

Instructor Authorization for People Capability Maturity Model (People CMM) Product Suite

To begin the instructor authorization process, candidates and their organizations (SEI Partners) must complete all the following prerequisites:

1. The candidate's organization must have a fully executed SEI Partner agreement for the delivery of the People CMM Product Suite products and services. [Become SEI Partners](#).
2. The candidate has successfully completed an SEI-authorized offering of a three-day Introduction to the People CMM course. Candidates must be registered with the SEI as having met this requirement.
3. The candidate has successfully completed an SEI-authorized offering of the Intermediate Concepts of People CMM course and be registered with the SEI as having met this requirement.
4. Candidate must sign the [Code of Professional Conduct form](#) for individual commitment to the Code of Professional Conduct.
5. The candidate MUST be able to read, write, and speak understandable English. You will not pass the course if you cannot demonstrate this requirement. We strongly recommend that you provide your TOEFL score as demonstration of this prerequisite. Throughout the course, you will be required to present technical concepts in English. Successful completion of this course is dependent upon your class participation and presentations that will be evaluated for skill and comprehension.

Steps for Becoming an SEI-Authorized Introduction to People CMM Instructor

1. Application

Complete the application process to become an authorized Introduction to People CMM Instructor. Submit a course training application from [People CMM Instructor Training](#). Register for the course at <http://www.sei.cmu.edu/training/registration/course-registration.cfm>. Forward the registration to courseregistration@sei.cmu.edu or Fax 412-268-7401.

The application package must include the following:

- Course registration form
- Applicant's resume showing the applicant meets the teaching, technical, and model experience and skills requirements.
- A completed SEI Partner's [sponsorship form](#) for the applicant
- Signed [Code of Professional Conduct](#) for SEI Services form

2. Instructor Selection Criteria

Documentation must show that candidates fulfill all the instructor selection criteria in the three categories below:

- Teaching Experience and Skills
- Technical Experience and Skills
- Model Experience and Skills.

Teaching Experience and Skills

The SEI uses these criteria to determine whether proposed candidates have sufficient presentation, facilitation, and teaching experience and skills.

Candidates must have:

- at least one year of experience teaching technical or management subject matter to adult learners
- training and/or experience in classroom presentation and management skills including:
 - presenting procedural and conceptual information in a clear and concise manner
 - facilitating group discussion and interaction
- experience using instructional media presentation (audio/visual) systems and aids (e.g., flipcharts)

Technical Experience and Skills

The SEI uses these criteria to determine whether proposed candidates have sufficient subject matter expertise to be credible as presenters of the course materials.

The candidate must have

- three years of experience interpreting or applying the People CMM model in a work environment
- ten years of experience in management showing clear evidence of expertise in at least two critical areas and at least three technical areas selected from the lists below:

Critical areas (select at least two)

- management
- human resources
- organizational development
- program/project management
- quality assurance

Technical areas (select at least three)

- customer requirements elicitation, analysis, and management
- system or software design
- component design (hardware and/or software components)
- component integration (hardware and /or software components)
- component or system level testing
- configuration management
- measurement of product or process
- government contracts or commercial contracting

OR

three years of the above experience and expertise and a master's degree related to systems or software

Model Experience and Skills

The SEI uses these criteria to determine whether candidates possess sufficient experience and skills related to People CMM and quality improvement methods.

- three years of experience serving as at least one of the following:
 - member of engineering process group (EPG)
 - member of process improvement (PI) team
 - process improvement coach
- CMMI SCAMPI appraisal team member experience:
 - team member of at least one CMMI SCAMPI Class A process appraisal or
 - team member of at least two CMMI SCAMPI B or C process appraisals

3. Instructor Training

Candidates are required to successfully complete the three-day People CMM Instructor Training course for delivery of the Introduction to the People.

The SEI conducts the training for the People CMM Instructor Training Course for a minimum of four and a maximum of six candidates per offering. Due to these enrollment requirements, organizations that sponsor only one candidate may have to wait an unspecified period of time before the candidate can enroll in a course with the appropriate number of participants. Organizations may arrange an on-site offering of the course if they are able to meet enrollment requirements by contacting course-info@sei.cmu.edu.

Upon completion of this course, the candidate has 12 months to complete the next step, observation.

4. Observation

Within 12 months of successfully completing People CMM Instructor Training for delivery of the Introduction to the People CMM Course, the candidate must demonstrate the ability to teach the Introduction to the People CMM course according to the following guidelines:

- The candidate's organization sponsors the course offering, determines the location of the offering, and requests an SEI-authorized observer to conduct the observation. Observation Request Forms can be found at <http://www.sei.cmu.edu/partners/forms.html>.
- SEI-authorized observers can observe up to two candidates per offering provided that the observer is informed at least three weeks prior to the offering which modules each candidate will present. The delivery must be shared equally by candidates in both the amount of material presented and the difficulty in ML of PAs delivered.
- If an interpreter is required, the Partner is responsible for obtaining and payment of an SEI-approved interpreter.

The observer will provide the candidate with feedback at the conclusion of the observation and provide required information to the SEI for the candidate observation package. The SEI will notify the candidate of authorization status as an instructor for the Introduction to the People CMM course, and furnish a certificate when authorized.

Agreement Partner shall ensure that candidate instructors complete the instructor authorization process before participating in formal course offerings. Any exceptions to the instructor authorization process will be granted at the SEI's sole discretion.

Authorization

SEI-Authorized Instructors may only teach the course on behalf of an SEI Partner for delivery of the Introduction to the People CMM course. SEI-Authorized People CMM Instructors cannot use the materials to deliver courses independently or on behalf of organizations that are not licensed by CMU/SEI to deliver People CMM courses. To maintain SEI authorization to teach the Introduction to the People CMM course, instructors must:

- teach a minimum of one Introduction to the People CMM course per calendar year and receive satisfactory course evaluations for each course offering taught
- provide the SEI with an annual summary of professional development activities including one or more of the following:
 - attending or giving presentations at conferences on People CMM-related topics
 - teaching courses on People CMM-related topics
 - continuing education by attending courses that contribute to in-depth knowledge in human resources management, organizational development, or process improvement

If instructors do not meet the two requirements above, their authorization may expire. If an instructor's authorization reaches expiration, the instructor may request an extension for up to six months to comply with these two requirements. It is at the sole discretion of the SEI to accept the expiration, grant extensions or to require a reevaluation of the instructor's capabilities. The SEI Partner organization must pay all annual support amounts due from the end of the established authorization period. The SEI will notify instructors of their status as authorization milestones approach.

For More Information

Contact the [SEI Partner Program](#) with questions about this opportunity.

Completed 06/29/2010