

# CMMI Institute Partner Introductory Course Policy

## Policy #0027

**Effective Date: 1 October 2015**

### **1. Applicability**

These policies apply to all CMMI Institute Certified Instructors.

### **2. Background**

This policy assembles multiple CMMI Institute internal policies into a single document.

### **3. Implementation**

All Certified Instructors are subject to the requirements of this policy as of 1 October 2015. CMMI Institute Partner Business Points of Contact are responsible for maintaining awareness of each Instructor sponsored under their agreement.

### **4. Student Course Attendance Limits**

#### **4.1 Course Attendance Maximum**

25 students per instructor maximum unless granted special permission

- CMMI Institute processes special permission waivers within 5 business days

#### **4.2 Course Attendance Minimums**

3 student minimum for an Introduction to CMMI course

1 student minimum for a Supplement course

### **5. Remote Delivery**

Unless granted permission to run a pilot, remote delivery is **not** permissible at this time.

### **6. Auditing**

Students are not permitted to audit official CMMI Institute courses. All students in attendance for a course must be included in the submitted course roster.

### **7. End of Course Surveys**

#### **7.1 Survey location:**

The **End of Course Survey** is available here:

<http://www.surveygizmo.com/s3/2249350/EOCSurvey>

#### **7.2. Accessibility:**



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Instructors must make the link available to students by the end of the course. Instructors may make accessible by adding the link to slides, writing the link on the whiteboard, emailing or texting to students, or using any other reasonable method. The survey is designed to work particularly well on mobile devices.

### **7.3 Survey Completion:**

Survey results are not required to close out a course, however, the End of Course Survey should be promoted at the end of all introductory CMMI courses.

Instructors are asked to allow the last 15 minutes of the course for students to log in to surveys, however, students may be given **up to 48 hours** to complete the survey if no access is available during the course. CMMI Institute may perform extra quality checks on partners whose students do not consistently provide course feedback.

### **7.4 Feedback to Instructors**

CMMI Institute will publish aggregate survey results to Partners twice a year at minimum.

## **8. Posting Partner Courses on CMMI Institute online course calendar**

### **8.1 Authorized Partner Course Posting**

CMMI Institute Partners are permitted to post their authorized Introduction to CMMI and CMMI Supplement courses on the CMMI Institute online event calendar. The calendar can be accessed here: <http://cmmiinstitute.com/events>

CMMI Institute staff must approve all submitted events before they will be published. Only events submitted through the online form will be reviewed, approved, and posted. The submission form is available here: <http://cmmiinstitute.com/submit-event>

CMMI Institute processes event submissions within 10 business days.

CMMI Institute Certified Instructors may submit up to six instances of any course offering within one calendar year.

If the CMMI Associate exam will be included in the course offering, the event can be highlighted with the certification ribbon on the calendar. The exam must be included in the cost of the course.

### **8.2 Posting of Other Events**

Partners may post events that are open to the public and do not have a cost associated with them. (Webinars, association events, speaking engagements, etc.)

*Inquiries related to this policy should be directed to: [partner@cmmiinstitute.com](mailto:partner@cmmiinstitute.com)*