

Instructor Authorization for CMMI for Acquisition Supplement for Introduction to CMMI v1.2 Course

Organizations that become SEI Partners for the CMMI for Acquisition Supplement for Introduction to CMMI v1.2 course must sponsor candidates to become SEI-Authorized CMMI for Acquisition Supplement Instructors. Candidates who successfully complete the process outlined below will be authorized to teach the CMMI for Acquisition 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 CMMI for Acquisition 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.

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

- five years of experience in acquisition 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)
 - source selection
 - systems or software acquisition
 - program/project management
 - procurement
 - quality assurance
 - outsourcing
 - acquisition process improvement
 - acquisition constellation development
 - supply chain management
 - Technical areas (select at least three)
 - acquisition planning
 - requirements analysis
 - solicitation
 - contract administration
 - monitoring technical performance
 - validation
 - configuration management
 - measurement of product or process
 - government contracts or commercial contracting

OR

- three years of the above experience and expertise and an advanced degree related to acquisition, supply chain management, procurement, technical management, or engineering.

Training

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

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

At SEI's discretion, an interview will be conducted to ensure the candidate has the necessary CMMI for Acquisition 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 Acquisition Supplement Instructors may only teach the course on behalf of an SEI Partner for delivery of the CMMI for Acquisition Supplement for Introduction to CMMI v1.2 course. SEI-Authorized CMMI for Acquisition 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 CMMI for Acquisition Supplement for Introduction to CMMI v1.2 course, instructors must:

- teach a minimum of one CMMI for Acquisition 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 Acquisition related topics
 - teaching courses on CMMI for Acquisition related topics
 - continuing education by attending courses that contribute to in-depth knowledge in source selection, systems or software acquisition, outsourcing, supply chain management, or engineering 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.