



# CMMI<sup>®</sup> Certification – Course Observation Policy

---

## Purpose

This policy details the minimum requirements for a CMMI Instructor Observation.

---

## Scope and Applicability

All Candidate CMMI Building Organizational Capability Instructors (herein after referred to as “Candidate Instructors”) are subject to the requirements of this policy, and CMMI Partners are responsible for verifying that the status and certifications of each Candidate sponsored under their agreement meet all policy requirements. This includes verification that the Candidate satisfies all observation requirements. This policy applies to all CMMI Instructor observations.

ISACA appoints an approved CMMI-credentialed Observer (herein after referred to as “Observer”). Candidates may not request specific Observers.

---

## Background

As the final step in the certification process, an observation is intended to provide the final verification step to ensure the readiness of a Candidate Instructor to deliver CMMI-authorized training. The observation validates that the Candidate Instructor can deliver training in a manner consistent with the course learning objectives, learner-centered instructional techniques, and CMMI policies and quality standards. The policies established by ISACA regarding observed course deliveries are designed to facilitate a valid, useful, and effective course delivery.

---

## Implementation Detail

To assess the needs of an individual Candidate Instructor, the Observer evaluates the below criteria during the planning process of the observed course delivery. The Candidate Instructor must work with the Observer to review draft course plans, discuss appropriate strategies for course delivery, and address any unanswered questions. The Candidate Instructor must conduct at least one meeting with the Observer before the class start date to establish a cooperative relationship, provide coaching, and help the Observer gain insight into the Candidate Instructor’s preparation process.

ISACA may cancel a scheduled observation if any one of the items listed in this policy is not accomplished.

- **Observed Course Delivery:**

- The course delivery must include Foundations of Capability and a Building Excellence course. The Candidate Instructor may teach alone or co-teach with another Certified CMMI Instructor.
- Two Candidate Instructors are not permitted to co-teach a course.
- The Candidate Instructor must teach at least half of the course modules.
- The Observer must pre-approve the modules the Candidate Instructor is proposing to teach.
- A minimum of four students must be taught in a course where a Candidate will be observed.
- All courses must be registered in the CMMI Course Management System (CMS) prior to delivery.
- All courses must be marked in CMS as “complete” to allow students to take the CMMI Associate Exam.
- The course delivery must meet all requirements in the *Course Delivery Policy (PT001)* and any other applicable policy requirements.

- **Interpreters:** If an interpreter is required, the Candidate’s organization is responsible for obtaining and paying for a qualified interpreter.

Following an observation, a Candidate Instructor can then be recommended to become a Certified CMMI Instructor.

- **Certification Validity Period:** To complete the certification process, Candidate Instructors must:

- Ensure all courses are registered in CMS and marked as “complete” after delivery.
- Ensure all students submit End of Course Surveys.
- Ensure the CMMI Partner pays all observation fees.
- Successfully complete the observation and be recommended for certification by the Observer.
- If eligible, complete any remediation activities prescribed by ISACA. ISACA reviews and must approve of remediation prior to certification.

- **Policies and Guidelines:** Certification as a CMMI Instructor requires compliance with ISACA’s policies. Instructors are also required to comply with the Code of Professional Conduct (COPC), the Partner Guide, and the Certification Agreement. Instructors must understand and adhere to these guidelines throughout the tenure of their certifications.
- **Certification Renewal:** Certification as a CMMI Instructor includes a commitment to ongoing professional development to maintain a high level of proficiency. Candidate and Certified CMMI Instructors must review the *Partner-Sponsored Renewal Policy (PC003)* regarding the activities required to maintain certifications.

---

## Additional References

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

---

## Revision History

Version Number	Date Published	Date Effective	Changes
V1.2	13 March 2023	01 January 2020	Updated to clarify minimum course size requirement for observations
V1.1	26 October 2021	01 January 2020	Minor grammar and readability edits throughout. Updated to align to updated observation process. Updated to ISACA branding; removed outdated references
V1.0	17 January 2020	01 January 2020	Initial Release