



# CAMP<sup>2</sup>USER'S GUIDE

IFMA CREDENTIALS

CREDENTIALS APPLICATION AND MAINTENANCE PROGRAM

# **User's Guide for IFMA's Credential Application and Maintenance Program (CAMP)**

## **Contents:**

<b>Introduction to CAMP</b>	<b>2</b>
<b>Logging In</b>	<b>3</b>
<b>CFM® Exam Application</b>	<b>7</b>
<b>CFM Exam Extended Eligibility</b>	<b>14</b>
<b>CFM Exam Re-take Application</b>	<b>15</b>
<b>CFM Recertification Process</b>	<b>16</b>
<b>Retired CFM Application</b>	<b>17</b>
<b>FMP® Application</b>	<b>19</b>
<b>SFP® Application</b>	<b>24</b>
<b>Credentials Registry</b>	<b>2</b>

# Introduction to IFMA's Credential Application and Maintenance Program (CAMP)

Welcome to IFMA's Credential Application/Maintenance Program (CAMP). This user-friendly program allows you to apply for, complete and maintain your credentials and related information. You must complete the required course work before submitting your FMP or SFP application.

After you log in, you'll be able to:

- Submit IFMA credential applications
- Review IFMA credential requirements
- Pay for IFMA credential applications
- Review your credential status
- Update your personal information
- Review and update your CFM Maintenance Activities
- Review your credential and exam history
- Contact IFMA credentialing staff
- Download credential logos
- Print your transcript of CEUs earned through IFMA
- Review payment history and print receipts

If you require additional help with the CAMP program, you may call IFMA at +1-713-623-4362 or email [credentials@ifma.org](mailto:credentials@ifma.org).

## Logging In

### Log in Directly to the CAMP Website:

<https://www.ifma.org/credentials/manage-my-credentials/>

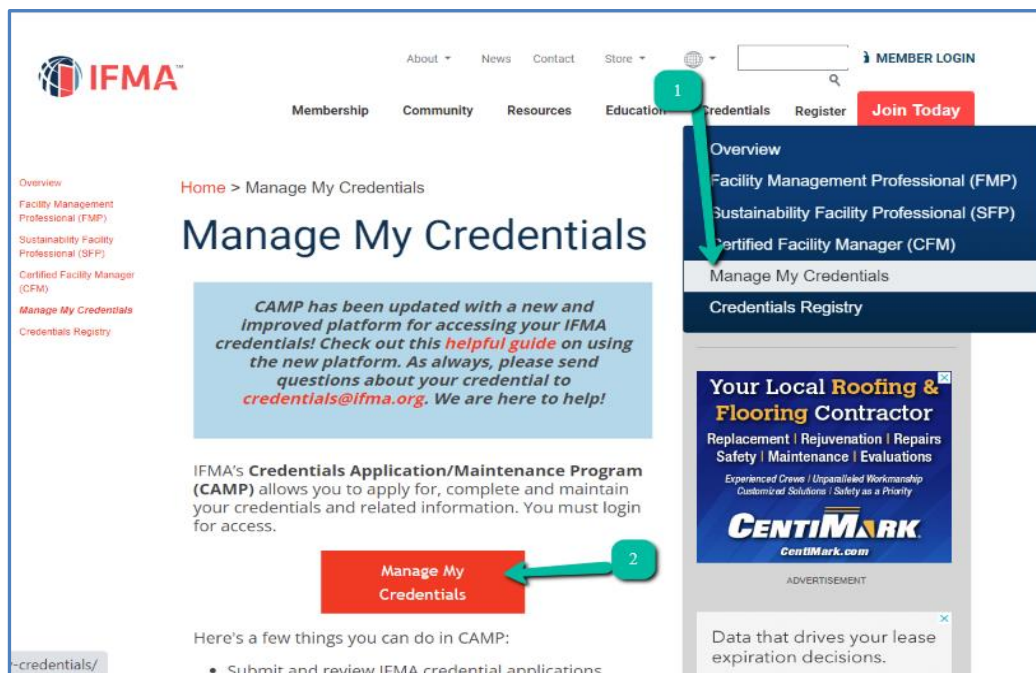
**Note:** To access CAMP, you will need to log in using your [www.ifma.org](http://www.ifma.org) username and password. \*

**DO NOT CREATE A NEW RECORD. YOUR CREDENTIAL AND MEMBERSHIP INFORMATION ARE IN THE RECORD, WHICH HAS ALREADY BEEN ESTABLISHED IN CAMP. YOU WILL NEED TO USE THE EMAIL ADDRESS IN YOUR IFMA MEMBERSHIP RECORD OR YOU WILL INADVERTANTLY CREATE A NEW RECORD. IF YOU USE AN EMAIL ADDRESS THAT IS NOT IN YOUR IFMA RECORD, YOU WILL CREATE A NEW RECORD.**

\*If you have participated in any of the following activities, you have a record in CAMP:

- IFMA membership
- Participation in any IFMA-sponsored events
- Bookstore purchases
- Prior credential applications or purchase

User this link to access CAMP: <https://www.ifma.org/credentials/manage-my-credentials/>



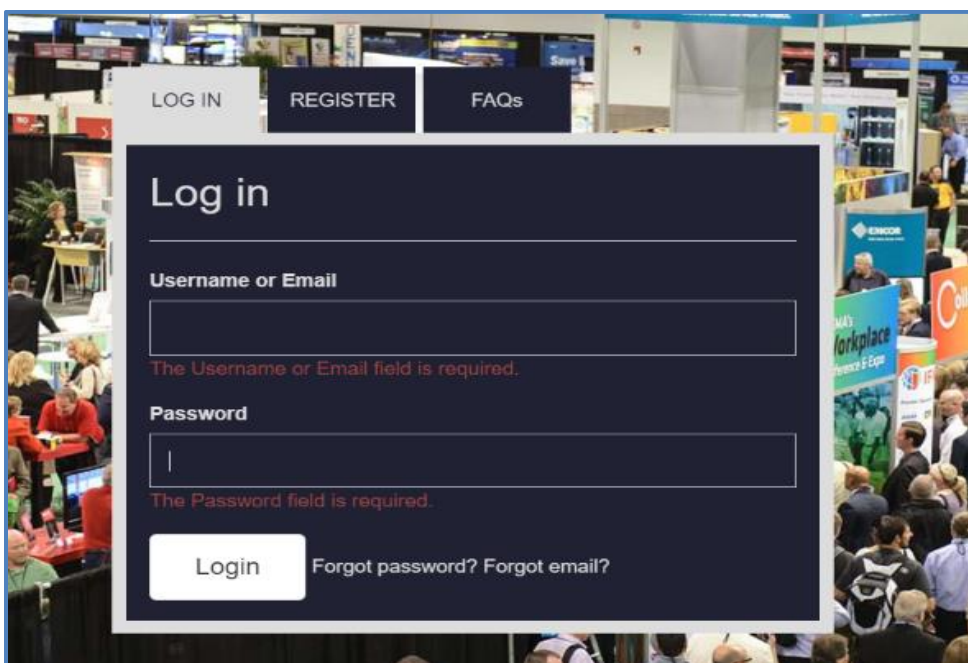
The email on file with IFMA will be your Username.

**If you have previously logged in**, and don't have your PW, choose "forgot password". You will receive a link to reset the PW. Login. This will take you back to the IFMA Home Page, but you will be logged in. To get to the "CAMP" button on the Manage my Credentials page, you must choose **Credentials > Manage My Credentials**. Click on the **"CAMP"** button and you will move into the CAMP program

\*\*\*\*\*

**If you have never logged into CAMP, ifma.org or the IFMA online training site**, using your email address, you will need to **register** your email as your UN, in order to do so.

If you receive a notice that you must have a valid user email to reset your PW, this means that your email must be registered, and you must create the user. You will need to choose: **"Register"**. This will create an account with the single sign-on program which is used to login. Follow those instructions, using the same email which is in your IFMA record. As long as you use the email address IFMA has on file, this will not create a new record.

The image shows a login form for IFMA. At the top, there are three buttons: "LOG IN", "REGISTER", and "FAQs". The "LOG IN" button is selected. The form has a title "Log in". Below it, there are two input fields. The first is labeled "Username or Email" and has a red error message below it: "The Username or Email field is required." The second is labeled "Password" and has a red error message below it: "The Password field is required." At the bottom of the form, there is a "Login" button and two links: "Forgot password?" and "Forgot email?". The background of the image is a trade show floor with various booths and people.

Note:

- If you do not know which email is on file with IFMA, please call 713-623-4362 and a Member Services representative will assist you.
- Do not use your social media account or a new email address for login. Doing so will create a new record that will not contain your credential information.

Once you are logged in, you will again see the Credentials Page for [www.ifma.org](http://www.ifma.org). To get to the “CAMP” button on the Manage my Credentials page, you must choose **Credentials > Manage My Credentials**. **Click on the “CAMP” button and you will move into the CAMP program.**



**Please check and verify your personal information before continuing into the program. If any corrections must be made, you will need to go back to the IFMA Membership Program to update and make changes.**

If you need login assistance, you may call +1-713-623-4362

Please make certain that the email address listed is the one to which you want credential notices sent.

You can now access the applications and forms available in the program.

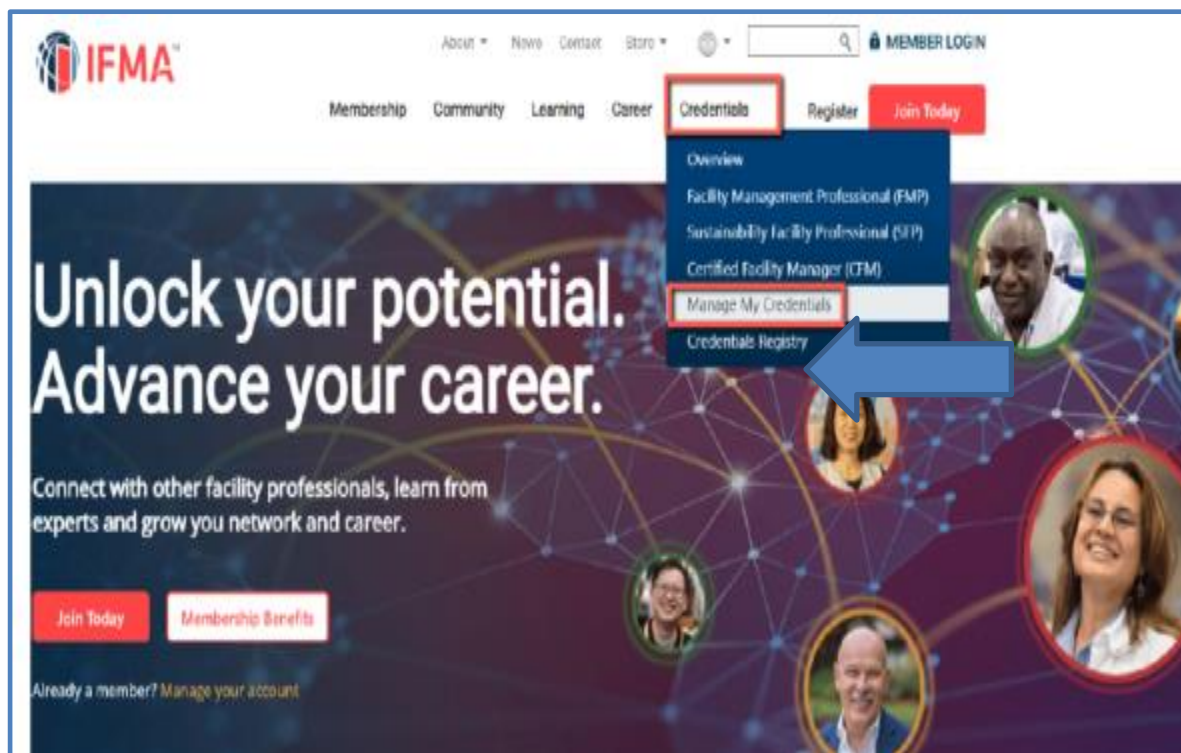
## Log in Using the IFMA.org Website – “My IFMA”

You can also reach the CAMP program through the IFMA website: [www.ifma.org](http://www.ifma.org) .

Log in to “My IFMA.” After logging in, choose:

**Credentials > Manage my Credentials**

You can use the “**CAMP**” graphic which will take you into the CAMP program to the Home Page.

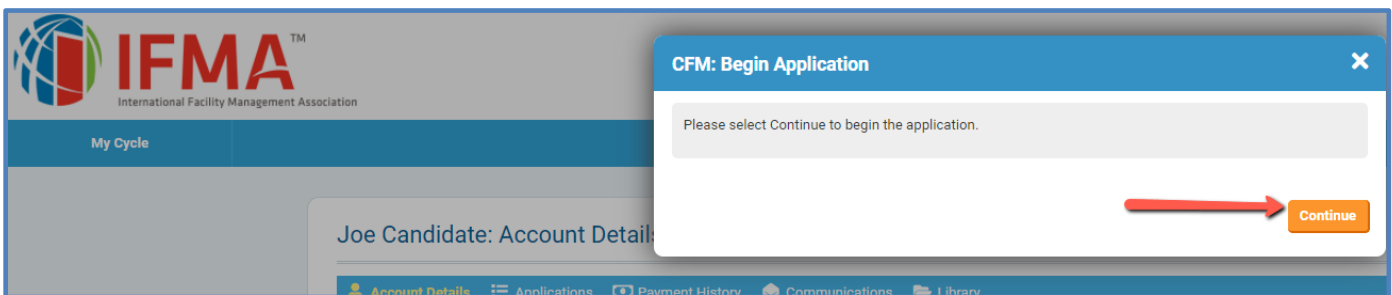
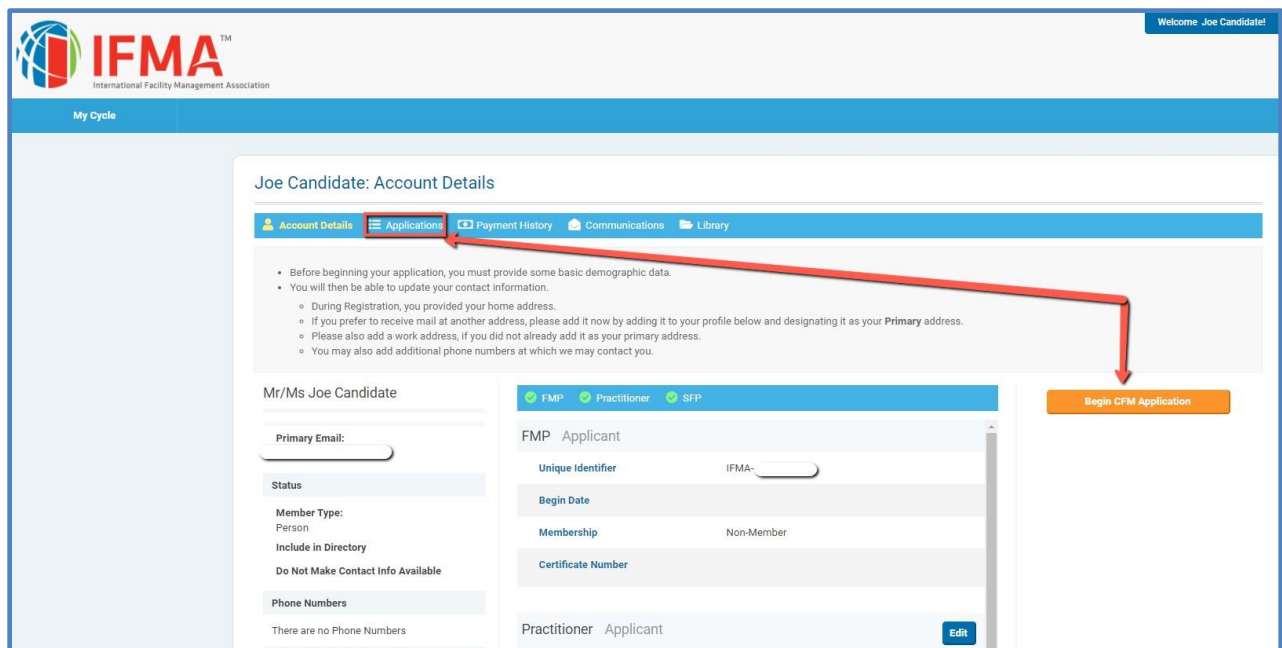


# CFM Exam Application

The application must be completed with sufficient FM experience and education history to demonstrate the candidate's eligibility for the exam. Job duties for each position must be listed with enough detail to allow the experience to be assessed. At the end of the application, a summary of experience in each competency area must be listed.

NOTE: The Exam Application Program will time out. It is necessary for candidates to save the application frequently in order to prevent the loss of the information.

**You may click on either the Begin CFM Application button or click on Applications in the tool bar to access the application.**





Application Pathway

Title Work Experience Requirement

Required

Application Pathway

Select Experience Requirement

1

Click on Select Experience Requirements. This will determine your eligibility requirements that meets education and work experience

If you identify with **Option 1**

Click on **Add Education History**

Complete the required

**Application Pathway: Application Requirements**

Candidates must meet the following education and work experience requirements. Internships do not count towards FM experience.

	Option 1	Option 2
Education	Bachelor's or Masters level Facility Management degree	No FM degree
FM Work Experience	3 years	5 years

Please select which option you will using on this application\*:

Select Application Pathway

Option 1: 3 Years

Option 2: 5 Years

Cancel Submit

2

Identify with the option that meets your eligibility .

## Option 1 and 2

4

Option 1 and 2 can proceed with the following instructions.

Enter your **Work History**

### Work History

Years Added 0

Work experience has been shown to be a valuable prerequisite to success in this credential. Successful candidates tend to have at least two years of experience prior to taking the exam. We have captured this requirement in our standard.

To demonstrate that you have enough work experience, please add positions relevant to this credential. You will enter details about your employer and employment, including your start and end dates. The system will calculate the number of hours to count towards requirements based on how many hours per week you worked during that period.

+ Add Work History

Once you have completed all of the required forms the top of the application will change to green indicating you are can submit your application.

➤ Select the **Submit** button

### Certified Facility Manager Exam Application

5

Return to: Ap

+ - Completing Application

Submit

#### Requirements

You must document 3 years of Facility Management work experience.

3 of 3

FM Degree

1 of 1

#### Legend

- Units Added
- Remaining
- Completed

➤ Complete all of the required sections to finalize your application.

Certified Facility Manager Exam Application: Complete Application: Code of Conduct

6

**Code of Conduct**

I shall have as my primary goal developing and managing safe, human, and functional work spaces. I shall integrate the needs of management with the needs of people in the workplace to develop and manage humane and effective work environments.

I shall have as an achievable goal maintaining objective, professional judgments. I shall not compromise this judgment by undertaking any activity, accepting any contribution or having any conflict of interest that would prevent acting in the best interest of my employer, clients, or those people for whom I provide or maintain workplaces.

I shall practice in a manner that supports the rights of employers, employees and clients, and shall not discriminate because of race, sex, creed, age, religion, disability or national origin.

I shall continually seek new information to maintain and upgrade my professional skills relative to the design, construction, maintenance and management of the physical environment as it relates to people and work processes.

☐ I have read and agree to adhere to the CFM® Code of Conduct and will comply with the disciplinary and appeals process.\*:

Select Attestation Code of Conduct

< Previous   Next >

## Pay Fees

All application fees are non-refundable please see below to determine fees. Tiered pricing is available for application submissions, fees are based on region.

To determine which fee, apply to you, view the Tiered Pricing Chart in the Appendix. Find the country associated with your address and determine the applicable fee. Discounted rates apply to tiers 2 and 3.

Tier	CFM Application Fee in USD	
	Member	Non-Member
1	\$550	\$815
2	\$449	\$652
3	\$341	\$505
GSA	\$529.49	\$203.72

**7**

Please confirm the following information on your account. We use this information to determine your application payment amount.

If you need to update or modify this information, please click here to access your IFMA account. Once changes have been made, you can return to your application and complete the submission process.

Country: United States

Membership: Non-Member

Are you eligible for Federal GSA pricing?\*

If yes, please enter your Federal email address for verification:

Yes, I am eligible for Federal GSA pricing

Yes, I am eligible for Federal GSA pricing

No, I am not eligible for Federal GSA pricing

Back Finish Later Cancel Continue

- **Click on Submit** a new pop-up window will appear to confirm your payment eligibility.
  - Please keep in mind GSA Pricing is only for [United States Federal Government Employees](#)
- If you do not qualify, Click: **No, I am not eligible.**
  - Only enter your email if you are US Federal Employee. If you are not leave this area blank
- **Press Continue to complete the payment form**

**All credit card payments** can proceed by choosing Pay fees.

**Alternative Payments** specify type a payment using the drop-down box then click on Alternative Payment for the credentials team to review and approve.

Select **Pay Fees** to complete your payment via credit card.

If you are paying by Check, Wire Transfer, or PO please select an Alternative Payment type. If you are paying by Purchase Order please include the PO Number in the Alternative Payment Details.

When staff receives your payment they will record it for you and move your application forward.

**Application Fee\*:** Title: Application Fee - Tier 1 Non-Member  
Amount: \$ 815.00

**Alternative Payment Types:**

Select Payment Type

- Check
- Purchase Order
- Wire Transfer

**Alternative Payment Details:**

**Pay Fees** **Alternative Payment** Cancel

**Purchase Orders** If your employer has prepaid your application, enter the code on Alternative Payment Details.

### **After submitting you Application**

An email notice will be sent to the candidate when the application has been approved. This may take up to 21 days. The email will contain instructions for registering for the exam through the Prometric Testing Center.

Upon approval of the CFM Exam Application, the candidate will have 90 days to schedule and complete the exam. Candidates should make certain that they are aware of the requirements associated with any changes to scheduled exams. The information regarding rescheduling will be in the confirmation email.

In the event your application is incomplete or lacks the required information, it will be "Rejected". A rejected application will have a note attached explaining why the form was rejected.

## **CFM Ethics Training Requirement**

All CFM Exam Applicants are required to take an Ethics Assessment prior to issuance of the CFM certificate. Additionally, all CFMs recertifying, will be required to take the Ethics Assessment once every 6 years, or with every other recertification period.

The CFM Scheme Committee has determined the criteria for programs meeting the standards of the IESC, and thus far, have chosen two programs which meet the requirements, one is the **RICS Ethics Assessment** and the other is HR Training Courses – Code of Business Conduct and Ethics Training. Access for the HR Training Course is found in the candidate's CAMP record.

If a CFM's employer has an Ethics Assessment which employees take as part of in-service training, and the course covers the 10 required principles (see CFM Handbook), it can be submitted to meet the requirement.

**Select Training Course for Ethics Assessment**

Please select one of the following options to complete your ethics training requirement.

**HR Classroom Code of Business Conduct and Ethics Training Course**

- 1 hour e-learning program
- Cost: \$20.00
- The Code of Business Ethics is a set of principles that summarize ethical standards. Its purpose is to guide employees in making good judgments regarding their work. This training is designed to help employers comply with the Federal Acquisition Regulations (FAR), Federal Sentencing Guidelines (FSG), and Sarbanes-Oxley (SOX). This course provides training on ethical behavior for both staff and supervisors.

**RICS Ethics Assessment**

- 3 hour e-learning program
- Cost: \$0.00
- This course will explore the topics through interactive learning modules and case studies.

**Employer-sponsored Ethics Training**

- Cost: \$0.00
- If the employer has Ethics Training that meets the framework established by the International Ethics Standards Coalition and adopted by the Certification Commission, it may be submitted for approval.
- Must attest to the 10 principles of ...

Candidates have up to 30 days from the date on which they pass the exam to complete the Ethics Requirement and submit the required documentation.

**Add Ethics Training**

8

**HR Classroom Code of Business Conduct and Ethics Training Course: Complete Ethics Assessment**

**Activity Title:** HR Classroom Code of Business Conduct and Ethics Training Course

**Description:** 1 hour e-learning program. The Code of Business Ethics is a set of principles that summarize ethical standards. Its purpose is to guide employees in making good judgments regarding their work. This training is designed to help employers comply with the Federal Acquisition Regulations (FAR), Federal Sentencing Guidelines (FSG), and Sarbanes-Oxley (SOX). This course provides training on ethical behavior for both staff and supervisors.

**Payment\*:**

**Title:** HR Classroom Code of Business Conduct and Ethics Training Course

**Amount:** \$ 20.00

**Date Completed\*:** MM/DD/YYYY

**Upload your documentation of completion\*:** Choose from library or Upload

**10 Ethical Standards:**

1. Confidentiality: Practitioners shall not disclose any confidential or proprietary information without prior permission, unless such disclosure is required by applicable laws or regulations.
2. Disclosure: Practitioners shall make all appropriate disclosures before and during the performance of a service. If, after disclosure, a conflict cannot be removed or mitigated, the practitioner shall withdraw from the matter or obtain written consent of the parties affected to continue.
3. Fiduciary Responsibility: Practitioners shall be honest, transparent and trustworthy in all their financial dealings.
4. High Standard of Service: Practitioners shall only provide services for which they are competent and qualified, and shall ensure that any employees or associates assisting with the provision of services have the necessary competence to undertake those services.
5. Integrity: Practitioners shall act with honesty and fairness in all their dealings, and shall not mislead or attempt to mislead. They shall base their

After making a payment an email with a link will be sent to complete the online Ethics training.

After you complete the online training you will need to return to this window to upload your certificate of completion.

**Add Ethics Training**

**Pay Fees**

**Record Payment**

**Upload**

## CFM Exam Extended Eligibility

Candidates who are approved for the CFM Exam have 90 days to schedule and take the exam. If a candidate needs to extend the exam period, this can be done by sending a written request to [credentials@ifma.org](mailto:credentials@ifma.org)

There is a US\$50 fee required for the Eligibility Extension.

Upon approval of the CFM Exam Eligibility Extension, the candidate will have 90 days to schedule and complete the exam. Candidates should make certain that they are aware of the requirements associated with any changes to scheduled exams.

**Click on Applications > Click View for the CFM Exam Application> scroll down to the end of the page to select Add activity on Extension Request task group and pay extension fee.**

The screenshot displays the IFMA user interface. At the top, a blue navigation bar contains links for 'Account Details', 'Applications' (highlighted with a red box), 'Payment History', 'Communications', and 'Library'. Below this, the 'Applications' section is active, showing a list of applications under the 'CFM' category. The first application is '[IFMA-44 / Applicant]' with a status of 'Application'. Below this, a section titled 'Certified Facility Manager Exam Application' is visible. A red arrow points to a 'Continue' button located at the bottom right of this section. Below the 'Continue' button, there is a welcome message and a list of requirements: 'Education History' and 'FM Related Work Experience'. At the bottom of the page, there is a green bar with a checkmark and the text 'Extension Request', and a blue button labeled 'Add Activity'.



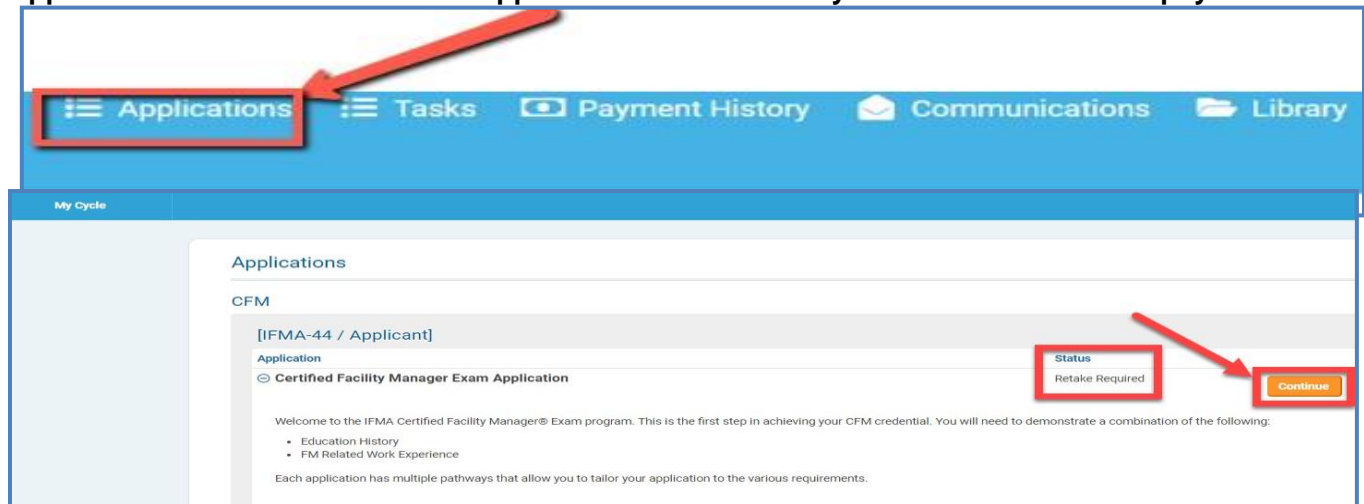
# CFM Exam Re-take Application

Candidates who are unsuccessful in passing the CFM Exam have up to one year from the date of the first unsuccessful exam to re-take the exam at a reduced fee. The fee is US\$265 for IFMA Members and US\$365 for Nonmembers. After one year, the candidate will need to submit a new CFM application and make full payment for the CFM exam application fee.

To complete the CFM Exam Re-take Application: contact [credentials@ifma.org](mailto:credentials@ifma.org)

From the dashboard click on

**Applications > choose CFM Exam Application > Select Ready for Retest Action and pay fee.**



The CFM Exam Retake Application Payment form must also be completed submitted and confirmed in order for the CFM Exam Retake Application to be approved.

The payment forms are broken down for Member, Nonmember and GSA. If you are an employee or contractor working for the federal government, you may be eligible for the GSA program. If you do not see the GSA payment form and believe that you are eligible to use this form, please contact the IFMA Credentials Department at +1-713-623-4362.

An email notice with scheduling instructions will be sent to the candidate when the application has been approved. This may take up to 21 days. The email will contain instructions for registering for the exam at a Prometric Testing Center.

Upon approval of the CFM Exam Re-take Application, the candidate will have 90 days to schedule and complete the exam. Candidates should make certain that they are aware of the requirements associated with any changes to scheduled exams.



# CFM Recertification Process

The Certified Facility Manager certification is valid for three years. In order to achieve recertification, CFMs are required to have six activities in at least two of the following four categories:

- I. **FM Related Education**
- II. **FM Practice**
- III. **Professional Leadership**
- IV. **Development of the Profession**

The CFM Recertification Form can be used to track and upload information for the renewal process.

- Click on your dashboard **Applications**.



⊖ Certified Facility Manager Recertification Application

Available

Begin

This application is used to renew your certification. CFM certification renewal through continued study or participation in industry-sponsored events demonstrates that CFMs are using the knowledge and skills represented by the certification.

There are four categories of maintenance activities :

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

For best results, start your Recertification Application right away. You will be able to use it as a form of tracking to make sure you are making sufficient progress during your recertification period.

You have three years from the time of certification to meet your requirements. Once you start, you will always be able to see your deadline at the top of the application.

Once you begin, select to add activities in the task group and review list of maintenance activities. Complete each task from the categories listed above. Once therequirements are satisfied

- Press Submit, orange button in the top right
- Verify Payment details
- Enter GSA Information if applicable and answer "Yes" to GSAPricing.
- A valid email is required for GSA pricing

# Retired CFM Application

## Rules and Policies for RCFM

The Retired CFM designation is only appropriate for those who do not intend to continue representing themselves as CFMs in the practice of FM. The Retired CFM status will allow individuals to show their association with the certification even though they are no longer maintaining it.

### Retired CFM Rules

1. A Retired CFM category has been established for CFMs. This status is available to CFMs who have retired or who have otherwise left the profession and want to indicate past certification.
2. There will be no age requirement for the Retired CFM status.
3. In order to apply for Retired CFM status, a CFM must be active and no more than six months past the expiration date of their most recent recertification period.
4. The fee for the Retired CFM status is US\$95.
5. There are no renewal requirements for Retired CFMs. The status is effective for the individual's lifetime.
6. There will be an application form for the Retired CFM status, which will indicate agreement with the terms of the retired CFM status.
7. If a candidate chooses the RCFM status and later wishes to revert to the active CFM status, he/she will be required to apply for and pass the CFM exam.
8. According to ANSI guidelines, Retired CFMs do not hold active certification, and this must be outlined on our website and other media in which certification status is defined. Retired CFMs will not be allowed to use "CFM" in their title, but must use RCFM instead.
9. Retired CFMs will receive a certificate indicating their status and a Retired CFM pin.

### Apply for the Retired CFM

## Apply for the Retired CFM

Log in to [CAMP<sup>2</sup>](#)

- Click on **Applications** on your Dashboard



- Click on **Retired CFM** to begin your application

Application	Status
<input type="radio"/> Retired Certified Facility Manager Application	Available <input type="button" value="Begin"/>
<p>Welcome to the IFMA Retired Certified Facility Manager® Program. The Retired CFM status will not require maintenance points, and for this reason, it is not considered an active credential. There is no age requirement. This designation will allow individuals to show their association with the CFM certification even though they are no longer maintaining it. There is a one time application fee for the RCFM.</p> <p>Note: RCFM applications will be processed at the end of the current CFM period.</p>	

IFMA will review your application. Applications for RCFM are not processed until the end of the active CFM period. You will be notified when the application is processed and will receive your RCFM certificate packet shortly after that.

# FMP Application

When a candidate has completed all four FMP final assessments, he/she becomes qualified to apply for the Facility Management Professional Certificate. Please note it takes a minimum of 48 business hours for all courses to move into the CAMP record and for the FMP application to be visible. It can take longer in some instances.

The final step in the process is to submit the FMP Application with payment through IFMA's **Credential Application and Maintenance Program (CAMP)**. The non-refundable application fee is US\$140 for Professional/Associate Members and US\$250 for Nonmembers.

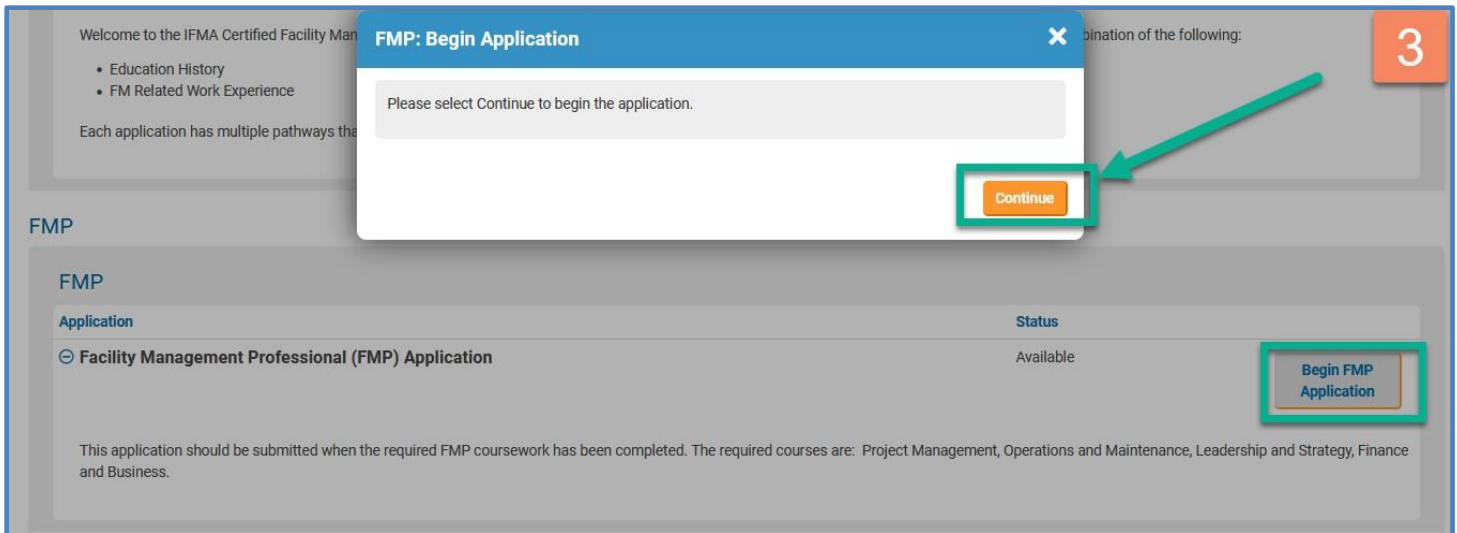
**Please Note: When you first access CAMP, log in to your existing credential account using your IFMA.org username and password.** (Do not create a new account. If you need assistance with your username and/or password, please call IFMA at +1-713-623-4362.

Please allow **3-4 business days** before attempting to access your application to make certain that your assessment results have been updated in CAMP.

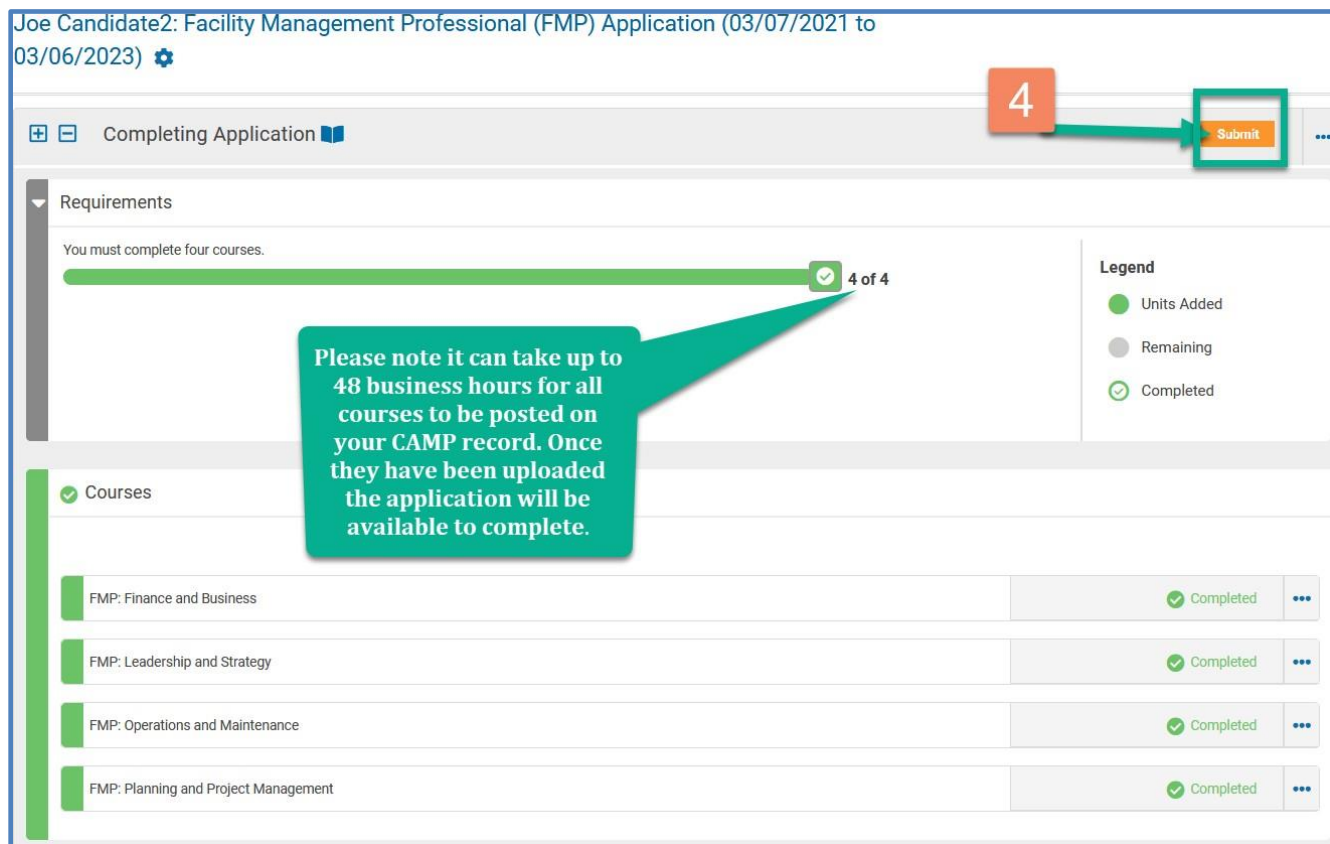
## To access the FMP Application:

- **Step 1** – Click on **Applications** on the dashboard
- **Step 2** - Click on **Begin FMP Application**, located on the right-hand side of the webpage.

The screenshot shows the IFMA CAMP dashboard for a user named 'Joe Candidate2'. The top navigation bar includes links for 'Member Details', 'Applications' (highlighted with a green box and labeled '1'), 'Tasks', 'Payment History', 'Communications', and 'Library'. Below the navigation bar, the 'Practitioner' section shows a message: 'There are no Applications for Practitioner, and there are none available for you to begin at this time.' The 'FMP' section displays a table with one application entry: 'Facility Management Professional (FMP) Application' with a status of 'Available'. A green box and arrow labeled '2' point to the 'Begin' button in the 'Status' column of this entry. Below the table, a note states: 'This application should be submitted when the required FMP coursework has been completed. The required courses are: Project Management, Operations and Maintenance, Leadership and Strategy, Finance and Business.'



➤ **Step 4-** Ensure all the prerequisite courses are posted. Click **Submit**



➤ **Step 5– Attestation and Submission**

- Use the drop-down box to answer the following: Review the Code of Conduct, Rules.
- Click on Submit a new pop-up window will appear to confirm payment eligibility.

**Facility Management Professional (FMP) Application: Complete Application: Release of Information**

**5**

Code of Conduct >

Rules and Regulations >

Release of Information

\* I understand that IFMA recognizes new credential holders in many ways, including listings in each issue of the Facility Management Journal, notices to IFMA chapters, and directories both online and printed. I hereby authorize IFMA to publish my name, company and location in recognition of my achievement.

I have read and agree with the IFMA Information Release Policy\*:

Yes

Please enter your initials signifying agreement with above statements \*:

<<<<<< ENTER YOUR INITIALS HERE >>>>>>

Would you like a hard copy of your Certificate provided by IFMA?\*

Yes

Would you like your certificate delivered via FedEx?\*

Select FedEx Delivery

Yes

No

This is an optional fee of \$75 USD to have your hard copy shipped through a certified delivery courier

< Previous Next >

Finish Later Cancel Continue

## Pay Fees

All application fees are non-refundable please see below to determine fees. Tiered pricing is available for application submissions, fees are based on region.

To determine which fee, apply to you, view the Tiered Pricing Chart in the Appendix. Find the country associated with your address and determine the applicable fee. Discounted rates apply to tiers 2 and 3.

Please confirm the following information on your account. We use this information to determine your application payment amount.

If you need to update or modify this information, please click [here](#) to access your IFMA account. Once changes have been made, you can return to your application and complete the submission process.

Country: United States

Membership: Non-Member

Are you eligible for Federal GSA pricing?\*

If yes, please enter your Federal email address for verification:

Yes, I am eligible for Federal GSA pricing

Yes, I am eligible for Federal GSA pricing

No, I am not eligible for Federal GSA pricing

Back Finish Later Cancel Continue

### Eligible GSA Payment

- Click on Submit a new pop-up window will appear to confirm your payment eligibility.
- GSA Pricing is only for **United States Federal Government Employees**
  - ❖ If you do not qualify Click: **No, I am not eligible.**
  - ❖ Only enter your email if you are US Federal Employee. If you are not leave this area blank
- Press Continue to complete the payment form.

**All credit card payments** can proceed by choosing Pay fees.

**Alternative Payments** specify type a payment using the drop-down box then click on Alternative Payment for the credentials team to review and approve.

The screenshot shows a payment form with several sections and annotations. At the top, a grey box contains instructions: "Select **Pay Fees** to complete your payment via credit card." and "If you are paying by Check, Wire Transfer, or PO please select an Alternative Payment. If you are paying by Purchase Order please include the PO Number in the Alternative Payment Details." Below this, the "Application Fee\*" section shows "Title: Application Fee - Tier 1 Non-Member" and "Amount: \$ 815.00". An orange "Pay Fees" button is highlighted with a red box and an arrow pointing to it from a red callout box labeled "Credit Card Payments". The "Alternative Payment Types:" section features a dropdown menu with "Check", "Purchase Order", and "Wire Transfer" options. A red callout box explains: "Alternative Payments, use the drop down to choose type of payment then click on the blue button Alternative payment to submit for review". The "Check" option is highlighted with a red box. At the bottom, a blue "Alternative Payment" button is highlighted with a red box and an arrow pointing to it from the red callout box. A "Cancel" link is also visible next to the button.

Select **Pay Fees** to complete your payment via credit card.

If you are paying by Check, Wire Transfer, or PO please select an Alternative Payment. If you are paying by Purchase Order please include the PO Number in the Alternative Payment Details.

When staff receives your payment they will record it for you and move your application forward.

**Application Fee\*:** Title: Application Fee - Tier 1 Non-Member  
Amount: \$ 815.00

**Alternative Payment Types:**

Select Payment Type

Check  
Purchase Order  
Wire Transfer

**Alternative Payment Details:**

**Alternative Payment** Cancel

**Purchase Orders** If your employer has prepaid your application, enter the code on Alternative Payment Details.



## SFP Application

When a candidate has completed all three SFP final assessments, he/she becomes qualified to apply for the Sustainability Facility Professional Certificate. Please note it takes a minimum of 48 business hours for all courses to move into the CAMP record and for the FMP application to be visible. It can take longer in some instances.

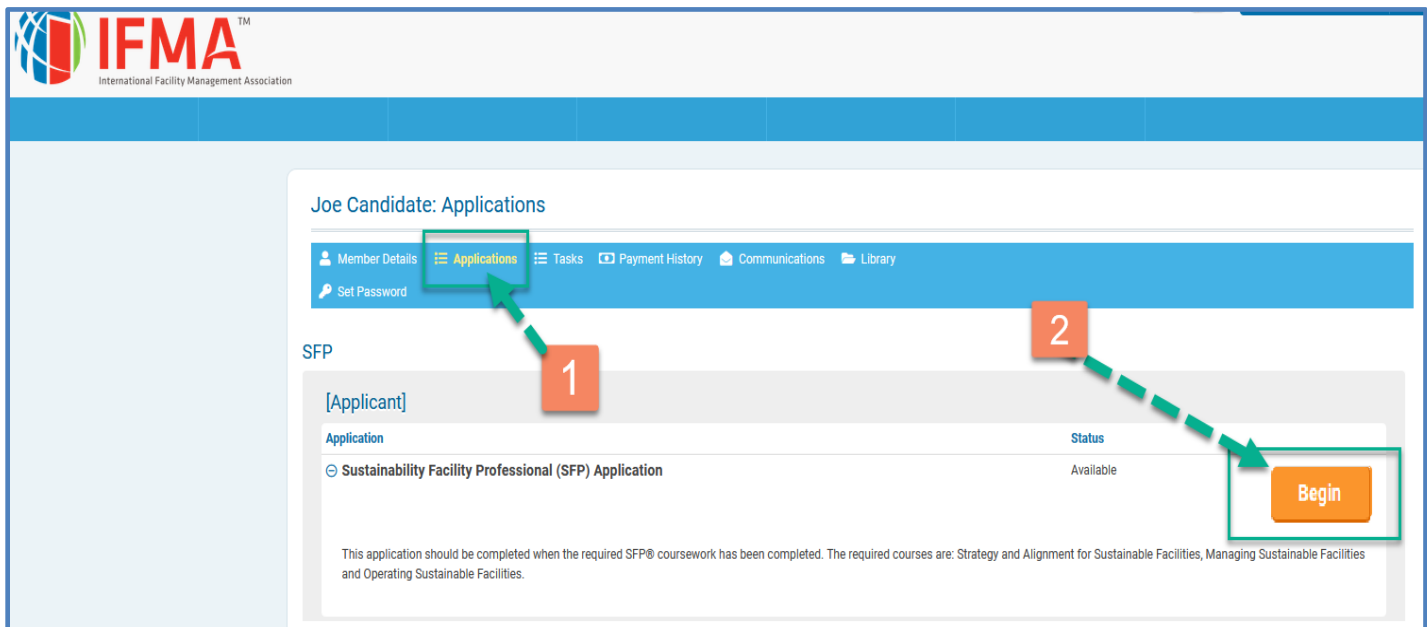
The final step in the process is to submit the SFP Application with payment through IFMA's **Credential Application and Maintenance Program (CAMP)**. The non-refundable application fee is US\$140 for Professional/Associate Members and US\$250 for Nonmembers.

**Please Note: When you first access CAMP, log in to your existing credential account using your IFMA.org username and password.** (Do not create a new account. Your login for CAMP will be different from the login information used to access the FMP program.) If you need assistance with your username and/or password, please call IFMA at +1-713-623-4362.

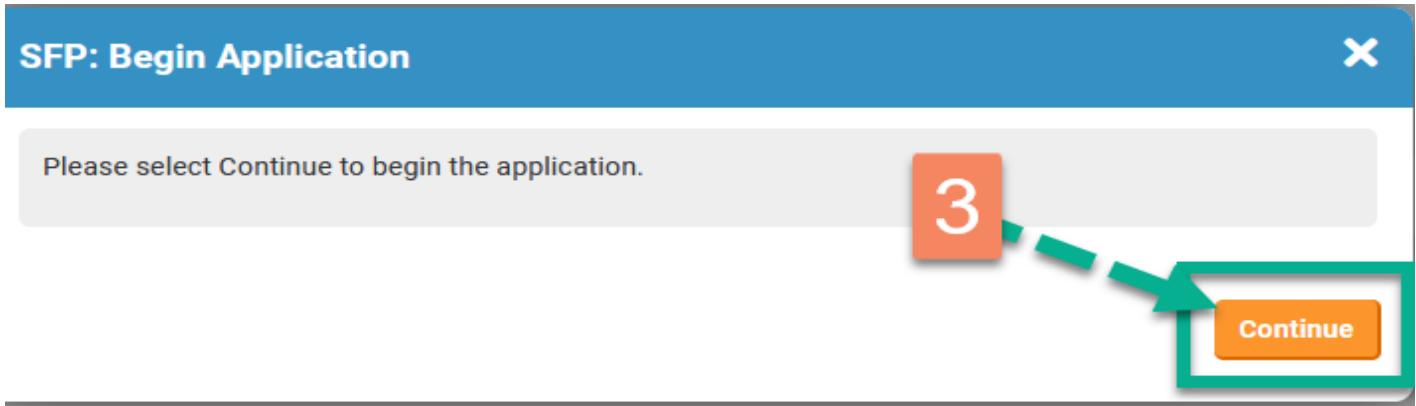
Please allow **3-4 business days** before accessing your application to make certain that your assessment results have been updated in CAMP.

### To access the SFP Application:

- **Step 1** – Click on **Applications**
- **Step 2** - Begin **SFP Application**, located on the right-hand side of the webpage



- **Step 3**– A pop-up window will appear. Press **Continue** to open the application.
- **Step 4**– Ensure all the prerequisite courses are posted. Click **Submit**



Joe Candidate: Sustainability Facility Professional (SFP) Application (03/07/2021 to 03/06/2023) ⚙️

[Return to: Learning Plans](#)

**Requirements**

You must complete three courses.

3 of 3

**Legend**

- Units Added
- Remaining
- Completed

**Courses**

SFP: Managing Sustainable Facilities	Completed
SFP: Operating Sustainable Facilities	Completed
SFP: Strategy and Alignment for Sustainable Facilities	Completed

Please note it can take up to 48 business hours for all courses to be posted on to your CAMP record. Once they have been uploaded you will have access to begin your application.

➤ **Step 5 – Attestation and Submission: complete questions**

Sustainability Facility Professional (SFP) Application: Complete Application: Release of Information

Code of Conduct

Rules and Regulations

Release of Information

\* I understand that IFMA recognizes new credential holders in many ways, including listings in each issue of the Facility Management Journal, notices to IFMA chapters, and directories both online and printed. I hereby authorize IFMA to publish my name, company and location in recognition of my achievement.

I have read and agree with the IFMA Information Release Policy\*: Yes

Please enter your initials signifying agreement with above statements \*:

ENTER YOUR INITIALS

Would you like a hard copy of your Certificate provided by IFMA?\*: Yes

Would you like your certificate delivered via Fedex?\*: No

This is optional fee of \$75 to have your hard copy shipped through certified delivery courier

< Previous Next >

Inactive Finish Later Cancel Continue

➤ **Step 6 – Payment Fee**

- Click on **Submit** a new pop-up window will appear to confirm your payment eligibility. Please keep in mind GSA Pricing is only for [United States Federal Government Employees](#)
- If you do not qualify, **click: No**, I am not eligible dropdown box. Only enter your email if you are Federal Employee. Otherwise leave this area blank.

Sustainability Facility Professional (SFP) Application: Confirm Payment Details

Please note there is an additional \$75.00 charge for Fedex delivery.

Country: United States

Fedex Delivery: No

Are you eligible for Federal GSA pricing?\*: No, I am not eligible for Federal GSA pricing

If yes, please enter your Federal email address for verification:

Back Finish Later Cancel Continue

### ➤ Step 7- Payment Type

All credit card payments can proceed by choosing Pay fees.

**Alternative Payments** specify type a payment using the drop-down box then click on Alternative Payment for the credentials team to review and approve.

The screenshot shows a payment form with the following elements and annotations:

- Header:** "Select **Pay Fees** to complete your payment via credit card." and "If you are paying by Check, Wire Transfer, or PO please select an Alternative Payment. If you are paying by Purchase Order please include the PO Number in the Alternative Payment Details." and "When staff receives your payment they will record it for you and move your application forward."
- Application Fee\*:** "Title: Application Fee - Tier 1 Non-Member Amount: \$ 815.00".
- Pay Fees:** An orange button highlighted with a green box and an arrow pointing to it from a green callout box labeled "Credit Card Payments".
- Alternative Payment Types:** A dropdown menu with options: "Check", "Purchase Order", and "Wire Transfer". A green callout box points to this dropdown with the text: "Alternative Payments, use the drop down to choose type of payment then click on the blue button Alternative payment to submit for review".
- Alternative Payment Details:** A section for providing details for alternative payment methods.
- Buttons:** "Alternative Payment" (blue) and "Cancel" (grey). A green arrow points to the "Alternative Payment" button.

### Step 8- After Payment Completion your Application



After payment is complete you will receive a confirmation and a receipt. This will complete your submission, IFMA will verify your results. Verification may take up to 30 business days. Once approved, you will be awarded your IFMA Credential.

## IFMA's Online Credentials Registry

[IFMA's Public Credentials Directory](#) allows individuals to verify credentials by name, city, state or country. Results show active credential holders, the credentials they hold and the initial privilege dates of each.

