



Certified Facility Manager®

Recertification Process

*The first and only global certification
in facility management*



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

- Distinguishes you from your peers
- Prepares you for advancement and invests in your future
- Demonstrates your leadership and initiative
- Enhances your credibility with management, staff, and customers



Recertification Overview

- Recertification is required **every three years**.
- CFM expiration date is December 31, three years after the credential is earned.
- Notices are sent to all expiring CFMs beginning 6 months prior to the expiration date. **Candidates must keep a valid email in their Credentials record in CAMP.**
- There is an Inactive status for CFMs who have been unemployed for at least 6 months or who have a serious illness. A request for this status must be made to the Credentials Department. The inactive status is valid for one year. This allows the CFM to renew without penalty. The inactive status must be requested prior to the credential's cancellation date.

Process for Recertification



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 application

Recertification Application



The Recertification Application is found in IFMA's **Credential Application and Maintenance Program (CAMP)**, the same site for submitting credential applications and payments.

To login to CAMP:

- Open <https://www.ifma.org/>
- In the top menu bar, choose **Professional Development**.
- From the drop-down options, select **Manage your credentials**.
- From the page that opens, scroll down and click the **Manage My Credentials** link. CAMP opens.
- **Login to CAMP.**
- After accessing your account, choose **Applications** from the top menu.

Complete Recertification

Select “Add Activity” for a list of options. Complete and submit the activities for recertification. Documentation must be uploaded for each activity.

Once the requirements are satisfied (6 activities from at least 2 categories), a green checkmark will appear.

Move to the payment module.
Verify Payment details.

If applicable, enter GSA Information and answer "Yes" to GSA Pricing. ***This applies only to US Government Employees or Contractors.***

Complete the payment online. Allow 4-6 weeks for processing the recertification and receiving the confirmation email.



Categories for Recertification



To recertify, the CFM must complete recertifying activities during the 3 years the CFM credential is valid. **A minimum of 6 activities in at least 2 of the following categories is required:**

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

These categories are explained further in the sections that follow.

You may also refer to the [CFM Certification Handbook](http://www.ifma.org) located at www.ifma.org



FM-related Education Options

FM-related education options for recertification include any of the following:

- **Attend an industry conference.** A minimum of 1 day – physical, virtual, or blended type conference **(1 conference equates to 1 activity)**.
- **Complete a total of 5+ hours of relevant training/education** – physical, virtual, or blended **(5 hours of training/education equates to 1 activity)**:
 - **employer-sponsored in-service training**
 - **continuing education courses**
 - **college/university course (credit or non-credit)**
 - **chapter/council/component workshop**



FM Practice

Practicing Facility Managers and/or FM consulting can be applied as credit toward the CFM recertification.

This may also include volunteering as an FM or FM consultant.

Must include a minimum of 750 hours annually.

A minimum of 750 hours in a calendar year equates to 1 activity.





Professional Leadership

Serving on an FM-related professional association can be applied to the CFM recertification:

- Holding a **leadership position at the local, national, or international level** (i.e., board member, chapter leader, etc.)
- Serving on a **standards committee or sub-committee/ad-hoc committee, chapter, council or community working group or taskforce.**
- Participating in an **FM mentoring program.**
- Serving on an **advisory committee** to an FM academic program or on an editorial board.

Holding the position for one year equals 1 activity.

Development of the Profession

- **FM-related presentations (each occurrence equates to 1 activity):**
 - Conduct a workshop (classroom or virtual)
 - Plan and lead a study group for a credential;
 - Be a guest lecturer for FM course(s) at 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
- **FM credential or continuing education program instructor**



Cont'd: Development of the Profession



- **Contribute to and/or review** FM course development materials, exam development and/or item writing, exam beta testing, standards, or knowledge library content (completing 5 hours equates to 1 activity).
- **Complete 3 FM surveys and/or focus groups annually**, virtual or in-person. Surveys or focus groups should average approximately 30 minutes or more to complete/average of 30 questions.
- **Regularly attend FM industry meetings**, virtual or in-person (minimum of 5 meetings per calendar year equates to 1 activity).
- **Engage the FM community** by reading FM professionally relevant publications, journals, books; and posting, commenting, or retweeting article/publication to social media (minimum of 4 publications per calendar year equates to 1 activity).

Ethics Training Requirement



All new and recertifying CFMs must complete an Ethics Training Assessment every 6 years or at every other renewal cycle.

- **HR Classroom Code of Business Conduct and Ethics Training Course:** A one-hour e-learning program. Accessible through the CFM's CAMP record.
- **RICS Ethics Assessment** – three-hour e-learning program, required for RICS members. Accessible through the RICS website.
- **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 as credit within the FM-related Education Category

Documentation



ALL submissions for CFM Recertification Activities require documentation to be uploaded to CAMP

The following activities do not require official documentation when uploading to CAMP:

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

Instead, candidates can upload a Word document into the required area and include the year attended or the position served. IFMA staff will verify.

All other activities must have verifiable documentation uploaded for the CFM to receive credit for each item listed on the recertification application.

NOTE: A percentage of recertifications are audited for accuracy.

Recertification Summary



Current CFMs will want to do the following:

- **Track and document activities** that apply to CFM maintenance over the three-year period.
- **Maintain [accurate contact information](#)** with IFMA so you will receive the email renewal notices, which begin 6 months before the CFM expiration date.
- **Locate the CFM Maintenance Form** in the CAMP record, under Applications.
- **Refer to the [CFM Certification Handbook](#) and the [CAMP User Guide](#) for more information.**

NOTE: 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.**

Recertification Fees



After the recertification application has been submitted in the CAMP program, the payment form must be completed, submitted, and confirmed. The renewal is then moved into the approval queue. Here is a schedule of recertification fees:

- IFMA Members (Tier 1) \$299*
- Non-members (Tier 1) \$376*
- GSA \$203.72
- Late Fee \$100 (*charged following the grace period*)

***See the CFM Handbook for additional tier pricing.**

Recertification applications are typically processed within 4-6 weeks. IFMA Credentialing staff will reach out to the CFM for clarification, if necessary.



Questions

Questions regarding CFM recertification and process can be forwarded to:
credentials@ifma.org

