



CMMI® Certification – Certified CMMI Professional Policy

Purpose

This policy outlines the eligibility requirements and process for earning and maintaining the CMMI Professional certification.

Scope and Applicability

This policy applies to all individuals currently certified or interested in becoming certified as a CMMI Professional.

Policy Implementation Detail

The following requirements must be met to earn certification as a CMMI Professional:

- Successfully complete either the Foundations of Capability course or CMMI V2.0 Upgrade Training
- Successfully complete at least one Building Excellence course (Development, Services, Supplier Management, Security, Safety, etc.)
- Pass the CMMI Associate Exam
- Successfully complete the High Maturity Concepts course
- Successfully complete the Advancing Organizational Capability: Applying CMMI course (does not apply to individuals upgrading from CMMI V1.3 Professional certification)
- Pass the CMMI Professional Exam (does not apply to individuals upgrading from CMMI V1.3 Professional certification)

Once certified as a CMMI Professional:

- The CMMI Professional certification is valid for three years
- The CMMI Professional certification is a prerequisite to becoming a Certified CMMI Lead Appraiser (LA) or Instructor
- Certified CMMI Professionals must remain in good standing to be eligible for renewal; “good standing” is defined as having no outstanding invoices and having no [Code of Professional Conduct](#) or program requirement violations

Continuing Professional Education (CPE)

ISACA awards one Continuing Professional Education (CPE) credit for each 50-minute increment of CMMI-specific renewal activity unless a standardized amount is provided elsewhere in this policy or by ISACA. If being used to meet a CMMI-specific certification goal, renewal credits may only be credited toward an individual's current certification period. Below is a sample graphic for CPE calculation:

Sample Calculation

Educational Activity Schedule	Actual Hours	Minutes
9:00 a.m. – 5:00 p.m.	8.0	480
Less: Two 15-minutes breaks	<.50>	<30>
Less: Lunch — 1 hour	<1.0>	<60>
Total hours of professional education activity	6.5	390

Calculation of CPE Hours

390 minutes divided by 50 minutes = 7.8 or 7.75 reportable CPE hours rounded to the nearest quarter hour.

Maintaining Professional Certification

All individuals who simultaneously hold a CMMI Professional certification and certification as a CMMI LA or Instructor will have their CMMI Professional certification renewed by virtue of meeting the requirements of the *CMMI Certification - Partner-Sponsored Renewal Policy* (PC003). The validity period for a CMMI Professional certification will be aligned to:

- The CMMI LA certification validity period or
- The CMMI Instructor certification validity period

For CMMI Professionals who do not hold certification as either a CMMI LA or a CMMI Instructor, the following criteria apply:

- To renew the CMMI Professional certification, applicants must earn 50 CPE credits by performing activities listed in Appendix A.
- The Certified CMMI Professional must maintain a renewal log and documentation that supports the validity of the activities performed (e.g., presentations, proof of attendance, dates when the activities took place) and submit this information to ISACA Quality Management at least 10 days prior to the certification expiration date. Quality Management must approve of an activity before CPEs are awarded. CMMI Professionals must submit their renewal log to certification-renewal@cmminstitute.com at least 10 days prior to the end of their certification period
- CPEs will only be granted for activities that occur within a CMMI Professional's three-year certification period

Requests for Extension

Occasionally, individuals are unable to accrue all their renewal credits by the end of the certification period. In these cases, they may request an extension to complete the credits and renew their certification. To request one extension of up to six (6) months, the individual must provide a plan that details how the remaining requirements will be accomplished in the extended timeframe (e.g., a scheduled appraisal or course, a conference presentation). This request must be sent to ISACA prior to the end of the certification period; ISACA will review the request and determine if the extension is approved. The sponsoring Partner will be responsible for payment of regular support fees during this extended time.

When Partner-Sponsored Individuals meet their renewal requirements through an extension, the next three-year certification period will be based upon the original renewal date and not the completion of the extension period. Additionally, these activities count only toward the extended certification period; they will not be counted again toward the next certification period.

Loss of Certification

Certification will lapse when Certified Individuals do not accrue the necessary points during the three-year period. Please contact certification-renewal@cmmiinstitute.com for information about recertification.

Appendix A

Continuing Education and Community Support Activities (Minimum of 3 activities required)	CPE Credit Limit Per Activity
Attend a live offering of an official ISACA course and be recorded on the official attendee list.	40
Complete an ISACA eLearning course.	25
Attend or teach a live offering of a non-ISACA course that is CMMI-related and provide proof of course completion).	25
Attend a non-ISACA-sponsored process improvement-related conference.	25
Attend an ISACA Conference or Symposium	25
Attend ISACA CMMI Partner Workshop sessions.	25
Attend CMMI Upgrade Training.	25
Participate as an Appraisal Team Member (ATM) on an official appraisal that is formally submitted to ISACA.	50
Participate in the continuing evolution of CMMI through ISACA activities such as certification development, webinar or conference presentation, CMMI working groups, and exam and translation review panels.	50

Continuing Education and Community Support Activities (Minimum of 3 activities required)	CPE Credit Limit Per Activity
Publish a case study of a client organization's adoption efforts with CMMI.	25
Begin or maintain active membership in a standards body or committee that is related to CMMI (credit awarded for 1 membership).	10
Present at a conference, workshop, or other industry organization on a topic related to CMMI-based performance improvement.	25
Author a published CMMI-based book via a recognized publishing organization.	25
Author a white paper or a published CMMI-related performance improvement article that has been vetted by a recognized authority such as an industry association, peer-reviewed journal, etc.	25
Complete advanced coursework in pursuit of an academic degree in engineering, quality, education, or a field related to a CMMI view.	25
Complete the Annual CMMI Partner Survey or another ISACA survey collecting Partner input (2 CPEs/survey).	10

Additional References

- 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
V1.2	9 November 2021	30 June 2019	Updated CPE language to align to ISACA certifications; added Safety and Security references; removed outdated references; updated to ISACA branding
V1.1	30 September 2019	30 June 2019	Updated format & structure.
V1.0	30 June 2019	30 June 2019	Initial release.