



**Policy Name:** Registered Education Providers and Materials

**Version:** 1.1

**Publication Date:** March 18<sup>th</sup> 2020

**Review Cycle:** 2 years

**Last Review Date:** March 17<sup>th</sup> 2020

**Policy Owner:** VP Professional Development

**Policy Approvers:** DAMA-I Board

**Policy Change History:**

Date	Version	Description	Author
Feb 2020	1	Creation of Approved Trainers and Materials Policy	Christopher M Bradley VP Professional Development



**Policy Statement Scope:**

This policy covers:

- a) the approval of authorised DAMA-I training providers (which may include training for CDMP)
- b) the approval of DAMA-I endorsed training courses (which predominantly, but not exclusively covers CDMP examination training).
- c) as of March 2019, any reference to CDMP must be based on the CDMP which is built on the current version of the DAMA Data Management Body of Knowledge. All previous materials, statistics, and claims cannot be brought forward against the new version of certification exam content.

**Approval Committee:**

- A DAMA-I Fellow
- VP Professional Development
- DAMA-I President

**Definitions:**

- The current version of the DMBok is DMBok V2 published September 2017.
- The current version of CDMP exams are exams that have been taken since January 2019 based on DMBok V2.
- The current CDMP Certification is considered any CDMP that has been given since January 2019 or has their prior CDMP validated by the Approval Committee.

**Protocol:**

For Training Materials, the approval committee will review Approved Training Materials / Courses Criteria, and additionally:

1. Curriculum / Course contents (to ensure that CDMP training is not being misrepresented),
2. CV of instructor(s) and
3. Optionally, inspect marketing materials (to ensure no undue claims).

**Registered Education Provider:**

1. A current CDMP Practitioner (or higher) is required to teach as a Registered Education Provider, for courses which are not focused on CDMP Certification, (for example secondary courses).
2. Current CDMP Master (or higher) is required to teach CDMP.
3. An approval processing fee for Registered Education Provider validation is required.
4. DAMA-I review of written content will be conducted to ensure that it is in agreement with the current DMBok. This will be concluded within 1-month.
5. At least 3 years' demonstrated experience delivering adult education training courses;
6. For CDMP courses, delivery of at least one (1) full CDMP training course under the guidance of an approved CDMP trainer
7. Completion of the DAMA International Code of Ethics and Conflict of Interest statement, which includes your agreement to use only the approved DAMA International DMBok materials.



8. Early priority will be given to active contributors to the development of CDMP examinations. Active contributors will be agreed with the CDMP question teams lead and VP Professional Development.
9. Verbiage “DAMA International Registered Education Provider”
10. DAMA-I approval on uses of DAMA Trade/service marks will be provided upon completion of approval.
11. An approved DAMA-I Registered Education Provider logo will be provided.
12. Term: 3 years: Renewals are mandatory upon changes to the DMBok.
13. Annual reporting on how many times the training has been delivered & locations (for x-ref with CDMP results).
14. Approval Committee will confirm.

**Approved Training Courses Criteria:**

15. Registered Education Providers may develop commercial online courses.
16. For CDMP classes, the course is to be taught by a current CDMP Master or higher.
17. Course materials are to be aligned with the current DMBok / CDMP with specified learning outcomes.
18. A Profit-Sharing agreement is required for DAMA-I.
19. Review of content by Approval Committee.
20. Early priority will be given to active contributors to the development of CDMP examinations. Active contributors will be agreed with the CDMP question teams lead and VP Professional Development.
21. An approved DAMA-I Training course logo will be provided.
22. Verbiage “DAMA International Endorsed Training”
23. Term: 3 years: Renewals are mandatory upon changes to the DMBok.
24. Annual reporting on how many times the training has been delivered & locations (for x-ref with CDMP results).
25. Approval Committee will confirm.

**Promise to Partner:**

26. Upon payment of a flat fee, Registered Education Providers will be provided with license to use selected (provided by DAMA-I) contents of the DMBok in training.
27. An approved NDA such that DAMA-I will not share or reuse content. Review materials provided by partner will be properly deleted/expunged/destroyed after review
28. May submit approved questions from their materials for the “test exam”
29. Will have opportunity to participate in exam revisions and new exam creation was Beta Testers.
30. Will be briefed on changes to content during development phase to allow time for training material update before new exam release.



## APPENDIX 1

Qualities DAMA International look for in education partners include the following:

- a. To ensure consistency of evaluation of education partners, we request the following documentation to evaluate quality assurance for partnering programme providers.
  - i. Course Description / syllabus for course(s) to be evaluated for accreditation describing unit breakdown for course(s), instructional objectives to be met in course(s), mapping of instructional objectives to DMBOK or CDMP Exams, and how learning objectives are met / evidenced.
  - ii. Name(s), Title(s), relevant degree(s) and relevant professional background with area(s) of specialization of Instructors / Trainers.
- b. Honest, ethical and professional behavior, reflecting the high professional standards of the international Data Management community. The DAMA-I Code of Ethics must be signed by all Registered Education Providers.
- c. A focus on stimulating and supporting continuous quality improvement.
- d. Maintaining integrity through a consistent, fair, and honest accreditation process.
- e. Facilitating and engaging in self-assessment.
- f. Maintaining a high level of accountability to the public served by the process, including members of the Data Management Professional community, consumers, learners, employers.

As part of an ongoing assessment, you may be observed training delegates and will be interviewed about your knowledge of the areas of data management based on the DAMA-DMBoK, and on the CDMP content. The assessor (experienced trainer) will present his/her results to you, along with a written report. Based on your performance, the assessor will decide whether to recommend you for acceptance as an approved CDMP Trainer.

If you pass the assessment and meet the other requirements, you will be certified as a Registered Education Provider for 3 years, subject to yearly monitoring and payment of a nominal annual fee to DAMA International. Before the end of the certification period, you will be re-assessed to ascertain if you continue to conform to the standards expected of a Registered Education Provider. Additionally, you are expected to maintain your CDMP certification. DAMA-I retains the right to revoke Registered Education Provider status owing to unsatisfactory performance / behaviour.