An Introduction to the International Facility Management Association Credentials
Defining FM

IFMA defines the FM profession as we know it today by conducting an extensive survey every 36-60 months known as the Global Job Task Analysis. This analysis defines the competencies an FM needs to have to be successful.

The results of the analysis are the structural base IFMA uses for all its course and credentialing development.
Education Department

Credentials

- **Facility Management Professional**
  Knowledge-Based certificate program

- **Sustainability Facility Professional**
  Knowledge-Based certificate program

- **Certified Facility Manager**
  Competency-Based certification

Continuing Education

- On-Line Courses
- Webinars/On-Demand
- Virtual Conference
- Classroom courses
Facility Management Professional Credential
 Knowledge-based credential – A program requiring successful completion of specific coursework and final assessments.

 The FMP does not have a renewal.
FMP Target Audience

- Basically everyone….
- Early-to mid-career FM Practitioners
- Those transitioning into the FM profession
- Related-industry practitioners
- Facility-related product and service providers
- Students entering the profession from schools/technical programs.
- Those preparing for the SFP or CFM
Benefits of Taking FMP

- Establish a common foundation of knowledge and vocabulary.
- Build practical skills that one can apply immediately.
- Develop strong baseline.
- Earn professional credibility and recognition with employers and peers.
The FMP program consists of **4 courses** with content deemed critical to the foundation of knowledge required of facility managers.
Sustainability Facility Professional
SFP

- Developed under the guidance of a team of recognized experts in the facility management field, the SFP credential was created.
- The material covers the broad range of topics a facility manager is expected to know about managing a sustainable facility.
- Not everything will apply to you, but it’s important for you to be aware of the concepts presented.
- The credential is for the facility manager, not a building.
SFP Program

- Knowledge-based credential – A program requiring successful completion of specific coursework and final assessments.

- For all FM and like-minded professionals with an interest in sustainable practices. **A strong foundational understanding of FM is highly recommended.**

- The credential is valid for 3 years. At the end of the 3-year period, SFPs must take an online course and pass the assessment to be issued a new term of validity.
Primary Role of an SFP

Facility managers must be aware of the organization’s commitment to the social, environmental and economic aspects of sustainability (Triple Bottom Line). To do this, the facility manager may be involved in the following areas:

- Development of sustainability goals.
- Sustainability strategy development and implementation.
- Implementation of a sustainable facility management plan.
- Monitoring, measuring and management of sustainable practices.
- Employee education and training in sustainable practices.
Program Contents

Focus Area 1
Focus Area 2
Focus Area 3

The program is structured to be taken in sequence.
IFMA’s Eight Major Categories of Sustainability
# SFP Benefits

## Individual
- Learn practical skills
- Challenge the status quo
- Impact your organization’s triple bottom line
- Earn a competitive advantage
- Join a professional network

## Employers
- Improve facility efficiency
- Establish internal training
- Create a common vocabulary
- Evaluate employees
- Strengthen your corporate image
- Attain a competitive business advantage
Certified Facility Manager
CFM

➢ The first certification program in facility management and the most respected global credential in the industry, setting the standard for ensuring the knowledge and abilities of practicing facility managers.
Quick CFM Facts

- Established in 1993
- Certification process designed to assess competence in the field through work experience, education and the ability to pass a comprehensive exam.
- 3 year maintenance cycle
- Located in over 32 countries
- Held by more than 3,500 professionals
What can a credential do for me?

What does it mean to be officially recognized for your knowledge and abilities?

- It confirms your qualifications.
- It verifies your professionalism.
- It fortifies your position.
- And more importantly, it activates empowerment, giving you the authority to lead change, not only in your own organization but within your profession, for the benefit of the entire facility management community.
The Steps To Achieving Your CFM

1. Assess Your Readiness
2. Submit Your Application and Preparation
3. Schedule and Pass The Exam
4. You Are a CFM
5. Maintenance
1. Assess Your Readiness

<table>
<thead>
<tr>
<th>Education</th>
<th>Years of FM Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility management master's degree or a bachelor's degree from an IFMA Accredited Degree Program*</td>
<td>3 years (3 yrs w/FMP)</td>
</tr>
<tr>
<td>Related bachelor's degree *</td>
<td>4 years (3 yrs w/FMP)</td>
</tr>
<tr>
<td>Non-related bachelor's degree or associate's degree *</td>
<td>5 years (4 yrs w/FMP)</td>
</tr>
<tr>
<td>Some post-secondary education *</td>
<td>8 years (5 yrs w/FMP)</td>
</tr>
</tbody>
</table>

* All categories require some form of continuing education within the past 5 years.
1. Assess Your Readiness

- Complete a self-assessment by measuring one’s knowledge and experience in each of the eleven competency areas that one will be tested on.
  - Communication
  - Emergency Preparedness and Business Continuity
  - Environmental Stewardship and Sustainability
  - Finance and Business
  - Human Factors
  - Leadership and Strategy
  - Operations and Maintenance
  - Project Management
  - Quality
  - Real Estate and Property Management
  - Technology
2. Submit Your Application and Preparation

- Once you are ready to take the CFM Exam, you may submit your CFM application through the IFMA website: http://www.ifmacredentials.org/cfm/application
- CFM Exam Review Course or self-study option
- Local chapter study groups
- Attend workshops and presentations
- Online practice exam (this is not an assessment tool)
Steps 3-5

- Once application is approved, candidates have up to 3 months to schedule and sit for the exam.
- Candidates who pass the exam will be awarded the CFM and will be required to renew every 3 years. (120 maintenance points required for renewal.)
- Individuals who do not pass may apply to retake the exam by submitting the Application to Retake Certification Exam.
For more information on IFMA Credentials and Continuing Education

Contact the IFMA Education Department
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Email: credentials@ifma.org

Or visit www.ifma.org and click on the Education tab to get started!