



CMMI Training - Course Delivery Policy

Purpose

This policy outlines course delivery and reporting requirements for Certified CMMI® Instructors.

Scope and Applicability

This policy applies to all Certified CMMI Instructors. CMMI Institute Partner Business Points of Contact (BPOCs) are also responsible for maintaining awareness of this policy, as it applies to each course delivered under their agreement. This policy replaces:

- CMMI Institute Policy 0027, *CMMI Institute Partner Introductory Course Policy*
- CMMI Institute Policy 2018-01, *CMMI Institute Building Organizational Capability Course Instructor-Led Policy*

Background

Courses are carefully designed to be taught in a manner and timeframe to help learners understand and be able to apply the key concepts and ideas of CMMI V2.0.

Policy Implementation Detail

Course Registration and Scheduling

- Course prices are determined by each CMMI Institute Partner.
- Course prerequisites are specified for each course on the CMMI Institute website.
- The minimum number of students for a Supplement course is one student. All other course sessions must consist of a minimum of three students and a maximum of 25 students.
- All students for CMMI V2.0 courses must be registered with CMMI Institute in advance of the course.
- Instructors must provide students with a minimum of 6.5 hours of instructional time per course day. (Break time is not included in the 6.5 hour per course day minimum.)
- Instructors must provide students with at least 3.5 hours of instructional time per half-day course. (Break time is not included in the 3.5 hour per course day minimum.)
- No more than eight instructional hours are permitted within one day.
- At least 10 minutes of break time must be provided for every four hours of instructional time.
- Remote delivery is **not** permissible.

- Students are not permitted to audit or observe official CMMI Institute courses. All students in attendance for a course must be included in the submitted course roster, and the sponsoring CMMI Institute Partner is responsible for paying their per seat fees.

Course Posting

- CMMI Institute Partners are permitted to post their authorized courses on the CMMI Institute online event calendar.
- CMMI Institute personnel must approve all submitted events before they will be published.
- Only events submitted through the online form will be reviewed, approved, and posted.
- CMMI Institute processes event submissions within 10 business days.

Course Preparation

- Prior to the start of each class, Instructors are required to verify that they are using the most current version of materials from their CMMI Institute Dashboard.
- Instructors must use the Course Checklist and Instructor Guide in preparing to teach.
- Instructors must provide required printouts to students before or during the course (refer to Course Preparation Checklist).
- Instructors must ensure that all students of CMMI V2.0 courses are properly registered on the CMMI Institute website and have access to the electronic version of all CMMI Institute-supplied student materials.
- Instructors for CMMI V2.0 courses must ensure that students download copies of all student files and the full CMMI V2.0 model.
- Instructors for CMMI V2.0 courses are permitted to print up to five copies of their personal model PDFs for use as a back-up resource during class. Students are not allowed to retain any model copies that are not licensed to them.
- Instructors may adjust the CMMI Institute provided Course Materials Checklist so that the list aligns with both standard CMMI activities and any additional activities instructors choose to add.
- Instructors are permitted to provide digital PDF versions of the course slides to students. PowerPoint copies of slides are not permitted to be provided to students.
- Instructors are obligated to meet the minimum course hour requirements as listed in the Course Registration and Scheduling section of this document. Failure to provide the minimum amount of instructional time to students may result in corrective actions up to and including decertification.

Course Completion

- To pass the course, students must meet all course completion requirements, including active participation in the course without any missed class time.
- Instructors must make the link for the End-of-Course Survey accessible to students by the end of each course. Instructors may make the survey accessible by adding the link to slides, writing the link on the whiteboard, emailing or texting the link to students, or using any other reasonable method for distribution.
 - Survey results are not required to close out a course, however, instructors should allow the last 15 minutes of the course for students to log in to complete surveys.

- Note that students may be granted up to two business days to complete the survey if no access is available during the course.
- CMMI Institute may perform extra quality checks on Partners whose students do not consistently provide course feedback.
- CMMI Institute will publish aggregate survey results to Partners twice a year at minimum.
- Instructors may update the standard CMMI Course Completion Certificate template with their own logos and may grant a Course Completion Certificate to students who meet all completion requirements.
- At the end of the course, instructors must notify CMMI Institute of each student's course completion status.

Additional References

- CMMI Institute online event calendar – <https://cmmiinstitute.com/learning/training/upcoming>
- Partner event submission form – <https://cmmiinstitute.com/special-pages/add-an-event>
- End-of-Course Survey – <http://www.surveygizmo.com/s3/2249350/EOCSurvey>
- Questions regarding this policy can be sent to info@cmmiinstitute.com
- Published Policies are available at [cmmiinstitute.com](https://cmmiinstitute.com/partners/policies) on the policy page: <https://cmmiinstitute.com/partners/policies>

Revision History

Version Number	Date Published	Date Effective	Changes
V1.1	17 January 2020	30 September 2019	Minor clarifications and edits throughout
V1.0	30 September 2019	30 September 2019	Updates to formatting and replacement of CMMI Institute Policy 00027 and CMMI Institute Policy 2018-01.