If you’ve purchased the FMP program before August 28, 2019, please use the following FAQs.

**FMP Credential FAQs**

How do I earn the FMP credential?

Are there prerequisites or eligibility requirements to earn the FMP credential?

Can LEED accredited professionals earn LEED credential maintenance points with the FMP program?

Can I test out of the FMP?

What is the cost of the FMP program?

What is the FMP application fee?

How many questions need to be answered correctly to pass the FMP final assessment?

What if I do not pass the FMP final assessment? When can I retake the FMP final assessment?

If I fail a final assessment, how do I find out which topics I need to review further?

How long do I have to take the FMP final assessment? Does it expire?

After submitting my application, how long will it take to get my FMP credential?

How do I become an IFMA member?

**IFMA FMP Credential Program training material FAQs**

When will the updated IFMA FMP Credential Program training materials be available?

Which subject matter experts were involved in the development of the training materials?

What is included in the updated FMP program format?

What is the estimated time for completing the self-directed study option?

How long do I have access to the online component of the FMP Credential Program?

Once I order the self-study materials online with a credit card, what happens? How long does it take to get access to the online tools, printed materials and other deliverables? Do I have to download anything?

Can I take the online quizzes more than one time, perhaps with a different set of questions each time?

During the training, are there uniform milestones for everyone before the assessment, or can each person move back and forth at will, depending on how they want/need to review and build confidence?
Can I print hard copies of online items like the glossary, flashcards, progress reports, etc.?

Can I earn IFMA-issued CEUs for completing IFMA FMP Credential Program courses?

What is the return policy for the IFMA FMP Credential Program?

**FMP Credential FAQs**

**How do I earn the FMP credential?**

Individuals who pass all four FMP final assessments with a passing score of 75% or higher within the 65-minute time limit and submit their FMP application (with fee) to IFMA, will be awarded their FMP credential. (You will receive an email with a link to your pre-populated FMP application form after successfully completing the four FMP final assessments.) For more information about the FMP, listen to an archive of our latest webcast: Everything you ever wanted to know about the FMP!

**Are there prerequisites or eligibility requirements to earn the FMP credential?**

There are no specific educational or experiential prerequisites required to take the FMP program and assessments.

**Can LEED accredited professionals earn LEED maintenance credits with the FMP program?**

Yes, the FMP program has been approved by GBCI for LEED credential maintenance. LEED Professionals can earn 60 general CE hours upon successful completion of the full FMP program or 15 general CE hours for each individual course.

**Can I test out of the FMP?**

The FMP is an assessment-based certificate program and you cannot test out of it nor can you just buy the assessment.

**What is the cost of the FMP program?**

The cost for the program can be found on the Order Info page pages.

**What is the FMP application fee?**

The non-refundable application fee is US$140 for Professional/Associate Members, US$115 for Young Professional Members and US$250 for Nonmembers. (You will receive an email with a link to your pre-populated FMP application form after successfully completing the four FMP final assessments.)

**How many questions need to be answered correctly to pass the FMP final assessment?**

In order to pass each of the FMP final assessments, you must earn a score of 75% or higher (at least 38 out of 50 questions correct) within the 65-minute time limit. Each final assessment must be completed in one sitting. You cannot pause the assessment and come back to it. If you do not achieve a passing score within the allotted time, you must start the assessment over.
What if I do not pass the FMP final assessment? When can I retake the FMP final assessment?

Candidates who fail an FMP final assessment may retake it immediately. There is no limit to the number of times you can retake the final assessment. However, once you successfully complete/pass a final assessment with a score of 75% or higher in the 65-minute time limit, it will have served its purpose and will no longer be available.

If I fail a final assessment, how do I find out which topics I need to review further?

Click on the Reports link located on the left navigation on the course area page. Then, click on the Final Assessment Breakdown Report. This report will show you how well you've scored by chapter and topic so you can identify exactly where to focus your studies.

How long do I have to take the FMP final assessment? Does it expire?

If you purchase an individual course, access expires one year from the date it was activated. If you purchase the bundle of all four course, access expires two years from the date it was activated.

After submitting my application, how long will it take to get my FMP credential?

Once a candidate has successfully earned a passing score (75% or higher) on all four FMP final assessments and completed the FMP application, IFMA will verify their results and approve the application. Verification may take up to 30 business days.

How do I become an IFMA member?

Go to www.ifma.org/membership to learn more about becoming an IFMA member. Membership in IFMA shall consist of individuals who support the association’s purpose, vision, mission, goals, core values and code of ethics. You may join as a Professional Member, Associate Member, Young Professional Member or a Student Member. Join online by completing the online membership application.

IFMA FMP Credential Program training material FAQs

When did the updated IFMA FMP Credential Program training materials become available?

The updated self-study format of the program was released in September 2010. The live classroom/instructor-led format of the program was released in January 2011.

Which subject matter experts were involved in the development of the training materials?

The development and content analysis of the IFMA FMP Credential Program was completed under the guidance of recognized experts in the facility management field. These experts include:
What is included in the updated FMP program format?

The IFMA FMP Credential Program includes comprehensive print materials, interactive online study tools and online FMP final assessments. You also have the option to purchase the e-version with downloadable eBooks only. Visit our training components page for complete details.

What is the estimated time for completing the self-directed study option?

The length of time the course takes will depend greatly on the person who is studying (based on experience, knowledge, reading comprehension, etc.). Students have invested time ranging from 50-100 hours to complete the entire four-module program and earn their FMP.

How long do I have access to the online component of the FMP Credential Program?
If you purchase an individual course, access expires one year from the date it was activated. If you purchase a bundle of all four courses, access expires two years from the date it was activated.

**How many questions need to be answered correctly to pass the FMP assessment?**

In order to pass each of the FMP final assessments, you must earn a score of 75% or higher (at least 38 out of 50 questions correct) within the 65-minute time limit. Each final assessment must be completed in one sitting. You cannot pause the assessment and come back to it. If you do not achieve a passing score within the allotted time, you must start the assessment over.

**Once I order the self-study materials online with a credit card, what happens? How long does it take to get access to the online tools, printed materials and other deliverables? Do I have to download anything?**

Upon completing the enrollment process, you will have immediate access to the downloadable eBooks and online study tools. If you opted to purchase the reading materials in print, while you wait for them to arrive, we recommend that you complete the prerequisite Facility Management Introduction and the pre-test. Since you have the eBooks, feel free to get started studying! The program is Web-based, so no downloads are required. Users simply need a Web browser, such as Internet Explorer, to use it.

Once an order is processed, the printed modules are generally shipped within two business days. Unless otherwise requested, we ship UPS ground domestically, which takes three to five business days.

**Can I take the online quizzes more than one time, perhaps with a different set of questions each time?**

Yes. You may take the quizzes as many times as you like. They cycle through a pool of questions, but eventually they will repeat. Each final assessment includes 50 questions. Questions are randomized each time you take the assessment.

**During the training, are there uniform milestones for everyone before the assessment, or can each person move back and forth at will, depending on how they want/need to review and build confidence?**

There is a suggested order for people to follow; however, users can take the quizzes as many times as they like, in any order. It is recommended that they begin each course by taking the pre-test, then examine their results in the user report. The report will show the pre-test score by topic. The user can then apply themselves to "weaker" areas based on this information.

**Can I print hard copies of online items like the glossary, flashcards, progress reports, etc.?**

The e-Flashcards are available in a printable format. For all other online items, you are welcome to use your Print Screen function. However, please be advised that the contents of this program are copyrighted, therefore any material printed can only be used by the original purchaser/user of the program.

**Can I earn IFMA-issued CEUs for completing IFMA FMP Credential Program courses?**

Yes, IFMA does offer CEUs to individuals who complete self-study and/or instructor-led FMP courses.

**What is the return policy for the IFMA FMP Credential Program?**
You may return your IFMA FMP Credential Program for credit within 30 days of the original ship date under the following two conditions:

1. The printed study materials are still in their original condition with the shrink wrap and plastic box intact, such that they can be shipped and accepted by another purchaser; AND
2. You have not started the interactive online study tools and online final assessments.