activities as submitted by the instructor. In this situation, the SEI will ask the CMMI instructor to clarify 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. As a reminder, activities are divided into two subgroups: professional activities and continuing education/community support. Please note that all



certified individuals must earn 2 points from the continuing education and community support subgroup during each renewal period.

- **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 your total renewal points.

SEI CMMI Instructor Renewal Program			
	Renewal Points Per Activity	Min Credit Required Per Renewal Period	Max Credit Awarded Per Renewal Period
I. Professional Activity (SEI Courses and Services)		3	
Note: Individuals who hold multiple instructor certifications must teach at least one course in each certification held during the three-year renewal period.			
Courses/Services:			
• Introduction to CMMI for Development V1.2 or V1.3	1	1	3
• Introduction to CMMI for Services*	1	1	3
• CMMI-DEV Level 2 for Practitioners	1	1	3
• CMMI-DEV Level 3 for Practitioners	1	1	3
• CMMI-ACQ Level 2 for Practitioners	1	1	3
• Acquisition Supplement for CMMI for Development V1.2 or V1.3	0.5	0.5	1
• Services Supplement for CMMI for Development V1.2 or V1.3	0.5	0.5	1
• Development Supplement for CMM for Services	0.5	0.5	1
• Lead a SCAMPI A Appraisal for at least one constellation(s) in which a SCAMPI LA certification is held (ACQ, DEV, SVC, or PCMM)	0.5		1
• Other licensed SEI Courses	0.5		1
II. Continuing Education & Community Support		2	2
• Attend an SEI course delivered by the SEI or an SEI Partner organization as a student (you must be recorded on the official attendee list)	0.5		1
• Attend a non-SEI course that is CMMI-related (you must present the associated course completion or participation certificate) **	0.5		0.5
• Attend a non-SEI sponsored CMMI-related conference **	0.5		0.5
• Attend designated professional development activities at an SEI SEPG ***	0.5		1
• Attend the SEI Annual Instructor and Lead Appraiser Workshop	0.5		1



<ul style="list-style-type: none"> Participate in an official SCAMPI appraisal class A or B that is formally submitted to the SEI 	0.5		1
<ul style="list-style-type: none"> <i>*Introduction to CMMI for Services Instructors Only:</i> Attendance at more than 50% of SEI hosted CMMI for Services instructor briefings conducted in person or via a virtual means. 	0.5	0.5	0.5
<ul style="list-style-type: none"> Participate in the continuing evolution of CMMI by participating in SEI activities (SEI Partner Advisory Board Member, SEI PAB Working Group, CMMI Model Team, SCAMPI Upgrade Team, CMMI Configuration Control Board, CMMI Steering Group, Certification Development Activities, etc.). ** 	0.5		1
<ul style="list-style-type: none"> Be a current member of a standards body, association, or society such as IEEE, ASQ, ACM, NDIA, PMI. Credit is awarded for one membership.** 	0.5		0.5
<ul style="list-style-type: none"> Present at SEI or CMMI-related workshops, conferences, or SPIN Meetings. ** 	0.5		0.5
<ul style="list-style-type: none"> Author a published CMMI based book via a recognized publishing organization during the three year renewal period** 	0.5		0.5
<ul style="list-style-type: none"> Attend annual and/or bi-annual CMMI-related meetings, briefings, or workshops as approved by the SEI (German CLIB, Organizational instructor and/or LA annual meetings, etc.)** 	0.5		0.5

Special Notes-

- * Introduction to CMMI for Services instructors must deliver at least one Introduction to CMMI for Services course each year during the three-year renewal period.
- ** Categories identified with the ** indicate that the instructor must present written evidence showing confirmation of participation to receive credit.
- ***Designated development activities are identified by SEI Certification and are eligible for renewal points to be credited towards renewal.