

# CMMI Appraisal System Registrations for Appraisal Team Members

## Account Registration Guidance for Appraisal Team Members

---

Quality reviews have identified multiple instances of external Appraisal Team Members (ATMs) appearing in the CMMI Appraisal System (CAS) as internal to the organizations which they are appraising. An individual's CAS account should accurately reflect their own name, organizational affiliation, and email address. ATMs who are external to an appraised organization should not represent themselves as employees of that organization nor should they be identified as interviewees if they are not employees of the organization being appraised.

If ATMs work in a freelance capacity (i.e., they do not have an affiliation to an organization), their CAS account should identify them as independent consultants and contain their personal information in the contact fields. The organization information in an individual's CAS account should only be updated when that person has changed employers.

An individual is only permitted to register once in the CAS database. All registrants are required to establish their own unique account. Responsibility for registration cannot be transferred to another individual regardless of appraisal role and working relationship.

For additional information, please refer to the [CMMI Appraisal System Usage Policy](#).

*Questions regarding this Quality Tip should be directed to [quality@cmmiinstitute.com](mailto:quality@cmmiinstitute.com).*