



Application for Candidate Observation

Email completed form to observation@cmmiinstitute.com

Type your information into the boxes below; you can use the tab key to move between fields.

Partner Organization

Organization Name

Organization Address:

Partner Business Point of Contact

Name:

Email address:

Telephone:

Fax:

Candidate to be observed

Name:

Email address:

Address:

Telephone:

Fax:

Observation information

Please select the role of observation requested:

Proposed location of observation:

- CMMI for Development Instructor
- CMMI for Services Instructor
- CMMI for Acquisition Instructor
- People CMM Instructor
- SCAMPI Lead Appraiser for Development
- SCAMPI Lead Appraiser for Services
- SCAMPI Lead Appraiser for Acquisition
- SCAMPI with People CMM Lead Appraiser
- Enterprise Data Management Expert

Name of organization hosting observation:

Contact:

Requested date(s) of observation (mm/dd/yy):
— *Candidates, please provide 3 possible dates*

Email:

Telephone



Language(s) spoken during observation?

If English will not be the primary language spoken, it may be necessary for an interpreter to be hired. The CMMI Institute Partner would be required to provide, at its own expense, an interpreter who is approved of by both the CMMI Institute and the Observer. The Observer may help identify suitable individuals.

The CMMI Institute requires a minimum of 45 days notice to schedule an Instructor observation and 6-months notice for LA observations. In some cases, the CMMI Institute may not be able to commit to a Partner's requested observation date(s), therefore, the greatest amount of lead time provided to secure an Observer is appreciated.

Travel accommodations

Travel for Observers will be scheduled by the CMMI Institute in accordance with all CMMI Institute travel policies and procedures. Please recommend accommodations close to the observation site which are reliable and secure for travelers.

Accommodation option 1:

Accommodation option 2:

Accommodation option 3:

By submitting this form to the CMMI Institute, the sponsoring Partner's Business Point of Contact (BPOC) agrees to incur all costs associated with the requested observation of this candidate in accordance with the Agreement Partner's Licensing Agreement with the CMMI Institute. If an observation is canceled, Agreement Partner will be responsible for any costs incurred by the CMMI Institute as a result of such cancellation. The CMMI Institute will provide a non-binding estimate of the observation charges in advance of the observation.

It is the responsibility of the sponsoring Partner's BPOC to notify the CMMI Institute (in writing) if Agreement Partner discontinues its sponsorship of any Certified Individual or Certification Candidate within 30 days of the effective date of such change in sponsorship.

This observation form will be submitted to the appropriate certification program administrators and they will provide further observation instructions to the candidate. This form should be emailed to observation@cmmiinstitute.com.