



PREPARING NEW AND TRANSITIONING FACILITY  
PROFESSIONALS FOR THE DEMANDS OF  
TODAY'S DYNAMIC WORKPLACE



# TOP 5 REASONS

1.

## Build a solid foundation.

The course curriculum required to achieve IFMA's Facility Management Professional (FMP) credential will prepare you for the unique challenges of the profession, focusing on competencies essential to an FM's day-to-day responsibilities.

2.

## Start your career in the right direction.

Facility management is a constantly evolving profession. A commitment to continuing education and professional development ensures an up-to-date skill set throughout your career.



# TO EARN YOUR FMP

## 3. Prepare for the CFM Exam.

FMPs who maintain their professional growth have a greater chance of successfully completing the CFM Exam and joining the elite circle of Certified Facility Managers.

## 4. Set yourself apart from the competition.

Whether you are applying for a position or promotion in the field, or if you plan to do business with an FM, having the letters “FMP” after your name demonstrates your professional knowledge.

## 5. Establish your professional network.

Enjoy opportunities to network during on-site courses and at special FMP events. IFMA chapter and council members who achieve the designation receive special recognition for their achievements.

## WHO SHOULD APPLY?

- Facility management practitioners with less than five years of experience
- Transitioning professionals with significant experience in related careers
- Partner practitioners such as architects, designers and safety engineers
- Associated corporate providers of FM products and services
- Students entering the profession from colleges, universities, certificate or technical programs

# THE PROGRAM

## **STEP 1: Complete the required coursework.**

Program requirements for the FMP are available through IFMA and approved providers in a variety of learning formats. The FMP requires the completion of four approved IFMA courses, designed to provide attendees with critical skills and knowledge necessary to succeed in facility management. These competency areas are essential to anyone working as or with a facility manager. The following courses can be taken in any order.

### **The Business of FM Course**

This practical introduction to the nine competencies of facility management immerses participants in the principles, characteristics, theories and concepts that make up the business of FM. Discuss how to manage facilities and people, advance the business and lead the organization. Pre- and post-course self-assessment checklists assist you in determining your degree of knowledge in each competency area. The course concludes with a group case study experience.

### **Operations and Maintenance Competency Course**

Operations and maintenance functions are the source of 95% of day-to-day FM issues and therefore comprise 95% of a facility manager's daily opportunities to increase customer satisfaction and enhance the value of the facility and the facility department. Acquire best practices you can apply to the management of O&M services, including building systems, grounds, exteriors and interiors, as well as work process improvements.



## Planning and Project Management Competency Course

Construction, renovation and relocation projects are some of the most visible efforts of a facility department, and well-managed projects will reinforce the value that you and your team bring to your company. Gain the technical skills you need to manage the programming and design phases of a project as well as the management skills to lead and motivate your team to bring in your projects on time and on budget.

## Leadership and Management Competency Course

Want to establish a best-in-class FM operation? Understanding people, places and processes can help you create a new FM department or improve the effectiveness of an existing one. Learn about the facility manager's role as a planner, organizer, leader, coordinator and evaluator.

### STEP 2: Submit your application.

Download the online application form at [www.ifma.org](http://www.ifma.org). Candidates may fax or mail the application with payment to IFMA Headquarters.

#### Fee:

IFMA Member:	US\$125
Young Professional IFMA Member:	US\$99
Nonmember:	US\$199

### STEP 3: You are a Facility Management Professional.

Once you receive your official notification, you may begin leveraging the FMP after your name (i.e., John Smith, FMP).

“Earning my FMP has been a WIN-WIN! Not only has it expanded my facility knowledge base and provided me with excellent resources to fall back on, it also has given me the confidence to make important facility decisions for my company.”

VALERIE CHAVIS-KOSKO, FMP,  
FACILITIES COORDINATOR,  
MILLENNIUM INORGANIC  
CHEMICALS, A CRISTAL CO.,  
HUNT VALLEY, MD., USA

# A FLEXIBLE CAREER DEVELOPMENT PROGRAM FOR A DYNAMIC CAREER

A facility manager's daily work schedule is challenging! IFMA's objective is to make it convenient to achieve the FMP designation. Online toolkits, on-site and online courses, and multiple training and knowledge networks are available to FMP candidates through IFMA's Education Department, chapters, councils and Web site, [www.ifma.org](http://www.ifma.org).

## IFMA'S SPRING AND FALL SYMPOSIA

Offered twice a year, IFMA's educational Symposia provide intensive programs that feature FMP required courses as well as networking opportunities.

## IFMA ONLINE LEARNING CENTER

IFMA's library of online course modules offers a more flexible way for FMP candidates to complete program requirements and learn more about all nine FM core competencies. The Online Learning Center extends IFMA's educational reach, providing convenient, worldwide access to knowledge resources.

## IFMA RECOGNIZED PROGRAMS

Complete courses at colleges, universities or technical programs that offer certificates or professional degrees specifically in facility management!

## IFMA APPROVED PROVIDERS

Approved Providers include partner associations, community colleges and training companies. These organizations must meet provider criteria and instructional standards established and maintained for the FMP designation by IFMA.



## A SPRINGBOARD FOR OBTAINING CERTIFICATION

Facility managers with more than five years of experience may qualify as candidates for the Certified Facility Manager (CFM) credential, the most respected certification in facility management. A competency-based certification, the CFM assesses expertise in the field through work experience, education and the ability to pass a comprehensive exam.

Designed to hasten the progression from novice to specialist, the FMP program is an ideal catalyst to early candidacy for the CFM.

Although not a prerequisite for obtaining the CFM designation, facility managers who commence their career path by obtaining the FMP and maintain their professional growth build their competence and confidence levels and have a greater chance of successfully completing the CFM Exam and joining the elite circle of Certified Facility Managers.

*For more information on IFMA's credentials, visit [www.ifma.org](http://www.ifma.org) or call 713-623-4362.*



I learned a great deal, not only from the classroom forum, but also from the other attendees, professionals from across the world in various facility management roles. Receiving the credential also has meant a promotion to a management position. I would challenge anyone who hasn't taken the program to go for it.



RITA E. HEINZ, FMP,  
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