1. Why should I become AssocRICS & CFM?
Gain the world’s most highly esteemed credentials that validate facility management professionalism. Holding the AssocRICS and CFM professional designations will:

- benefit you with elite status in both FM and property
- demonstrate regulated, technical FM expertise and proven professional ethics
- act as a guarantee of quality assurance to clients in delivering consistent customer service requirements in the procurement of FM and corporate real estate services
- extend your reach with international networking opportunities.

2. Who should pursue the AssocRICS & CFM credentials?
Seasoned facility managers who meet eligibility requirements. Learn more about eligibility for both AssocRICS and CFM at www.fm.training/credentials.

3. How do I earn the AssocRICS & CFM credentials?
To qualify as both AssocRICS & CFM you must complete the CFM exam followed by the RICS Online Ethics Assessment.

4. What does the CFM exam cover?
The CFM exam will assess the following competencies:

- Operations and maintenance
- Project management
- Finance and business
- Leadership and strategy
- Environmental stewardship and sustainability
- Communication
- Emergency preparedness and business continuity
- Human factors
- Quality
- Real estate and property management
- Technology

5. What does the RICS Online Ethics Assessment cover?
The ethics assessment includes three modules setting out what the RICS ethical standards are and why they are the underpinning of the professional body, plus a series of real-life scenarios covering ethical situations professionals may find themselves in and how to handle these in an ethical manner.

An examination on the ethical standards will test your understanding and application of ethics within the profession.
6. **How will I benefit?**
   - **Status** – CFM is the industry standard for practising facility managers and AssocRICS promotes your trusted and regulated status to clients, peers and employers promising consistent professionalism.
   - **Recognition** – As two global qualifications, AssocRICS & CFM offers you enhanced status at home and across the world through the broader reach and recognition of the professional status in the industry internationally.
   - **Market advantage** – Holding both CFM and an RICS qualification makes you twice as marketable; FM knowledge and the property professional status of RICS offers you wider or integrated career opportunities.
   - **Knowledge** – Free access to international practice guidance in FM and the wider built environment.
   - **Networking** – Connecting to 125,000 professionals working across the whole property lifecycle offers you valuable links and career opportunities in the wider built environment.

7. **Are there study options for preparing for the CFM Exam?**
   CFM candidates have a variety of preparation resources available to them including the IFMA Facility Management Learning System™ and the CFM® Exam Prep Workshop. For more information, visit [www.fm.training/credentials/CFM](http://www.fm.training/credentials/CFM).

8. **What does it cost to take the CFM Exam?**
   | IFMA Members | USD $550 |
   | Non Members  | USD $815 |

   Application fees are not refundable unless the application is denied. The CFM Exam fee is reimbursable by the GI Bill for qualified veterans in the US.

9. **Where do I take the CFM Exam?**
   Take the CFM exam at a Prometric Testing Center closest to you. The CFM exam is open all year however you must take the exam within 90 days of receiving your application approval. Visit [www.prometric.com/ifma](http://www.prometric.com/ifma) to locate a testing center.

   You can take the AssocRICS Online Ethics Assessment once you have successfully passed the CFM exam. The ethics assessment can be taken online any time.

10. **How long does it take to become AssocRICS & CFM?**
    The CFM exam takes four hours to complete. The AssocRICS Online Ethics Assessment takes typically between two and three hours to complete.

11. **Do I have to recertify?**
    The CFM certification is valid for three years. Your AssocRICS status can be upheld as long as you maintain your RICS professional fees and complete a minimum of 20 hours of continuing professional development (CPD) per year.

12. **How much does it cost to get both the AssocRICS & CFM designations?**
    | IFMA Members | USD $600 |
    | Non Members  | USD $850 |

   Associate RICS and Certified Facility Manager (AssocRICS & CFM®)