Software Architecture Specialization

Definitions

"SEI-Certified Individual" means a person who (i) has earned a certification credentials by successfully completing the applicable SEI certification process described at http://www.sei.cmu.edu/certification, (ii) has met all ongoing requirements to maintain such certification, including the payment of any and all fees due for such certification, and (iii) is sponsored by an SEI Partner for the Software Architecture specialization.

Specialization Qualification Process

Software Architecture Instructor Certification

SEI-Certified Software Architecture: Principles and Practices (SAPP) Instructor

SEI-Certified Documenting Software Architecture (DSA) Instructor

Course Delivery

SEI Partner may alter the Software Architecture materials only to make minor grammatical corrections or to change spelling to accommodate regional style (such as changing “center” to “centre”). No other changes may be made to the Software Architecture materials unless agreed to in advance by the SEI. Supplementary material, clearly designated as such, may be added. Supplementary material should not be used to replace SEI-supplied material. All SEI-supplied material should be presented.

SEI Partner may make one paper copy of the student materials per Course Participant. Written permission from the SEI is required for all other reproduction. SEI Partner may engage a third party to reproduce the course materials as long as (i) the number of copies produced is limited to one copy of the materials per Course Participant, and (ii) any copies produced are distributed exclusively to Course Participants as permitted under the Software Architecture specialization.

Each Course Participant attending a Software Architecture course shall be provided a copy of the appropriate course text(s).

SEI training material should be assembled and delivered according to assembly instructions and associated instructor collateral materials provided in the download file for each course located on the Partner Resource Center at https://partner-resources.sei.cmu.edu/.

SEI Partner shall ensure that each Course Participant has met the applicable SEI established course prerequisites listed at http://www.sei.cmu.edu/training/find by confirming Course Participant’s records at https://partner-resources.sei.cmu.edu/ in advance of the planned course delivery.

Distance learning use of the Software Architecture courses is not allowed. SEI-Certified Instructors shall only teach the Software Architecture courses via live classroom delivery on behalf of the SEI
Partner. SEI-Certified Instructors and SEI Partners shall not deliver the Software Architecture courses through teleconference, video conference, or other distance learning vehicles or make any other electronic distribution of the Software Architecture courses without the prior written approval of the SEI.

SEI shall own and maintain all Software Architecture course materials. SEI Partner and its instructors are encouraged to submit change requests to the SEI for review.

**Data Submission**

*Course Attendee List and Continuing Education Units (CEUs)*

SEI Partner shall ensure that SEI-Certified Instructors submit an attendee list using the SEI-provided attendee list template within 30 days of the end date of the course template to: partner-attendees@sei.cmu.edu. Course attendee lists shall include: the identification of each participant who attended any portion of a course delivered by SEI Partner; whether or not Course Participant successfully completed the course; and, any other data required to complete the SEI-provided course attendee list form. If any Course Participant has requested that his or her identity not be released to SEI, SEI Partner shall report the participant as “Anonymous Participant” (enter first name as “Anonymous” and last name as “Participant”) on the required attendee lists and shall inform the participant that the participant will not receive a course completion certificate, prerequisite credit, or continuing education units, and that such participant will be (i) unable to retroactively elect to provide personal information and receive credit, and (ii) ineligible to participate in advanced courses, certification activities, authorization activities, or any other activities that require proof of completion of the course.

SEI shall make available course completion certificate templates with Carnegie Mellon University Continuing Education Units (CEUs) to be provided to SEI Partner’s Course Participants who successfully complete the Software Architecture courses.

SEI Partner shall be responsible for delivering the completion and CEU certificates to the individual Course Participants.

*Course Evaluation Forms*

Within 30 days of the delivery of any course under this Agreement, SEI Partner shall transmit completed course evaluation forms to the SEI.

*Quarterly Instructor Reports*

SEI-Authorized PSP Instructors are required to submit the following data on a quarterly basis.

**Quality Assurance**

Course evaluation forms and other class data may be reviewed by SEI to evaluate the quality of course delivery. The SEI may perform random reviews of SEI Partner-delivered courses at the discretion of the SEI, including on-site reviews of courses in progress and follow-up surveys with Course Participants. The SEI shall notify the SEI Partner if an on-site review will be performed and
schedule with the SEI Partner a time for such review to occur. SEI Partner shall not be responsible for any expenses incurred by SEI in performing any review. After an on-site review, the SEI shall provide a written evaluation to SEI Partner, which may include recommended actions and mitigation plan. The SEI may perform subsequent random reviews in its discretion.

SEI reserves the right to conduct follow up surveys of Course Participants who have attended SEI Partner-delivered offerings of the Software Architecture courses.

**Materials and Use Restrictions**

<table>
<thead>
<tr>
<th>Software Architecture Specialization Materials</th>
<th>Materials may be copied and distributed to Course or Service Participants</th>
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<tbody>
<tr>
<td>Student Materials for each course</td>
<td>Yes, except for blended learning courses</td>
</tr>
<tr>
<td>Supporting Materials or handouts</td>
<td>Yes</td>
</tr>
<tr>
<td>Exercises</td>
<td>Yes</td>
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<tr>
<td>Instructor notes and collateral</td>
<td>No</td>
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