



CMMI® Appraisal - CMMI Registered Interpreter Policy

Purpose

This policy establishes the requirements for using a CMMI Registered Interpreter on CMMI appraisals where translation services are employed.

Scope and Applicability

This policy currently applies only to appraisals performed on organizations located in China. The Registered Interpreter role is being piloted in the Chinese market, and its effectiveness will be reviewed before it is expanded to other locations.

All CMMI Partners and Certified CMMI Lead Appraisers (LAs) are subject to the requirements of this policy. CMMI Partners are responsible for maintaining up-to-date knowledge of and ensuring that all credentialed individuals sponsored under their Partner agreement adhere to all applicable CMMI agreements, policies, methods, and guidelines.

This policy replaces Policy 2019-01, *Required Use of CMMI Registered Interpreter Policy*.

Background

Global adoption of the CMMI Performance Solutions ecosystem has increased demand for CMMI appraisal services, which in turn has created opportunities for LAs to work in regions where the native language is not their own. Consequently, this has increased the demand for translation services for CMMI appraisals.

To address CMMI community concerns surrounding the quality of translations, the CMMI Registered Interpreter role has been created. A Registered Interpreter must understand the spoken languages of all appraisal stakeholders to interpret appraisal information simultaneously, clearly, and accurately.

Policy Implementation Detail

When is a Registered Interpreter Required?

When an LA is delivering a Benchmark appraisal where the primary spoken language is Chinese and interpreter services are required, then a CMMI Registered Interpreter must be used. A list of Registered Interpreters can be found in the CMMI Resource Center. Use of a Registered Interpreter must be recorded in the CMMI Appraisal System (CAS) as an assigned role.

Furthermore, all CMMI Appraisal Method Definition Document (MDD) appraisal team requirements, including the appraisal team consensus process, must still be met. LAs must also ensure that the Registered Interpreter is appropriately reflected as participating on the appraisal in the final findings presentation.

Description of Tasks

Document Review

Registered Interpreters may be asked to translate documents written in the native language of an appraised organization's employees into English, as well as translate from English into the native language of the organization's staff. This requires the ability to read and write both languages.

Core documents may be written in multiple languages. Multilingual documentation may be provided by the Appraisal Sponsor, employees, CMMI Certified LAs, or CMMI consultancies. The interpreter's job is to translate the content of original texts clearly and accurately into the spoken language of both the LA and appraisal team.

Types of Documents

Registered Interpreters handle many types of documentation, including, but not limited to business process, statistical management, human resource, safety and security, software and hardware development, and manufacturing and services documentation.

Précis Writing

Translators may be asked to either document proceedings of an appraisal delivery or take notes during interviews. Précis writing is the process of listening attentively to conversations and interviews and recording essential points so that anyone reading their translation can understand the ideas expressed during the appraisal delivery.

Tasks

Registered Interpreters will summarize statements made during appraisal proceedings in a clear, accurate, and concise manner without omitting any of the speaker's key points or distorting any arguments. Registered Interpreters may work from notes or use audio recordings of meetings to verify notes if requested by the LA. The Registered Interpreter's role is not to make judgements for Appraisal Team Members (ATMs). All appraisal artifacts must be managed in accordance with the CMMI MDD. Artifacts may be reviewed by ISACA if the appraisal is selected for audit.

Schedule and Assignments

Certified CMMI LAs are solely responsible for building their schedules directly with the organization being appraised. Only Certified CMMI LAs are authorized to prepare appraisal schedules and coordinate the appraisal delivery with the organization procuring the appraisal. LAs are also solely responsible for identifying the scope of work for CMMI Registered Interpreters. Registered Interpreters may not have dual roles on an appraisal; they may not

participate as both an ATM and Registered Interpreter, nor as both Appraisal Sponsor and Registered Interpreter. Registered Interpreters must be under written agreement directly with LAs.

Certified CMMI Lead Appraisers may fulfill the role of Registered Interpreter and ATM if approved by ISACA in accordance with the requirements of the MDD.

Code of Professional Conduct (COPC)

Registered Interpreters must sign and abide by the contents of the CMMI Code of Professional Conduct (COPC).

Additional References

Failure to comply with this policy will result in corrective action as defined in the *Corrective Action Policy* ([PQ002](#))

- Questions regarding this policy should be submitted via support.isaca.org
- Published Policies are available at cmminstitute.com on the policy page: <https://cmminstitute.com/partners/policies>

Revision History

Version Number	Date Published	Date Effective	Changes
V1.4	24 February 2023	01 January 2019	Updated to reflect current CMMI branding
V1.3	11 February 2022	01 January 2019	Updated to ISACA branding; minor grammar and readability edits; removed outdated references
V1.2	30 September 2019	01 January 2019	Updated format & structure
V1.1	15 August 2019	01 January 2019	Updated to new CMMI Institute policy formatting, naming convention; clarified use of LA as interpreter
V1.0	01 November 2018	01 January 2019	Initial release