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CMMI® Partner - Candidacy Period Extension Policy

Purpose

This policy addresses the provisions for requesting an extension beyond the 12-month candidacy period for Candidate CMMI Lead Appraisers (LAs) and Instructors.

Scope and Applicability

Candidate CMMI LAs and Instructors are expected to be observed within 12 months of successfully completing the respective training course. This policy applies to all Candidate CMMI LAs and Instructors.

All extensions provided are at the sole discretion of ISACA.

Background

The rationale for establishing a time limit for observations is to ensure that Candidate LAs and Instructors retain their familiarity with the competencies addressed in training so that they may be applied during their first appraisal or course delivery.

Historically, a one-year period for accomplishing the observation has been enforced. Extensions of this candidacy period have been granted if the Candidate has notified ISACA in advance with a detailed plan to complete the observation within a specific timeframe. As the number of Candidates requesting this extension has grown, ISACA has asked for information that ensures that the Candidates' competencies have not eroded since their training date.

Implementation Detail

There is no material change when requesting an observation for an appraisal or course delivery that occurs within 12 months of the completion of training. Candidates simply send their observation request to ISACA with details of the observation (e.g., appraisal's onsite dates, appraised organization, geographic location, Appraisal Sponsor's contact information, location for course delivery).

To request an extension to the standard 12-month candidacy period, Candidates must present verifiable information to Quality Management that demonstrates two or more actions in the following table:

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Action that candidate has taken since completion of training course	Evidence to be provided
Taught an ISACA course with satisfactory course evaluations	Name of CMMI Partner for whom the course was delivered and the date(s)of the course
Participated in a CMMI appraisal as an Appraisal Team Member (ATM)	Name of the Appraisal Team Leader (ATL) and dates of the onsite period
Participated in substantial process improvement consultation activities	Name and contact information of customer
Played a leadership role in the accomplishments of a process improvement program	Name and contact information of the sponsor of the improvement effort
Attended the annual Partner Workshop	List of dates and sessions attended

When there is an extension request, ISACA expects the above information to be provided. If Candidates cannot demonstrate participation in two or more of the above activities, their authorization status may be changed from "Candidate" to "inactive" unless timely remediation can be accomplished. Alternative means to demonstrate that the Candidate has retained the necessary competencies may be considered.

The period of extension is not meant to exceed two years from the original training date. The training date used for this evaluation is the final day of training. Successful completion of training is evidenced by the Certificate of Successful Completion provided to the Candidate by ISACA.

The Candidate's CMMI Partner begins to accrue annual support fees for each of its Candidate LAs or Instructors who receive an extension of their candidacy period starting one year from the final day of their respective training.

Additional References

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

Revision History

Version Number	Date Published	Date Effective	Changes
V2.1	26 October 2021	17 August 2016	Updated to ISACA branding; minor grammar and readability edits
V2.0	14 October 2019	17 August 2016	Updated format & structure, terminology
V1.0	17 August 2016	17 August 2016	Initial release

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