

APPLICATION FOR NEW CSD® INSTRUCTOR

In order to make sure your request to have a Certified Scrum Developer® (CSD®) instructor is approved as quickly as possible, **please submit the following information for each instructor you want approved**. If one or more of the following items are missing, it may delay the time it takes to complete the approval process for your instructor(s).

REP Name

Instructor Name

Scrum Alliance Certifications

Check the box for each currently held Scrum Alliance certification.

Instructors of CSD courses **must** hold a current CSD certification from Scrum Alliance.

If you are the holder of an elevated certificate (CST®, CEC, or CTC) from Scrum Alliance, you will only complete **certain parts of this application**. Check the appropriate boxes below and then complete the following pages:

- Page 5
- Page 6 - only complete the following:
 - A resume/CV that includes any known coding languages that may be taught in a technical CSD course (CSD instructors for a technical course should have programming experience in a conventional programming language. Instructors should write, test, and review code in a technical course.)
 - A copy of your current CSD certification (a requirement for CSD instructors)
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Certified ScrumMaster® (CSM®)

Certified Scrum Product Owner® (CSPO®)

Certified Scrum Developer® (CSD®)

Advanced Certified ScrumMaster™ (A-CSM™)

Advanced Certified Scrum Product Owner™ (A-CSPO™)

Certified Scrum Professional ScrumMaster™ (CSP-SM™)

Certified Scrum Professional Product Owner™ (CSP-PO™)

Certified Scrum Professional® (CSP®)

Certified Scrum Trainer® (CST®)

Certified Enterprise Coach (CEC)

Certified Team Coach (CTC)

Personal Statement of Instructional Path and Goals

Describe your journey toward becoming an instructor, as well your future goals for yourself as an instructor.

Instructional Experience

PLEASE NOTE: Applicants must provide information demonstrating successful instruction of at least 10 multiday courses with a minimum of 100 students in total.

CSD instructors should have experience teaching courses that had a technical and/or software focus.

For university-based instruction, a semester- or quarter-based course supersedes the multiday course requirement.

Scrum/Agile-Related Courses (including co-taught)

Course Date(s)	Total Days	Student Count	Class Title	Class Description

Other Courses

Course Date(s)	Total Days	Student Count	Class Title	Class Description

EDUCATION AND/OR TRAINING

You may choose to include the following in your resume/CV. If you do, skip this section.

- **Course(s) of study, instructional certification(s), and professional development.**
- **Also include course(s) of studies for software development.**

Name of Degree, Cert, Course, etc.	Location	Institution or Trainer Name	Description of Certification(s) Earned (if applicable)

- **Agile-specific training (not counting Scrum Alliance certifications already noted above)**

Name Agile Training or Certification	Location	Institution or Trainer Name	Description of Certification(s) Earned (if applicable)

Collect the Following Documents

These documents must be submitted with this file and all other documents needed for your application. Review the instructions on the last page for how to send in your application documents.

- Resume or curriculum vitae (CV)
 - Must show **at least two years** of formal instructional experience in any topic(s).
 - Include any known coding languages that may be taught in a technical CSD course.
 - CSD instructors for a technical course should have programming experience in a conventional programming language. Instructors should write, test, and review code in a technical course.

A copy of your current CSD certification (a requirement for CSD instructors)

At least two letters of recommendation that show instructional capability

- These letters from your recommenders should highlight your training abilities, instructional skills, and ability to teach software development skills.
- Be sure each letter is signed and contact information for the author is included.
- Student feedback for a **maximum of four** courses
 - May be scanned hard copies *or* online survey data.
 - Translations to English must be provided (if applicable).
 - If these forms are from co-training, be sure they are **specific to you and not your co-trainer**.
- Examples of instructional work
 - Unique supplemental course content, personally created by you.
 - Examples could be:
 - Handouts, slide decks, learning objectives, lesson plans, syllabi, etc.
Please ensure that proper credit is given for ideas that are not your own by citing sources. Proper attribution must be given when using trademarked/copyrighted material. Also, request permission(s) when appropriate for photos, illustrations, etc.
- OPTIONAL** – Videos of live instruction
 - If you have video recordings of live teaching (not required), please provide an invitation to Dropbox (or comparable) folder containing the video files or a document with video link(s) (YouTube or comparable site).

ASSOCIATED COURSE(S) FOR NEW INSTRUCTOR

In order to ensure that your instructor(s) are added to this course for your REP organization, **please submit the following information.**

A list of courses for your REP that you want this instructor to teach.

- This can include courses currently approved for your REP.
- Once the instructor is approved, he or she will be added to each course listed.
- **NOTE:** An instructor approved to CSD courses is also approved to teach continuing education courses for your REP.

Name(s) of Course(s) this Instructor Should Teach

NEXT STEPS

Save this document and include it with the documents mentioned in the pages above. Be sure you double-check that you have all the documents listed on pages [6](#).

Hightail Instructions

All documents must be in English, or submitted with English translations. Electronic documents must be in MS Office and/or PDF formats.

Documentation must be compressed in a zip file identified with your business name. Please also create the associated subfolder to organize your materials:

- 1. CSD Instructor**

- Attach all instructor documents from page [6](#).

Please upload all materials to <https://www.hightail.com/dropbox?dropbox=ScrumAlliance>.

Our certification manager will review all information provided to check for alignment with Scrum Alliance's mission and vision as well as to ensure that all course offerings and instructors will provide the best-quality learning for those in the Scrum Alliance community.