

# Instructor Authorization for Services Supplement for Introduction to CMMI v1.2 Course

Organizations that [become SEI Partners](#) for the *Service Supplement for Introduction to CMMI v1.2* course must sponsor candidates to become SEI-Authorized Services Supplement Instructors. Candidates who successfully complete the process outlined below will be authorized to teach the *Services Supplement for Introduction to CMMI v1.2* course on the SEI Partners' behalf.

## Application

SEI Partners verify that prerequisites are complete and recommend candidates to the SEI. The SEI reviews applications and accepts qualified candidates.

## Prerequisites

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

1. The candidate's organization has applied to become an SEI Partner for the delivery of the Services Supplement for Introduction to the CMMI v1.2 courses, been accepted, signed the applicable Carnegie Mellon University/SEI agreement, and has had a representative sign the Code of Professional Conduct form for the organization.
2. The candidate must be an SEI-Authorized Introduction to CMMI v1.2 Instructor.

## Submitting an Application

SEI Partners must recommend candidates to the SEI by submitting the following documentation for each candidate for review:

1. Partner Candidate Sponsorship Form; located at <http://www.sei.cmu.edu/partners/forms.html>
2. Candidate's resume
3. Documentation demonstrating that the candidate satisfies the selection criteria below

## Instructor Selection Criteria

Documentation must show that candidates fulfill all the instructor selection criteria in the Technical Experience and Skills category below.

## 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

- five years of experience in service delivery showing clear evidence of expertise in at least two areas from the lists below:
- experience and skills in the internal or external services area
  - Capacity and Availability Management
  - Incident Resolution and Prevention
  - Service Continuity Planning
  - Service Delivery
  - Service Systems Development and Implementation
  - Service Management

Two of the five years of experience must be in the management of services.

## **Training**

Candidates are required to successfully complete the one-day Services Supplement for Introduction to CMMI Version 1.2 course for delivery of the Services Supplement for Introduction to CMMI v1.2 course.

Candidates and SEI-Authorized CMMI for Services Supplement Instructors are required to pass the [CMMI for Services Supplement Instructor examination](#).

At SEI's discretion, an interview will be conducted to ensure the candidate has the necessary CMMI for Services model knowledge.

## **Authorization**

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.

SEI-Authorized CMMI for Services Supplement Instructors may only teach the course on behalf of an SEI Partner for delivery of the Services Supplement for Introduction to CMMI v1.2 course. SEI-Authorized CMMI for Services Supplement Instructors cannot use the materials to deliver courses independently or on behalf of organizations that are not licensed by CMU/SEI to deliver CMMI v1.2 Product Suite courses.

To maintain SEI authorization to teach the Services Supplement for Introduction to CMMI v1.2 course, instructors must:

- teach a minimum of one Services Supplement for Introduction to CMMI v1.2 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 CMMI for Services related topics
  - teaching courses on CMMI for Services related topics
  - continuing education by attending courses that contribute to in-depth knowledge in capacity and availability management, incident resolution and prevention, service continuity planning, service delivery, service systems development and implementation, or service management

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.