Certified Facility Manager®
Recertification Process

The first and only global certification in facility management
Presenter

Rhonda Hager

IFMA Specialist, Credentials
Benefits of CFM Certification

Employers

• Establishes professional standards for the FM function
• Implements best practices
• Assures quality and consistency throughout the organization
• Creates a shared standard of excellence in FM

Individuals

• Distinguish yourself from your peers
• Prepare for advancement and invest in your future
• Demonstrate your leadership and initiative
• Enhance your credibility with management, staff and customers
Plan activities that will apply toward recertification

Participate in these activities over the three year active period

Submit your recert application through the CAMP website

Submit the CFM recert payment form with the recert form
The Recertification Form is found in the Credential Application and Maintenance Program (CAMP). This is the same site which is used for submitting credential applications and payment forms.

CAMP login is achieved through IFMA.org: www.ifma.org/my-account/camp

Once in the “My IFMA” site, go to Credentials>Manage my Credentials>Choose the “CAMP” button in the middle of the page. This takes you into the program.

CAMP User Guide
The CFM credential is valid for 3 years

In order to recertify, the CFM must have 6 activities in at least 2 of the following categories:

• FM-related Education
• FM Practice
• Professional Leadership
• Development of the Profession

These are basically the same categories which have been in place for recertification, just named differently with different activities. The recertification worksheet can be found in the CAMP program.
As of January 1, 2018, all new and recertifying CFMs must participate in an Ethics Training Assessment every 6 years or every other renewal cycle.

Rational:
IFMA is a member of the International Ethics Standards Coalition (IESC), which has created an ethical framework for the global property market. As a result, the CFM Scheme Committee has determined that an Ethics Assessment will be required for all current CFMs, as well as CFM credential applicants.
Options for Ethics Training

• **HR Classroom Code of Business Conduct and Ethics Training Course** — one hour e-learning program. Accessible through CFM’s CAMP record

• **RICS Ethics Assessment** — three hour e-learning program

• **Employer Sponsored Ethics Training** — If a CFM’s employer offers Ethics Training, the CFM can submit a form with details of the training included, and after review the forms may be accepted and used towards the requirement. Ethics Training may be used towards the FM Related Education Category
### FM-related Education

<table>
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<th>Activity</th>
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<tr>
<td>Attend an industry conference. A minimum of 1 day – physical, virtual or blended type conference.</td>
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<tr>
<td>(1 conference equates to 1 activity.)</td>
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<tr>
<td>Complete a total of 5+ hours of relevant training/education physical, virtual or blended.</td>
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<tr>
<td>(5 hours of training/education equates to 1 activity.)</td>
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<tr>
<td>~ employer-sponsored in-service training;</td>
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<tr>
<td>~ continuing education courses;</td>
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<tr>
<td>~ college/university course (credit or non-credit);</td>
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<td>~ chapter/council/component workshop.</td>
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Practicing facility managers and/or FM consulting (may include volunteering as an FM or FM consultant) > 750+ hours annually.

(A minimum of 750 hours in a calendar year equates to 1 activity.)
**Professional Leadership**

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<th>Holding a leadership position within a related FM professional association on a local, national or international level (i.e., board member, chapter leader, etc.).</th>
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<tr>
<td>Serve on an FM association or standards committee or sub-committee/ad-hoc committee, chapter, council or community working group or task force.</td>
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<tr>
<td>Participating in an FM Mentoring Program.</td>
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<td>Serve on an advisory committee to an FM academic program or on an editorial board.</td>
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## Development of the Profession

FM-related presentations (each occurrence equates to 1 activity):

- Conduct a workshop (classroom or virtual);
- Planning and leading a study group for a credential;
- Guest lecturer for FM course(s) for an accredited college or university.

FM-related publishing (each occurrence equates to 1 activity):

- Publish 1 article/research report or paper/FM book.

Instructor (each occurrence equates to 1 activity):

- Full-time/adjunct/guest instructor of FM course(s) at an accredited college or university;
- Instructor for FM credential or continuing education program.
FM contributor/reviewer for course development, exam development and/or item writing, exam beta testing, standards or knowledge library content. (Completion of 5 hours equates to 1 activity.)

Complete 3 FM surveys and/or focus groups annually. Can be either virtual or in-person. Surveys or focus groups should average approximately 30 minutes or more to complete/average of 30 questions).

Attendance at regular FM industry meetings (minimum of 5 meetings per calendar year equates to 1 activity; meetings may be in-person or virtual).

Regular reading of FM professionally relevant publications, journals, books. Posting, commenting or retweeting article/publication to social media to engage FM community (minimum of 4 publications per calendar year equates to 1 activity).
All submissions for CFM Recertification Activities require documentation

The following activities can be verified by Credentials Staff and it is not necessary to attach documents to the recertification form. Activities must be listed:

• WWP or Facility Fusion attendance
• Chapter Leadership position since 2015

All other activities must have documentation attached for the CFM to receive credit. Documentation for each item is listed on the recertification form.
Recertification Process

- Obtain a copy of the CFM Maintenance Form from the CAMP Program or [www.fm.training](http://www.fm.training)
- Track and document activities which are applicable to CFM maintenance
- **Maintain accurate contact information** with IFMA so you will receive the email renewal notices which begin going out 6 months prior to a CFM’s expiration date
- Global Job Task Analysis updates, may result in additional areas of competency being included in the CFM Program. If this occurs, current CFMs may be required to complete specific continuing education activities in these specific areas in order to maintain the CFM credential. If this occurs, you will be notified of any new requirements a minimum of six months prior to your expiration date.
- There is a 90 day grace period after the CFM expiration date and another 90 days during which the CFM can be renewed, with a late fee penalty. Six months after expiration, the CFM credential is cancelled and a retest is required to have it reinstated.
- Refer to the [CAMP User Guide](http://www.fm.training) for more information.
Recertification Fees

Once the recertification form is submitted, in the CAMP program, the payment form must be completed, submitted and confirmed in order for the renewal to move into the approval queue. The payment form is found in Applications and Forms, in the CFM candidate record in CAMP.

- IFMA Members $290
- Non-members $365
- GSA $204
- Late Fee $100

(charged after Grace Period)
Questions regarding the CFM exam and process can be forwarded to:

credentials@ifma.org