Software Engineering Measurement and Analysis 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 Engineering Measurement and Analysis specialization.

Specialization Qualification Process

SEI-Certified Instructor for Implementing Goal Driven Measurement (IGDM)

SEI-Certified Instructor for Designing Products and Processes Using Six Sigma (DPPSS)

SEI-Certified Instructor for Improving Products and Processes Using Six Sigma (IPPSS)

Course Delivery

SEI Partner may alter the SEMA materials only to make minor grammatical corrections or to change spelling to accommodate regional style (such as changing “center” to “centre”). Except for delivery of tailored versions (see below) of the IGDM course, no other changes may be made to the SEMA 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 SEMA specialization.

SEI Partner shall ensure that each Course Participant has met the applicable SEI established course pre-requisites 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 SEMA courses is not allowed. SEI-Certified Instructors shall only use the materials to teach the SEMA courses via live classroom delivery on behalf of the SEI Partner. SEI-Certified Instructors and SEI Partner shall not deliver the courses through teleconference, video conference, or other distance learning vehicles or make any other electronic distribution of the course materials without the prior written approval of the SEI.
Course Delivery Procedures for Tailored Offerings

The IGDM course may be offered in two different formats: a case study version or a tailored workshop version. The case study version is the non-modified version of the course. This is the version that the SEI teaches in its public offerings. The tailored workshop version is the version that is modified or tailored by the SEI Partner or an SEI-Certified Instructor to meet the goals of a specific customer. Tailored version guidelines are available on the SEI Partner Resource Center.

SEI Partner shall transmit a copy of the workshop description and the overview module for the tailored version of the IGDM course in advance of the course delivery. If time permits, SEI will provide feedback on the course tailoring to the SEI Partner.

Tailored versions of the IGDM course shall contain the following attributions to the SEI as follows:

1. “This material was developed using information and publications from the Carnegie Mellon University Software Engineering Institute (www.sei.cmu.edu).”
2. “Capability Maturity Model, CMM, and CMMI are registered in the U.S. Patent and Trademark Office by Carnegie Mellon University.,” as applicable

The SEI logo may only be used in original SEI-developed materials or modules for tailored versions of the IGDM course; modified course materials or modules shall not contain the SEI logo.

Course Participants who complete a tailored version of the IGDM course are not eligible for SEI course completion certificates or Carnegie Mellon University CEUs.

Data Submission

Course Attendee List and Continuing Education Units (CEUs)

For each course taught, 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 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.

For each attendee list submission, SEI Partner and SEI-Certified Instructor(s) for the course will receive a confirmation of such submission from the SEI. SEI Partner and/or the SEI-Certified Instructor(s) will have 30 days from delivery of the confirmation to request any additions to attendee list. No names will be added after 30 days.

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 *Implementing Goal-Driven Measurement, Improving Process Performance Using Six Sigma, and Designing Products and Processes Using Six Sigma* 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.

*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 SEMA courses.

*Materials and Use Restrictions*

<table>
<thead>
<tr>
<th>SEMA Specialization Materials</th>
<th>Materials may be copied and distributed to Course or Service Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Materials for each course</td>
<td>Yes,</td>
</tr>
<tr>
<td>Supporting Materials or handouts</td>
<td>Yes, except for Xerox metric handbook</td>
</tr>
<tr>
<td>Exercises</td>
<td>Yes</td>
</tr>
<tr>
<td>Instructor notes and collateral</td>
<td>No</td>
</tr>
</tbody>
</table>

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