ISACA.

CMMI Training - Course Delivery Policy

Purpose

This policy outlines course delivery and reporting requirements for Certified CMMI® Instructors.

Scope and Applicability

This policy applies to all Certified CMMI Instructors. CMMI Partner Business Points of Contact (BPOCs) are also responsible for maintaining awareness of this policy as it applies to each course delivered under their agreement.

Background

Courses are carefully designed to be taught in a manner and timeframe to help learners understand and be able to apply the key concepts and ideas of the CMMI Performance Solutions ecosystem. Accordingly, this policy outlines the necessary conditions and considerations for CMMI course deliveries.

No waivers will be granted to this policy.

Policy Implementation Detail

Course Registration and Scheduling

- Course prices are determined by each CMMI Partner.
- Course prerequisites are specified for each course on the CMMI website.
- Instructor-Led Training (ILT) course sessions must consist of a minimum of one student and a maximum of 25 students. Virtual Instructor-Led Training (VILT) sessions must consist of a minimum of one student and a maximum of 15 students for courses taught by one Instructor and a maximum of 20 students for courses taught by two Instructors.
- All students for CMMI courses must be registered with ISACA in advance of the course.
- Instructors must meet the minimum course instructional hour requirements. Failure to do so may result in corrective action up to and including decertification. Minimum instructional hours (not including break time) are:
  - Foundations of Capability: 13 instructional hours
  - Building [XXX] Excellence: 6.5 instructional hours
  - High Maturity Concepts: 6.5 instructional hours
  - CMMI Upgrade Training: 6.5 instructional hours

ISACA.

- No more than eight instructional hours are permitted in one day.
- At least 10 minutes of break time must be provided for every four hours of instructional time.
- Students are not permitted to audit or observe official CMMI courses. All students in attendance for a course must be included in the submitted course roster. The sponsoring CMMI Partner is responsible for paying the per-seat fees.

Course Posting

- CMMI Partners are permitted to post their authorized courses on the CMMI online event calendar. Instructors must only post courses they are eligible to deliver; courses must meet the minimum instructional hour requirement to be considered authorized.
- ISACA personnel must approve all submitted events before they are published.
- Only events submitted through the online form will be reviewed, approved, and posted.
- ISACA processes event submissions within 10 business days of receipt.

Course Preparation

- Prior to the start of each class, Instructors must verify that they are using the most current version of materials from their CMMI website dashboard.
- Instructors must use the Course Plan, Course Prep Checklist, Instructor Guide, and Virtual Delivery-Toolkit-Instructor Checklist (VILT only) in preparing to teach.
- Instructors must provide required printouts to students before or during the course (ILT only, refer to Course Prep Checklist).
- Instructors must ensure that all students of CMMI courses are properly registered on the CMMI website and have access to the electronic version of all ISACA-supplied student materials.
- Instructors for CMMI courses must ensure that students download copies of all student files and the full CMMI model PDF file.
- Instructors for CMMI courses are permitted to print up to five copies of their personal model PDFs for use as a backup resource during ILT class offerings. Students are not allowed to retain any model copies that are not licensed to them.
- Instructors may adjust the ISACA-provided Course Materials Checklist so that it aligns with both standard CMMI activities and any additional activities Instructors choose to add.
- Instructors are permitted to provide digital PDF versions of the course slides to students. They are not permitted to provide PowerPoint copies of slides to students.
- Instructors must plan and deliver the courses in a "learner-centered" approach as designed; any tailoring decisions must be consistent with "learner-centered" teaching. Additional guidance is located the Training Library (TRNLIBRARY).
- Tailoring of content, topics, and schedule based on student needs and Instructor preference is permitted. Instructors may tailor the materials and course flow to meet the needs and constraints of a specific course offering, but minimum instructional hours must still be met. Formative assessments may be substituted but must still be used to receive feedback and monitor student learning.
- Instructors are NOT permitted to tailor:
    - Course goals
    - Course completion criteria

ISACA.

- o Course learner objectives
- o Summative assessments (e.g., exams, presentations, or written exercises if part of the course delivery)

Course Completion

- Students must meet all course completion requirements, including active participation in the course without any missed class time in order to pass
- Instructors must provide the link to the End-of-Course Survey to students by the end of each course. Instructors may add the link to slides, write the link on the whiteboard, email or text the link to students, or use any other reasonable distribution method.

  - o Survey results are not required to close out a course; however, Instructors should dedicate the last 15 minutes of the course for students to log in and complete surveys.
  - o Students may be granted up to two business days to complete the survey if no access is available during the course.
  - o ISACA may perform additional quality checks on Partners based on course feedback.
  - o ISACA may use aggregate survey results for continuous improvement.

- Instructors may update the standard CMMI Course Completion Certificate template with their own logos and may grant a Course Completion Certificate to students who meet all completion requirements.
- At the end of the course, Instructors must notify ISACA of each student's course completion status.

Additional References

- CMMI online event calendar – https://cmmiinstitute.com/learning/training/upcoming
- Partner event submission form – https://cmmiinstitute.com/special-pages/add-an-event
- End-of-Course Survey – http://www.surveygizmo.com/s3/2249350/EOCSurvey
- Questions regarding this policy can be submitted via support.isaca.org
- Published Policies are available at cmmiinsitute.com on the policy page: https://cmmiinstitute.com/partners/policies
- Instructor Training Library: https://cmmiinstitute.com/resource-files/partner/instructor/instructor-dev-v2-0/v2-0-library
- Virtual Delivery-Toolkit: https://cmmiinstitute.com/resource-files/partner/lead-appraiser-materials/cmmi-virtual-delivery-toolkit/cmmi-virtual-delivery-toolkit

Revision History

Version Number	Date Published	Date Effective	Changes
V1.3	24 February 2023	30 September 2019	Updated to align to current CMMI branding
V1.2	19 November 2021	30 September 2019	Updated with virtual course delivery requirements; Clarified minimum instructional hours for courses; removal of CMMI V1.3 references; Updated to

ISACA.

			ISACA branding; minor grammatical and readability edits
V1.1	17 January 2020	30 September 2019	Minor clarifications and edits throughout
V1.0	30 September 2019	30 September 2019	Updates to formatting and replacement of CMMI Institute Policy 00027 and CMMI Institute Policy 2018-01.

ISACA.