

FMP® Credential Overview and study guides



Paths for earning
your FMP in 4, 6
or 12 months

There's a reason the FMP is known as the
must-have credential for all facility professionals...

Quality.

When it comes to facility management education, serious
FMs (and employers!) know that the FMP gives you the
skills and knowledge you need to be effective.

It's probably why there are **21,000+** proud credential
holders. **And you could be next!**

Build confidence and your career with the world's most popular FM credential

Through IFMA's FMP credential, you'll gain the knowledge you need to establish a strong foundation in FM principles. Using IFMA's online set of resources, at the end of your training you can expect to:



Learn best practices and run your facilities more effectively and efficiently

Leverage your FMP training to set the standard of performance in your facilities and optimize your team's productivity.



Learn critical thinking skills essential to managing complex facilities

Refine your knowledge with a deep dive into the four fundamental subject areas of facility management.



Gain confidence in your role as a facility manager with in-demand skills

Get the training and knowledge that shows employers you have the advanced skills and proficiency they're looking for.



Manage your facilities more effectively and efficiently

Use your training to offer tangible, effective solutions that will positively impact your company's bottom line.

Develop the skills and certainty to solve complex on-the-job challenges.

Utilizing the tools and resources available, IFMA prepared a **sample study schedule** to complete the credential within 4, 6 or 12 months. While everyone learns at a different pace, this will serve as a **guide** for how you may be able to achieve your credential based on your preferred timeline.*

- **Set a firm schedule of days dedicated to studying.** Block hours free from outside interruptions.
- **Go through the material and complete a quiz.** Review the materials missed on the quiz and take notes.
- Once you begin a module, **focus on completing that module before moving forward.**
- You have **three attempts to pass your final assessment.** Prior to your third attempt, spend adequate time reviewing the chapters with the most missed questions. (If you fail your third attempt, you will not be able to attempt the final assessment again for 30 days.)



Interactive Study Tools



Pre-tests, Quizzes and Case Studies



Flashcards and FM glossary



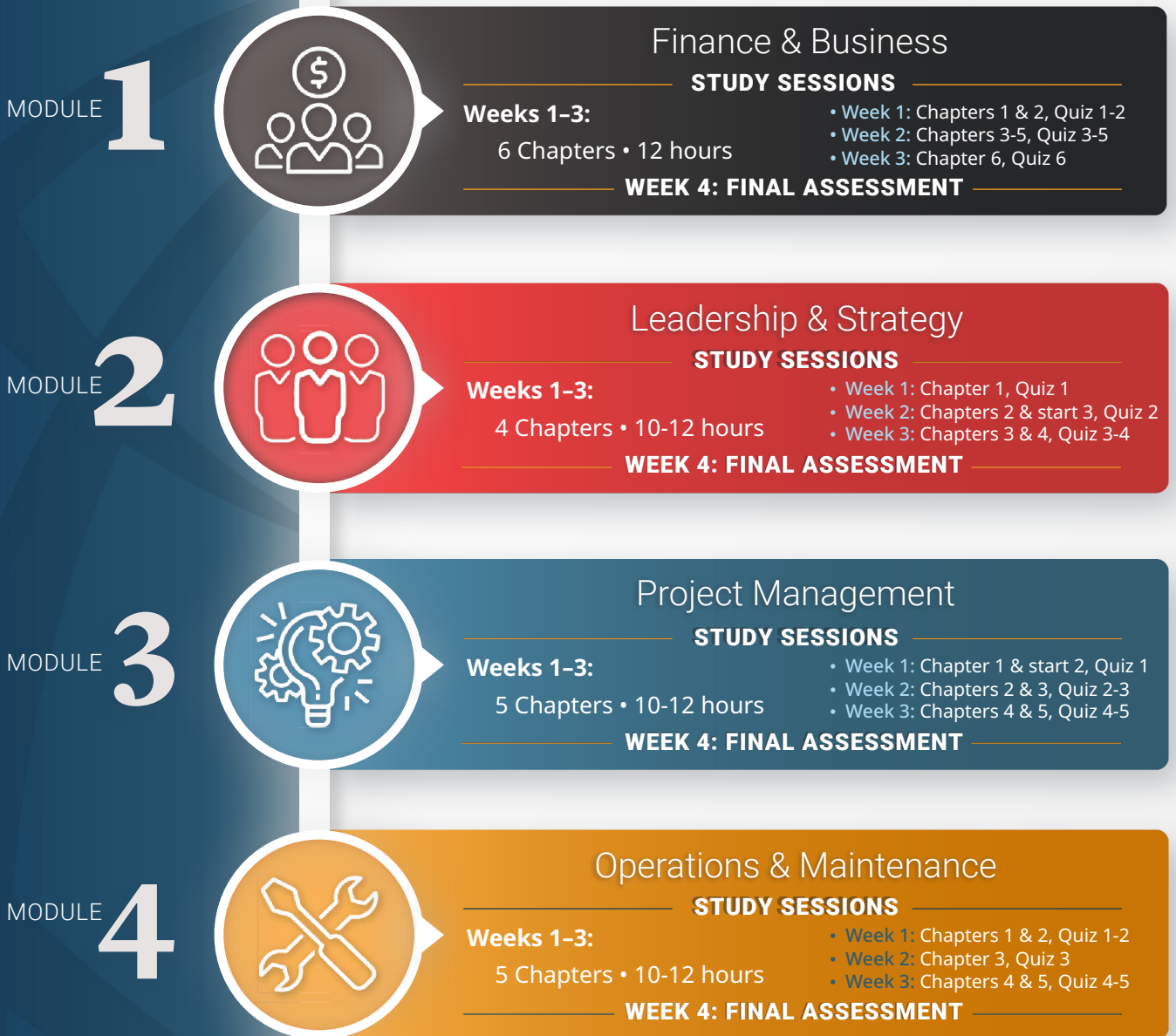
Access to Final Assessments

*Disclaimer: This study schedule is for informational purposes only and is not intended to be a solicitation, offering or recommendation of any formal learning method. Everyone learns at a different pace and has different levels of experience. We do not make any warranties about the completeness, reliability and accuracy of this information. Any action you take upon the information provided below is strictly at your own attempt, and IFMA will not be liable for any programs not completed within the example outlines listed below.

Questions? Email corporateconnections@ifma.org

4

Month Path to **FMP**®



The 4-month plan is ideal for learners with flexible schedules, such as those between jobs, working part-time, or studying full-time. This accelerated path moves at a faster pace and is designed for those who can dedicate extra time to their studies.

**Submit your application and
celebrate completing the FMP!**

Final Assessments: Attempt the final assessment after completing the required study for each module. It is recommended that you review your results from chapter quizzes and your notes prior to beginning the final assessment to see which areas may need additional focus.

- If you do not pass your first attempt at the final assessment, you are allowed to immediately begin a second and third attempt.
- If you do not pass your third attempt, you must wait 30 days before 4th attempt.

6 Month Path to **FMP**®

MODULE

1



Finance & Business

STUDY SESSIONS

MONTHS 1 & 2

6 Chapters • 12 hours

- Weeks 1-2: Chapters 1 & 2, Quiz 1-2
- Weeks 3-5: Chapters 3-5, Quiz 3-5
- Week 6: Chapter 6, Quiz 6

WEEKS 7-8: FINAL ASSESSMENT

MODULE

2



Leadership & Strategy

STUDY SESSIONS

MONTH 3

4 Chapters • 10-12 hours

- Week 1: Chapter 1, Quiz 1
- Week 2-3: Chapters 2 & 3, Quiz 2-3
- Week 4: Chapters 3 & 4, Quiz 3-4

WEEKS 5-8: FINAL ASSESSMENT

MODULE

3



Project Management

STUDY SESSIONS

MONTHS 4 & 5

5 Chapters • 10-12 hours

- Weeks 1-2: Chapters 1 & 2, Quiz 1-2
- Week 3: Chapter 3, Quiz 3
- Week 4-5: Chapters 4 & 5, Quiz 4-5

WEEKS 6-8: FINAL ASSESSMENT

MODULE

4



Operations & Maintenance

STUDY SESSIONS

MONTHS 5 & 6

5 Chapters • 10-12 hours

- Weeks 1-2: Chapters 1 & 2, Quiz 1-2
- Week 3: Chapter 3, Quiz 3
- Week 4-5: Chapters 4 & 5, Quiz 4-5

WEEKS 6-8: FINAL ASSESSMENT



The 6-month plan is ideal for busy professionals balancing work and personal life. It provides a comfortable pace that helps you stay on track while maintaining balance across your commitments.

**Submit your application and
celebrate completing the FMP!**

Final Assessments: Attempt the final assessment after completing the required study for each module. It is recommended that you review your results from chapter quizzes and your notes prior to beginning the final assessment to see which areas may need additional focus.

- If you do not pass your first attempt at the final assessment, you are allowed to immediately begin a second and third attempt.
- If you do not pass your third attempt, you must wait 30 days before 4th attempt.

1 Year Path to **FMP**®

MODULE

1



Finance & Business

STUDY SESSIONS

MONTHS 1 - 3: 6 CHAPTERS • 12 HOURS

- Weeks 1 - 2: Chapter 1, Quiz 1
- Weeks 3 - 4: Chapter 2, Quiz 2
- Week 5 - 6: Chapter 3, Quiz 3
- Weeks 7 - 8: Chapter 4, Quiz 4
- Weeks 9 - 10: Chapter 5, Quiz 5
- Weeks 11 - 12: Chapter 6, Quiz 6

WEEK 13: FINAL ASSESSMENT

MODULE

2



Leadership & Strategy

STUDY SESSIONS

MONTHS 4 - 6: 4 CHAPTERS • 10-12 HOURS

- Weeks 1 - 2: Chapter 1, Quiz 1
- Weeks 3 - 4: Chapter 2, Quiz 2
- Weeks 5 - 6: Chapter 3, Quiz 3
- Weeks 7 - 8: Chapters 4, Quiz 4

WEEKS 8-12: FINAL ASSESSMENT

MODULE

3



Project Management

STUDY SESSIONS

MONTHS 7 - 9: 5 CHAPTERS • 10-12 HOURS

- Weeks 1 - 2: Chapter 1, Quiz 1
- Weeks 3 - 4: Chapter 2, Quiz 2
- Week 5 - 6: Chapter 3, Quiz 3
- Weeks 7 - 8: Chapter 4, Quiz 4
- Weeks 9 - 10: Chapter 5, Quiz 5

WEEKS 10-12: FINAL ASSESSMENT

MODULE

4



Operations & Maintenance

STUDY SESSIONS

MONTHS 10 - 12: 5 CHAPTERS • 10-12 HOURS

- Weeks 1 - 2: Chapter 1, Quiz 1
- Weeks 3 - 4: Chapter 2, Quiz 2
- Week 5 - 6: Chapter 3, Quiz 3
- Weeks 7 - 8: Chapter 4, Quiz 4
- Weeks 9 - 10: Chapter 5, Quiz 5

WEEKS 10-12: FINAL ASSESSMENT



The 12-month plan offers a comfortable, flexible pace for learners managing busy schedules or unpredictable workloads. It provides the space to stay consistent with your studies while allowing extra time when life or work demands more attention.

**Submit your application and
celebrate completing the FMP!**

Final Assessments: Attempt the final assessment after completing the required study for each module. It is recommended that you review your results from chapter quizzes and your notes prior to beginning the final assessment to see which areas may need additional focus.

- If you do not pass your first attempt at the final assessment, you are allowed to immediately begin a second and third attempt.
- If you do not pass your third attempt, you must wait 30 days before 4th attempt.

For FMP candidates completing the course and applying for the certificate

Study Each of the Four Modules

Candidates should prepare for final assessments by studying each of the modules and utilizing the online study aids provided with the program.

Course requirements:

- Candidates must complete all modules for each course.
- There is no option to “test out” of any courses. Candidates must spend time studying the material in order to be eligible to take the final assessment.
- If you take an instructor-led course, you are encouraged to review the eLearning modules and quizzes prior to attempting your final assessment.

Take and Pass Each Final Assessment for the Modules

Candidates will have three opportunities to take and pass the final assessment. Once there are three unsuccessful attempts, the program will be locked for 30 days to allow the candidate to review and study the material before attempting another assessment. All final assessments must be from the same version of the program.

Submit the Application

To complete the application process, applicants must go into the CAMP system and submit their FMP application form. Note, all applicants must have a valid personal address and phone number in their record, in order for the application to be processed. This is part of the identification process.

Approval of Application

After submitting your application online, the approval process can take up to 21 days.

Obtain Digital Certificate

A digital certificate shall be issued to all credential holders who pass the exam, and shall include the following:

- Credential holder's name
- Credential holder's ID number and credential serial number
- Credentials program title
- IFMA as the certificate issuer
- Signature of Certificate Commission Chair