CMMI Institute-Credentialed Individual Renewal and Recertification Policies

Renewal Policy Notification #0031
Revision Effective Date: 2016-08-16

Background

This document is intended to define the policies and processes for renewal and recertification of all CMMI Institute-credentialed individuals. It replaces the prior policy documents for individual certifications (Policy #0026-R, #2013-01, SCAMPI-N-0014R).

Applicability

This policy is effective 16 August 2016 and applies to all current certified CMMI Instructors, Lead Appraisers, B&C Team Leaders, and Enterprise Data Management Experts. When this document refers to "CMMI Institute-credentialed individuals" or "credentialed individuals" the policy is applicable to all of the following roles: CMMI Instructors, Lead Appraisers, B&C Team Leaders, and Enterprise Data Management Experts. When a policy applies to a particular certification, the certification will be mentioned specifically.

For the purposes of this document, the term "CMMI Instructor" refers to the following roles:

- Introduction to CMMI for Development V1.3 Instructor
- Introduction to CMMI for Services V1.3 Instructor
- Introduction to People CMM V2.0 Instructor
- Acquisition Supplement for CMMI for Development V1.3 Instructor
- Services Supplement for CMMI for Development V1.3 Instructor
- Development Supplement for CMMI for Services V1.3 Instructor
- CMMI for Development Level 2 for Practitioners Instructor
- CMMI for Development Level 3 for Practitioners Instructor

For the purposes of this document, the term "Lead Appraiser" or "LA" refers to the following roles:

- SCAMPI Lead Appraiser for Development
- SCAMPI Lead Appraiser for Services
- SCAMPI Lead Appraiser for Acquisition
- SCAMPI with People CMM Lead Appraisers
- SCAMPI High Maturity Lead Appraiser

For the purposes of this document, the term "B & C Team Leader" or "BCTL" refers to the following roles:

- SCAMPI B & C Team Leader for Development
- SCAMPI B & C Team Leader for Services
- SCAMPI B & C Team Leader for Acquisition

For the purposes of this document the term "CMMI Institute Partners" refers to the following role

- Partner Business Point of Contact ("BPOC")

Implementation

All CMMI Institute-credentialed individual certifications are valid for three years. When renewed through the renewal program described in this document, the certification is valid for an additional term of three years. There is no limit to the number of renewals permitted per certification; however, updates to the product suite may require additional actions to maintain certification.

CMMI Institute-credentialed individuals renew their certification(s) by accruing renewal credits during each certification period. All credentialed individuals must accrue the appropriate number of credits required by their certification program(s). Credits a r e awarded according to an activity-based system and can be recorded via a renewal log. Renewal credits can only be credited toward an individual's current certification period.

All credentialed individuals are subject to the requirements of this policy as of 16 August 2016. CMMI Institute Partners are responsible for maintaining awareness of each credentialed individual sponsored under her or her agreement, and for each credentialed individual's progress made in satisfying renewal requirements.

Credentialed individuals must remain in good standing to be eligible for renewal; "good standing" is defined as having no outstanding invoices, having appropriately submitted all course rosters, and having no Code of Professional Conduct violations. (The Code of Professional Conduct is available for review http://partners.cmmiinstitute.com/cmmi-quality/ethics-and-compliance/.)

Submission of documentation

It is the responsibility of the credentialed individual to maintain a log of activities that will be used as the basis for renewal and to retain appropriate documentation confirming his or her participation.

CMMI Institute will contact all credentialed individuals 90 days before their certification periods end to remind them to submit their renewal activities for review. Renewal logs should also be sent to their sponsoring CMMI Institute Partner.

Credentialed individuals must submit a log of relevant activities for use in supporting their requests for renewal to the CMMI Institute by emailing logs to certification-renewal@cmmiinstitute.com at least 10 days prior to the end of their certification period. The Renewal Log template is available in the Partner Resource Center and can be used to track renewal credits as they are earned.

Please refer to the Renewal Credits sections below for guidance for each type of CMMI Institute-credentialed individual certification.

Renewing Recently Added Certifications

If an Instructor adds a new Instructor certified role within the 12 months before the end of his or her certification period, additional renewal credits will not be required for that certification during that period. If a Lead Appraiser adds a new appraiser certified role within the 12 months before the end of his or her certification period, additional renewal credits will not be required for that certification during that period.

Individuals who add new roles more than 12 months before the end of a certification period will need to meet the renewal requirements for the newly added certification(s) within the same certification period.

Requests for Extension

Occasionally, a credentialed individual will be unable to accrue all of his or her renewal credits by the end of the certification period. In these cases, the credentialed individual may request an extension in order to complete the credits and renew his or her certification.

To request an extension of up to six months, the credentialed 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, etc.). This request must be sent to the CMMI Institute prior to the end of the certification period; the CMMI Institute will review the request and determine if the extension will be granted. The sponsoring Partner will be responsible for payment of regular support fees during this extended time.

When a credentialed individual meets his or her 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 certification period in which they are used to renew the extended certifications. They will not be counted again toward the next certification period.

Loss of Certifications

CMMI Institute-credentialed individuals may lose their certifications for one of several reasons:

- **Expiration:** Credentialed individuals who do not accrue the necessary credits during the three-year period and have not requested and received an extension have allowed their certifications to expire.

- **Cancellation**: A credentialed individual may choose to cancel his or her certifications at any time through written notice to the CMMI Institute. When a role is cancelled, it is considered inactive, even if the role is not yet expired.

- **Loss of Sponsorship**: If a Partner organization chooses to end sponsorship for a credentialed-individual's certified roles, the Business Point of Contact must communicate the request in writing. Any role that is not sponsored is considered inactive, even if the role is not yet expired.

- **Suspension or Termination:** Credentialed-individual certifications can be suspended or terminated by CMMI Institute in accordance with the Certification Agreement due to a Code of Professional Conduct violation.

When a certification is lost for any of the reasons above, the individual will no longer be listed in the CMMI Partner Directory and no support fees will be refunded. [For more information, see policy #0030: Defining Remedial and Corrective Actions.]

Reactivation of Certifications

If an individual would like to reactivate an inactive certification that was cancelled or lost sponsorship, but has **not expired**, he or she may write to certification-renewal@cmmiinstitute.com with his or her request. The CMMI Institute will invoice the individual's current sponsoring Partner organization for any unpaid support fees from the time when the certification became inactive and the support fees for the current billing year. Once the support fees have been paid, the certification will be reactivated and the credentialed individual will be listed in Partner Directory and be able to deliver services as the certification allows.

If an individual would like to reactivate a certification that has expired, he or she must complete the requirements for recertification for the specific certification. These requirements vary by certification and are available in the Renewal and Recertification sections below.

CMMI Instructor Certification
Renewal and Recertification

Renewal

To renew a single certification, an Instructor must earn four renewal credits. To renew multiple certifications, an Instructor must earn four credits for the first certification and one credit of instruction activity for each additional certification.

Activities are divided into two subgroups: professional activities and continuing education and community support activities. All CMMI Instructors must earn at least one credit from the continuing education and community support subgroup during the three-year certification period. CMMI Instructors may earn a maximum of 2.0 continuing education and community support activity credits per renewal period.

Only those courses for which the attendee lists are submitted to the CMMI Institute within 30 days of course completion are eligible for renewal credits. Instructors must remain in good standing to be eligible for renewal; "good standing" is defined as having no outstanding invoices, having appropriately submitted all course rosters, and having no Code of Professional Conduct or program requirement violations.

For example:

A. An individual is certified as both an Introduction to CMMI for Development V1.3 Instructor and a Services Supplement for CMMI-DEV V1.3 Instructor. What is the number of credits the individual needs for renewal?

   The Instructor must earn 5 credits (4 credits for a single certification, plus 1 credit for an additional certification).

B. An Instructor is certified as an Introduction to CMMI Development V1.3 Instructor, an Introduction to CMMI for Services Instructor, and a Services Supplement for CMMI for Development V1.3 Instructor. What is the number of credits the Instructor needs for renewal?

   The Instructor must earn 6 credits (4 credits for a single certification, plus 1 credit for each additional certification).

Table 1 below lists activities, along with their credit values, that may be performed to renew an Instructor's certification. After reviewing a submitted renewal log, the CMMI Institute may determine that an activity or activities as submitted by the Instructor are not acceptable. In this situation, the CMMI Institute will ask the Instructor to clarify and submit a revised renewal log.

- *Renewal Credits per Activity:* Each event listed below has a preset number of credits that can be awarded for each instance of the activity claimed towards an individual's renewal credits total.
- *Minimum Credit Required Per Renewal Period:* Depending on the certification, you must complete certain activities or combinations of activities in a category.
- *Maximum Credit Awarded Per Renewal Period:* This is the maximum number of credits for that activity that will apply to your total renewal credits.

Individuals who hold multiple Instructor certifications must teach at least one course in each certification held during the three-year certification period.

For any continuing professional development activity involving non-CMMI Institute sponsored activities, documentation (e.g., presentations, proof of attendance, and description of activity) must be submitted to the CMMI Institute and be approved before credits may be awarded. Credits will only be granted for activities that occur within an Instructor's

three-year certification period.

Table 1: CMMI Instructor Renewal Program	Renewal Credits Per Activity	Min Credit Required Per Renewal Period	Max Credit Awarded Per Renewal Period
I. Professional Activity (CMMI Institute Courses)		1.00	1.00 fewer than the total
Teach *Introduction to CMMI for Development V1.3.*	1.00		3.00
Teach *Introduction to CMMI for Services V1.3.*	1.00		3.00
Teach *CMMI for Development V1.3 Level 2 for Practitioners*.	1.00		3.00
Teach *CMMI for Development V1.3 Level 3 for Practitioners*.	1.00		3.00
Teach *CMMI for Acquisition V1.3 Level 2 for Practitioners*.	1.00		3.00
Teach *Acquisition Supplement for CMMI for Development V1.3.*	1.00		2.00
Teach *Services Supplement for CMMI for Development V1.3.*	1.00		2.00
Teach *Development Supplement for CMMI for Services V1.3.*	1.00		2.00
Teach *CMMI Instructor Training* or *Instructional Methods*	1.00		1.00
Teach *Understanding CMMI High Maturity Practices*	1.00		1.00
Observe a Candidate CMMI Instructor on behalf of CMMI Institute	1.00		1.00
Teach *Advancing Organizational Capabilities: Applying CMMI*	1.00		1.00
II. Continuing Education & Community Suppor t (Professional Development)		1.00	2.00
Attend a live offering of an official CMMI Institute course (you must be recorded on the official attendee list).	.50		1.00
Complete a CMMI Institute eLearning course.	.25		1.00
Attend or teach a live offering of a non-CMMI Institute course that is CMMI-related (attendees must provide the associated course completion or participation certificate; Instructors must provide a course description and an agenda or class roster which includes his or her name as Instructor)*	.25		.25
Attend a non-CMMI Institute sponsored process improvement related conference.**	.25		.25
Attend a CMMI Institute conference or symposium.	.25		1.00
Attend the annual CMMI Partner Workshop.	.25		.75
Lead or participate as an appraisal team member (ATM) on an official SCAMPI A or B appraisal that is formally submitted to the CMMI Institute.*	.50		1.00
Participate in the continuing evolution of CMMI by taking part in CMMI Institute activities (Partner Advisory Board Member, CMMI Client Advisory Board, certification development activities, next generation working groups, etc.)	.50		1.00
Actively participate in a standards body or committee that is related to CMMI. Credit is awarded for only one membership.	.25		.25
Present at a conference, workshop, or other industry organization on a topic related to CMMI based process improvement, SCAMPI, or CMMI.***	.25		.75
Author a published CMMI-based book via a recognized publishing organization.	.50		
Attend annual and/or bi-annual organized CMMI-related meetings as approved by the CMMI Institute (German CLIB, Organizational Instructor and/or LA annual meetings, etc.).	.25		.50
Author a white paper, or published article on CMMI related performance improvement that has been vetted by a recognized authority such as an industry association, peer reviewed journal, etc.	.25		
Earn an advanced degree in engineering, quality, education, or other related field.	.50		
Publish a case study of a client organization's adoption efforts with CMMI Institute.****	.25		1.00

*Acceptable appraisals must be submitted via SCAMPI Appraisal System (SAS) within 30 days of Phase 2 end date.
**Acceptable non-CMMI training, conference or publication topics include: ISO Lead Auditor, Six Sigma Black Belt, A-SPICE (ISO15504) Auditor, Scrum Master, Scrum Product Owner, and ASQ Certified Quality Engineer.
***Credit awarded per presentation; multiple deliveries of same presentation are considered a single credited activity.
****The CMMI appraisal case study must be submitted 90 days before the end of the certification period for review and approval. All case studies may be published by the CMMI Institute. All submissions must meet the requirements as listed on the CMMI Institute website. Submissions are subject to review and approval solely by the CMMI Institute. Case studies may not be fictitious and must be verifiable.

Recertification

If a formerly-certified CMMI Instructor would like to reactivate an expired certification that has been inactive for fewer than 18 months, he or she must complete the requirements for recertification below:

1. Submit a written request to CMMI Institute to reactivate the certifications, along with a detailed plan outlining how he or she will make up the renewal credits necessary in the first six months of being recertified.
2. - **If the Instructor has completed the Instructional Methods course**, they must take and pass the Instructor Entrance Exam. If the Instructor does not pass the exam, they will need to retake the Instructional Methods course.
   - **If the Instructor has not completed the Instructional Methods course**, they must complete the Instructional Methods course in order to reactivate their Instructor certification. The Instructor may need to be observed again depending on the outcome of the course.
3. Pay for the support fees from his or her inactive time as well as the support fees for the current billing period.

If a formerly certified CMMI Instructor would like to reactivate an expired certification that has been inactive for more than 18 months, he or she must complete the requirements for recertification below:

1. Submit a new certification application and written exercise.
2. - **If the Instructor has completed the Instructional Methods course**, they must take and pass the Instructor Entrance Exam. If the Instructor does not pass the exam, they will need to retake the Instructional Methods course.
   - **If the Instructor has not completed the Instructional Methods course**, they must complete the Instructional Methods course in order to reactivate their Instructor certification. The Instructor may need to be observed again depending on the outcome of the course.
3. If the individual has not taught a CMMI course using the current CMMI Instructional Methods, he or she will have to be observed again through a mentored teaching event. If the individual has taught a CMMI course using the current CMMI Instructional Methods, he or she may not require further observation, based on the outcome of the course.
4. When a credentialed individual successfully completes the recertification process, their certification starts over and annual support fees will be invoiced for the current billing year only to align with their sponsoring Partner organization's billing date.

CMMI Appraiser Certification
Renewal and Recertification

Renewals

To renew a single certification, a Lead Appraiser must earn four renewal credits. To renew multiple certifications, a Lead Appraiser must earn four credits for the first certification and one credit of appraisal activity for each additional certification. A B&C Team Leader who does not hold Lead Appraiser certifications must earn three renewal credits for the first certification, and one credit for each additional B&C Team Leader certification.

Lead Appraisers who have the High Maturity Lead Appraiser certification need to earn at least one credit from the HMLA approved renewal activities (see Table 3 below). When a Lead Appraiser renews his or her certification, his or her B&C Team Leader certification for the corresponding constellation will be renewed as well—this does not require an additional renewal credits. However, if a credentialed individual holds a B&C Team Leader certification without the accompanying Lead Appraiser certification, he or she will need to renew based on the B&C Team Leader renewal credits (see Table 4 below).

For example:

A. A Lead Appraiser is certified as a Lead Appraiser for Development, a B&C Team Leader for Development, and a High Maturity Lead Appraiser. What is the number of credits needed for renewal?

   The Lead Appraiser must earn 5 credits (4 credits for a single Lead Appraiser certification, plus 1 credit for the additional High Maturity certification).

B. A Lead Appraiser is certified as a Lead Appraiser for Development, a Lead Appraiser for Services, and a Lead Appraiser for Acquisition. This person also maintains his or her B&C Team Leader certifications for Development, Services, and Acquisition. How many credits will he or she need to renew?

   The Lead Appraiser must earn 6 credits (4 credits for a single certification, plus 1 credit for each additional Lead Appraiser certification).

C. A B&C Team Leader is certified as a B&C Team Leader for Development and for Services. How many credits will he or she need to renew?

   The B&C Team Leader must earn 4 credits (3 credits for a single B&C Team Leader certification, plus 1 credit for the additional B&C Team Leader certification).

Renewal activities are divided into two subgroups: professional activities and continuing education and community support activities. (See Table 2 below.) All CMMI Appraisers and B&C Team Leaders must earn at least one credit from the continuing education and community support subgroup during the three-year certification period. CMMI Appraisers and B&C Team Leaders may earn a maximum of 2.0 continuing education and community support activity credits per renewal period.

Lead Appraisers must lead at least one SCAMPI A appraisal for at least one of the certifications held during the certification period.

If a Lead Appraiser has certifications for multiple constellations, the Lead Appraiser must also either lead or be an appraisal team member (ATM) on a SCAMPI A, B or C appraisal for each of the other constellations in which certifications are held

during the certification period, or include at least three non-core process areas from the constellation in a multi-model SCAMPI A appraisal. For example, if a Lead Appraiser has plans to perform a SCAMPI A on one model, and wishes to change it to a multi-model SCAMPI as a means of satisfying additional renewal requirements, the added model scope must be at least ML2 *or* cover at least three non-core PAs.

An appraisal will only be eligible for renewal credits if it has been submitted through SAS within 30 days of the end of Phase 2 activities, and approved following quality review. SCAMPI appraisals used to earn Lead Appraiser renewal credits must include a minimum of six process areas to be considered as fulfilling the renewal requirements. B&C Team Leaders who do not hold Lead Appraiser certification may use appraisals that cover a minimum of three process areas.

If a Lead Appraiser leads or participates on a multi-model SCAMPI appraisal that meets all other qualifications for use towards renewal, that appraisal is valid towards renewal of each related certification held by the LA. For example, an individual who leads a multi-model appraisal against CMMI-DEV and CMMI-SVC can apply one credit towards renewal of his Lead Appraiser for Development certification and one credit towards renewal of his Lead Appraiser for Services certification.

For any continuing professional development activity involving non-CMMI Institute sponsored activities, documentation (e.g., presentations, proof of attendance, and description of activity) must be submitted to the CMMI Institute and be approved before credits may be awarded. Credits will only be granted for activities that occur within an appraiser's three-year certification period.

Table 2 below lists activities, along with their credit values, that may be performed to renew a Lead Appraiser's certification. After reviewing a submitted renewal log, the CMMI Institute may determine that an activity or activities as submitted by the Lead Appraiser are not acceptable. In this situation, the CMMI Institute will ask the Lead Appraiser to clarify and submit a revised renewal log.

Renewal Credits per Activity: Each event listed below has a preset number of credits that can be awarded for each instance of the activity claimed towards an individual's renewal credits total.

Minimum Credit Required Per Certification Period: Depending on the certification, you must complete certain activities or combinations of activities in a category.

Maximum Credit Awarded Per Certification Period: This is the maximum number of credits for that activity that will apply to your total renewal credits.

Lead Appraiser Renewal Credits

The following table (Table 2) identifies activities that are recognized as fulfilling the Lead Appraiser (LA) certification renewal requirements.

Table 2: Lead Appraiser Renewal Program	Renewal Credits Per Activity	Min Credit Required Per Renewal Period	Max Credit Awarded Per Renewal Period
I. Professional Activity (Appraisals and Services)			1.0 credit less than total required
Lead a SCAMPI A appraisal	1.00	1.0	
Serve as an appraisal team member (ATM) on a SCAMPI A appraisal	1.00		
Lead or participate as an ATM on a SCAMPI B in a CMMI Constellation or model for which the Lead Appraiser is certified	.50		
Lead or participate as an ATM on a SCAMPI C in a CMMI constellation or model for which the Lead Appraiser is certified	.25		
Observe a candidate Lead Appraiser on behalf of the CMMI Institute	1.00		1.00
II. Continuing Education & Community Support		1.00	2.00
Attend the CMMI Partner Workshop	.25		0.75
Participate in the continuing evolution of CMMI by taking part in CMMI Institute activities (Partner Advisory Board Member, CMMI Client Advisory Board, certification development activities, next generation working groups, etc.).	.50		1.00
Attend or teach a live offering of a non-CMMI Institute course that is CMMI-related (attendees must provide the associated course completion or participation certificate; Instructors must provide a course description and an agenda or class roster which includes his or her name as Instructor).*	.25		.25
Attend a live offering of an official CMMI Institute course (you must be recorded on the official attendee list).	.50		
Complete a CMMI Institute eLearning course.	.25		
Present at a conference, workshop, or other industry organization on a topic related to CMMI based process improvement, SCAMPI, or CMMI.***	.25		
Attend a CMMI Institute conference or symposium.	.50		
Attend a non-CMMI Institute sponsored process improvement related conference.*	.25		.25
Author a published CMMI-based book via a recognized publishing organization.	.50		
Author a white paper or published article on CMMI related performance improvement that has been vetted by a recognized authority such as an industry association, peer reviewed journal, etc.	.25		
Earn an advanced degree in engineering, quality, or other related field.	.50		
Actively participate in a standards body or committee that is related to CMMI. Credit is awarded for only one membership.	.25		
Attend annual and/or bi-annual organized CMMI-related meetings as approved by the CMMI Institute (German CLIB, Organizational Instructor and/or LA annual meetings, etc.).	.25		0.50
Teach an offering of an official CMMI Institute process or performance improvement related course.	.50		1.00
Teach or attend an official CMMI Institute offering of the *SCAMPI Lead Appraiser Training* course.	1.00		1.00
Publish a case study of an client organization's adoption efforts with CMMI Institute.**	.25		1.00

High Maturity Renewal Credits

The following table (Table 3) identifies activities that are recognized as fulfilling the High Maturity Lead Appraiser (HMLA) certification renewal requirements. HMLA renewal requires completion of <u>one HMLA renewal credit</u> in addition to the base Lead Appraiser certification renewal requirements listed above within the three-year certification period. Only one HMLA credit can be included in your total credits during each period.

Table 3: High Maturity Lead Appraiser Renewal Activities	Renewal Credits Per Activity	Min Credit Required Per Renewal Period	Max Credit Awarded Per Renewal Period
Lead a SCAMPI A High Maturity (Maturity Level 4 or 5) appraisal *HMLA who have not led a SCAMPI A high maturity appraisal during a certification period must lead at least one high maturity appraisal during the next subsequent certification period.*	1.00		1.00
Participate on a SCAMPI A or B high maturity (maturity level 4 or 5) appraisal as an appraisal team member; must be involved in the analysis and characterization of the high maturity practices	0.50		1.00
Attend an offering of an CMMI High Maturity related instructor-led course	0.50		
Author an approved CMMI HM SCAMPI appraisal related case study**	0.50		1.00

B&C Team Leader Renewal Credits
Three renewal credits are required in order to renew; one of these must be earned by leading a SCAMPI B appraisal.
Appraisals that are counted toward renewal include a minimum of three (3) Process Areas in order to be considered as fulfilling the renewal requirements. B&C Team Leaders must earn at least one credit from the continuing education and community support subgroup during the three-year certification period, see Table 2 above.

Table 4: B& C Team Lead Renewal Activities	Renewal Credits Per Activity	Min Credit Required Per Renewal Period	Max Credit Awarded Per Renewal Period
Lead SCAMPI B appraisal (CMMI-based).	1.00	1.00	1.0 credit less than total required
Lead or participate on SCAMPI C appraisal (CMMI-based).	0.50		2.00
Participate on a SCAMPI A or B appraisal (CMMI-based).	1.00		2.00
Participate on an ARC Class B appraisal (CMMI-based).	0.50		1.00
Participate on an ARC Class C appraisal (CMMI-based).	0.25		0.75
Teach an offering of an official CMMI Institute process or performance improvement related course.	0.50		1.00
Attend the CMMI Partner Workshop.	0.25		0.75

*Acceptable non-CMMI training, conference or publication topics include: ISO Lead Auditor, Six Sigma Black Belt, A-SPICE (ISO15504) Auditor, Scrum Master, Scrum Product Owner, and ASQ Certified Quality Engineer. **The CMMI appraisal case study must be submitted 90 days before the end of the certification period for review and approval. All case studies may be published by the CMMI Institute. All submissions must meet the requirements as listed on the CMMI Institute website. Submissions are subject to review and approval solely by the CMMI Institute. Case studies may not be fictitious and must be verifiable.
***Credit awarded per presentation; multiple deliveries of same presentation are considered a single credited activity.

Recertification

If a formerly-certified CMMI Lead Appraiser or B&C Team Leader would like to reactivate an expired certification that has been inactive for fewer than 18 months, he or she must complete the requirements for recertification below:

1. Submit a written request to CMMI Institute to reactivate the certifications, along with a detailed plan outlining how he or she will make up the renewal credits necessary in the first six months of being recertified.
2. Retake and pass the SCAMPI Lead Appraiser Certification Exam. (If you fail the exam, you must retake the SCAMPI Lead Appraiser Training Course and retake the exam after completing the course.)
3. Pay for the support fees from his or her inactive time as well as the support fees for the current billing period.

If a formerly certified Lead Appraiser or B&C Team Leader would like to reactivate a lapsed certification that has been inactive for more than 18 months, he or she must complete the requirements for recertification below:

1. Submit a new certification application.
2. Retake the SCAMPI Lead Appraiser Certification Exam. (If you fail the exam, you must retake the SCAMPI Lead Appraiser Training Course and retake the exam after completing the course.)
3. If the individual has not led a SCAMPI appraisal with CMMI V1.3, he or she will have to be observed again. If the individual has led SCAMPI appraisals with CMMI V1.3, he or she may not need to be observed again, based on the outcome of the Certification Exam.
4. When a credentialed individual successfully completes the recertification process, their certification starts over and annual support fees will be invoiced for the current billing year only to align with their sponsoring Partner organization's billing date.

Enterprise Data Management Expert Certification Renewal

Renewal

To renew a single certification, an Enterprise Data Management Expert (EDME) must earn three renewal credits.

Activities are divided into two subgroups: professional activities and continuing education and community support activities. All Enterprise Data Management Experts must earn at least one credit from the continuing education and community support subgroup during the three-year certification period.

Only those DMM assessments for which the assessment reports are submitted to the CMMI Institute are eligible for renewal credits. EDMEs must remain in good standing to be eligible for renewal; "good standing" is defined as having no outstanding invoices, having appropriately submitted all assessment reports, and having no Code of Professional Conduct or program requirement violations.

Table 5 below lists activities, along with their credit values, that may be performed to renew an EDME's certification. After reviewing a submitted renewal log, the CMMI Institute may determine that an activity or activities as submitted by the Enterprise Data Management Expert are not acceptable. In this situation, the CMMI Institute will ask the EDME to clarify and submit a revised renewal log.

Renewal Credits per Activity: Each event listed below has a preset number of credits that can be awarded for each instance of the activity claimed towards an individual's renewal credits total.

Minimum Credit Required Per Renewal Period: The minimum number of credits EDME must complete for certain activities or combinations of activities in a category.

Maximum Credit Awarded Per Renewal Period: This is the maximum number of credits for that activity that will apply to your total renewal credits.

For any continuing professional development activity involving non-CMMI Institute sponsored activities, documentation (e.g., presentations, proof of attendance, and description of activity) must be submitted to the CMMI Institute and be approved before credits may be awarded. Credits will only be granted for activities that occur within an EDME's three-year certification period.

Table 5: Enterprise Data Management Expert Renewal Program	Renewal Credits Per Activity	Min Credit Required Per Renewal Period	Max Credit Awarded Per Renewal Period
I. Professional Activity (CMMI Institute Courses and Services)		1.00	2.00
Conduct a DMM Assessment.	1.00	1.00	2.00
Lead an internal DMM-based consulting engagement.	0.50		2.00
II. Continuing Education & Community Support		1.00	2.00
Attend a live offering of an official CMMI Institute course (you must be recorded on the official attendee list).	0.50		1.00
Complete a CMMI Institute eLearning course.	0.25		1.00
Attend or teach a live offering of a non-CMMI Institute course that is Data Management-related (attendees must provide the associated course completion or participation certificate, Instructors must provide a course description and class roster including his or her name as Instructor).	0.25		0.25
Attend a non-CMMI Institute sponsored data management related conference.	0.25		0.25
Attend a CMMI Institute conference or symposium.	0.25		1.00
Attend the annual CMMI Partner Workshop.	0.25		0.75
Participate in the continuing evolution of DMM by taking part in CMMI Institute activities (Partner Advisory Board Member, PAB Working Group, DMM Model Team, CMMI Client Advisory Board, certification development activities, next generation working groups, etc.).	0.50		1.00
Deliver a presentation at CMMI Institute or data management-related workshops, conferences, or webinars.	0.25		0.75
Author a published DMM-Based White Paper, Article or Book.	0.25		0.50