



CAMP² USER'S GUIDE

IFMA CREDENTIALS

CREDENTIALS APPLICATION AND MAINTENANCE PROGRAM

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

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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.

Logging In

Log in Directly to the CAMP Website:

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

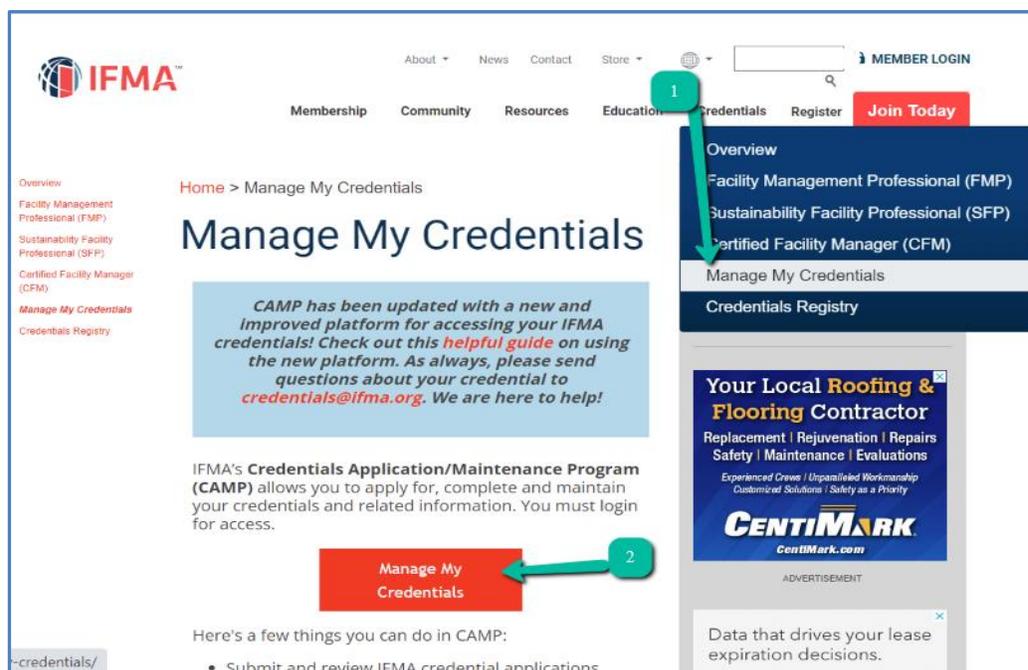
Note: To access CAMP, you will need to log in using your www.ifma.org username and password. *

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/>

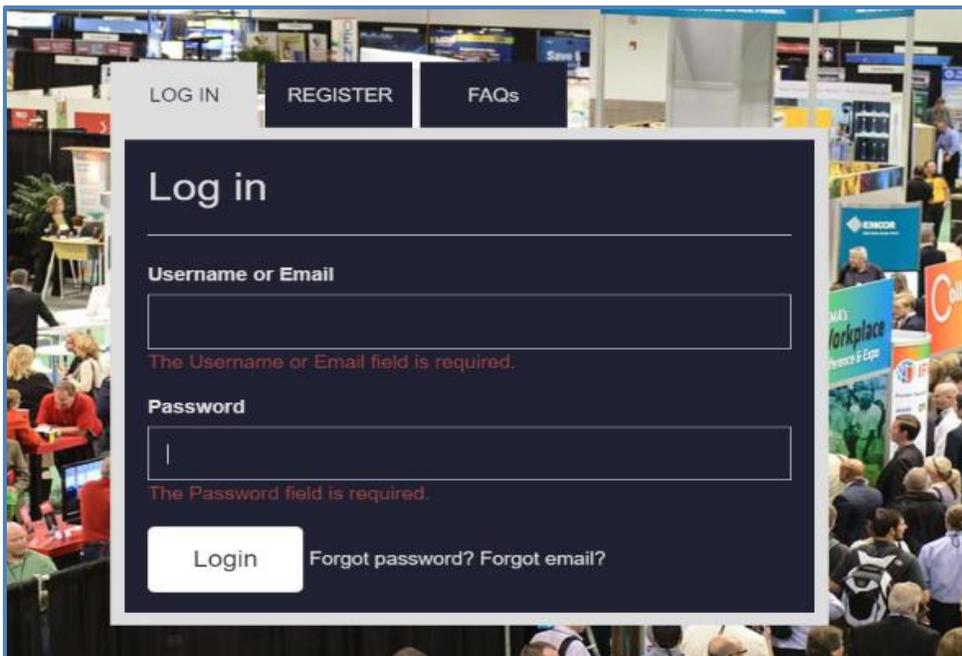


The email on file with IFMA will be your Username.

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.



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. 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.

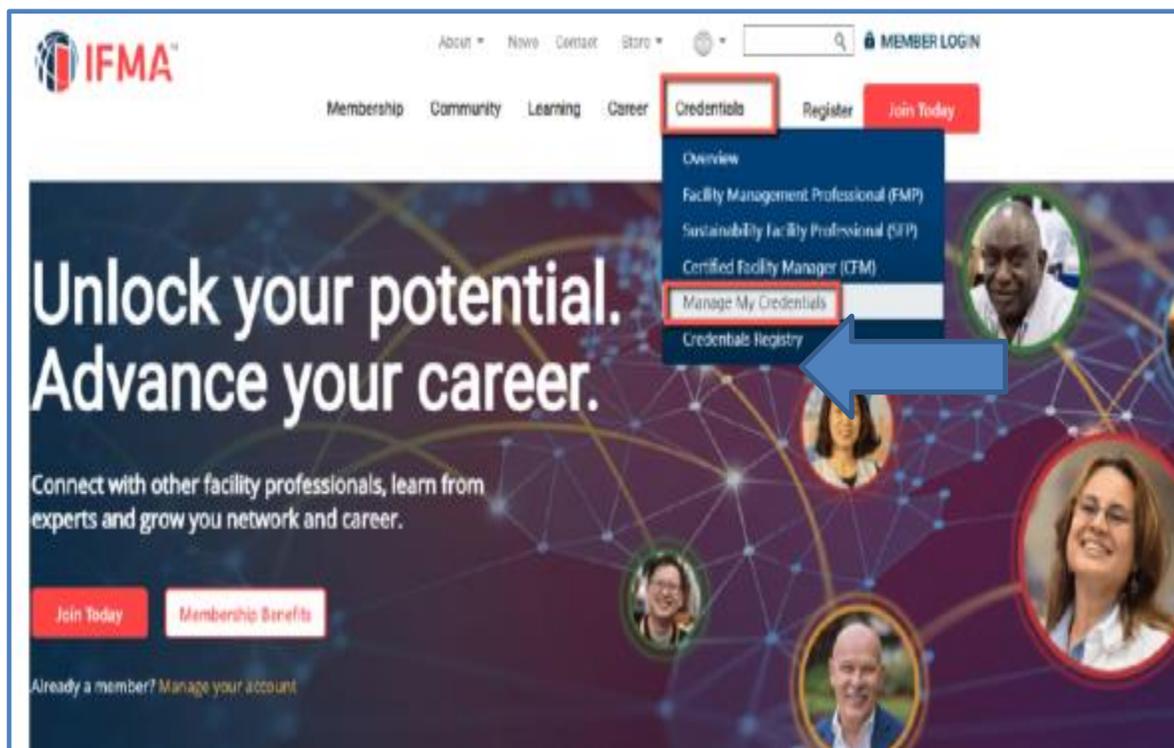
Log in Using the IFMA.org Website – “My IFMA”

You can also reach the CAMP program through the IFMA website: www.ifma.org .

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.

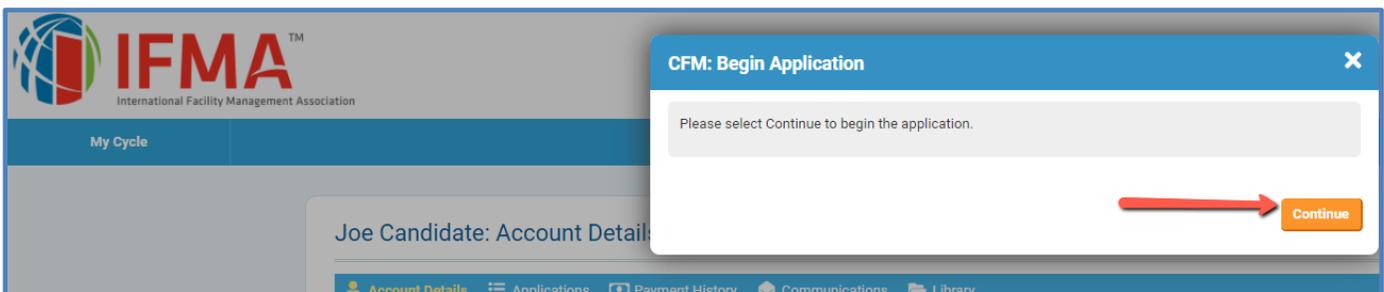
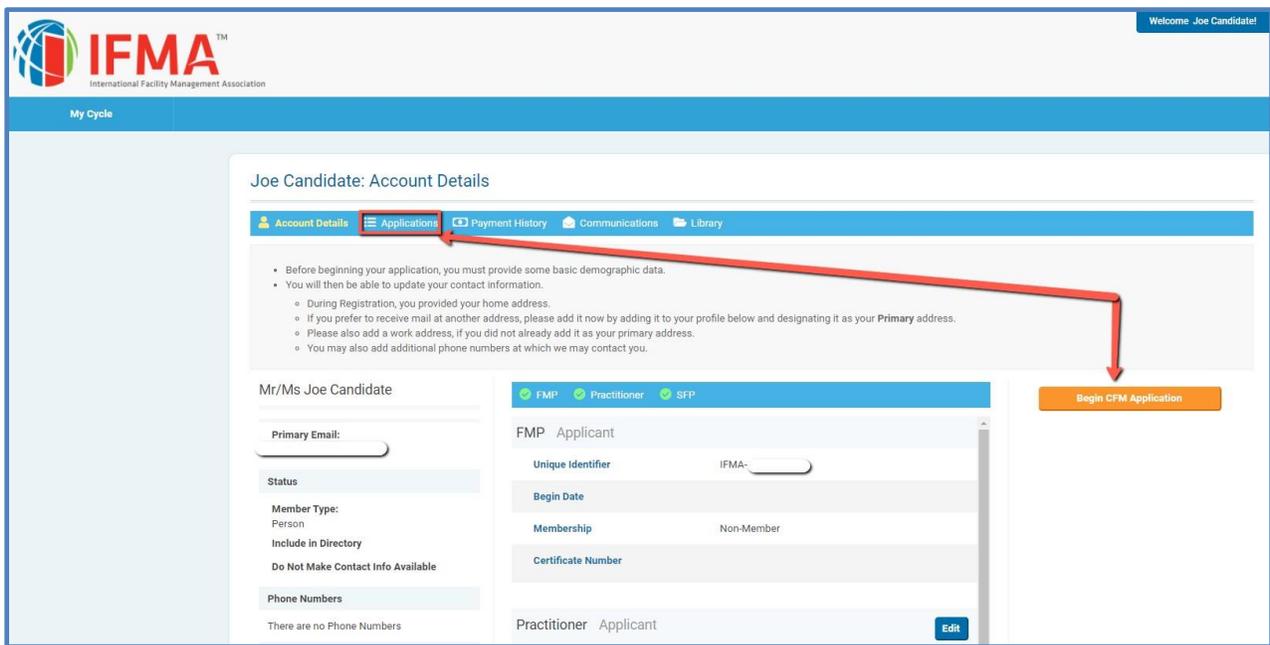


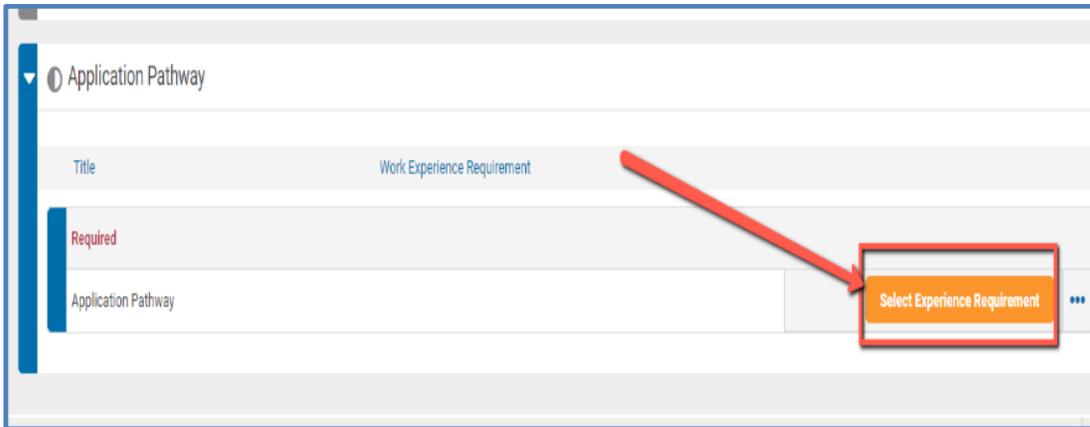
CFM Exam Application

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.





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

Return to:   5

  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

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Code of Conduct

Rules and Regulations

Release of Information

Special Exam Accommodations

Finalize Application

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

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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

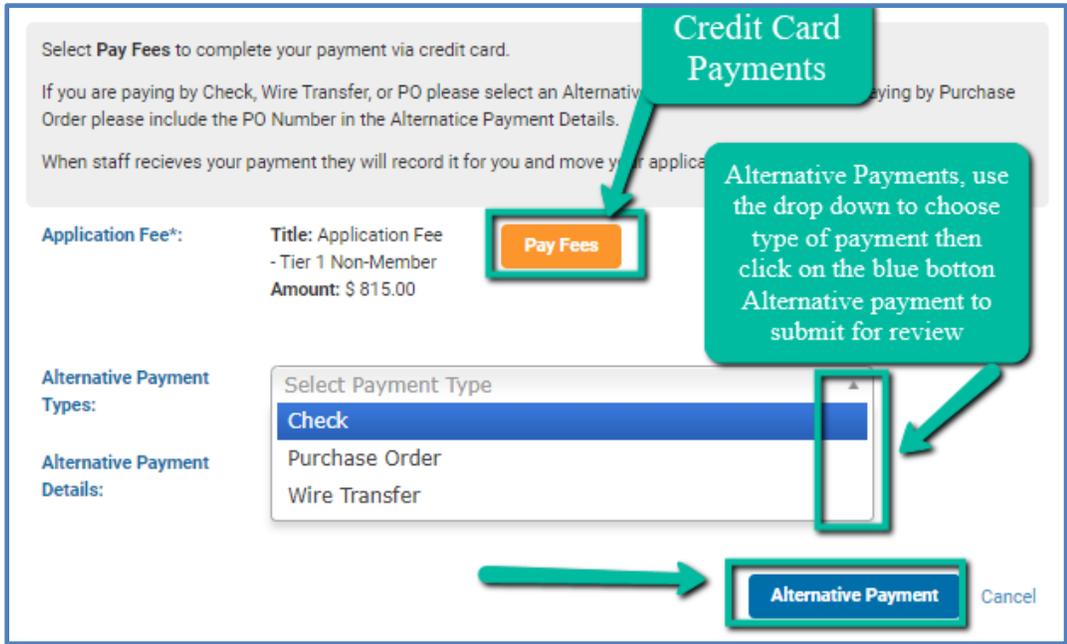
No, I am not eligible for Federal GSA pricing

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.



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.

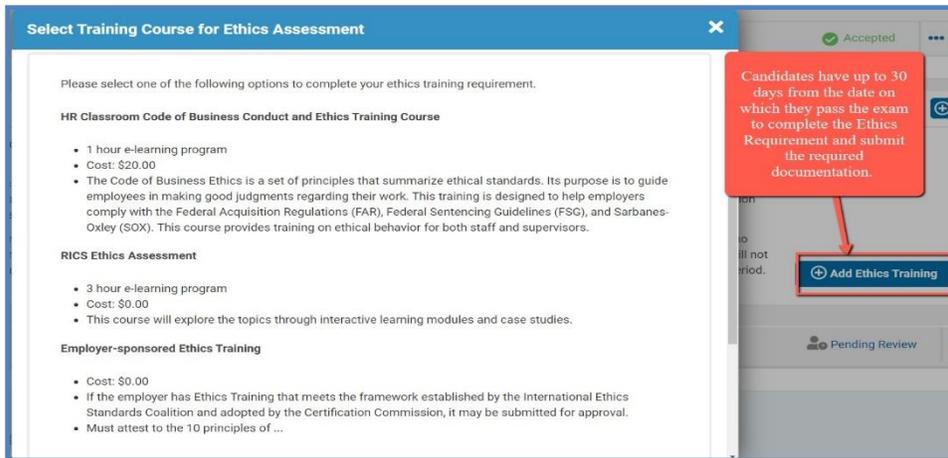
In the event your application is incomplete or lacks the required information, it will be "Rejected". A rejected application will have a note attached explaining why the form was rejected.

CFM Ethics Training Requirement

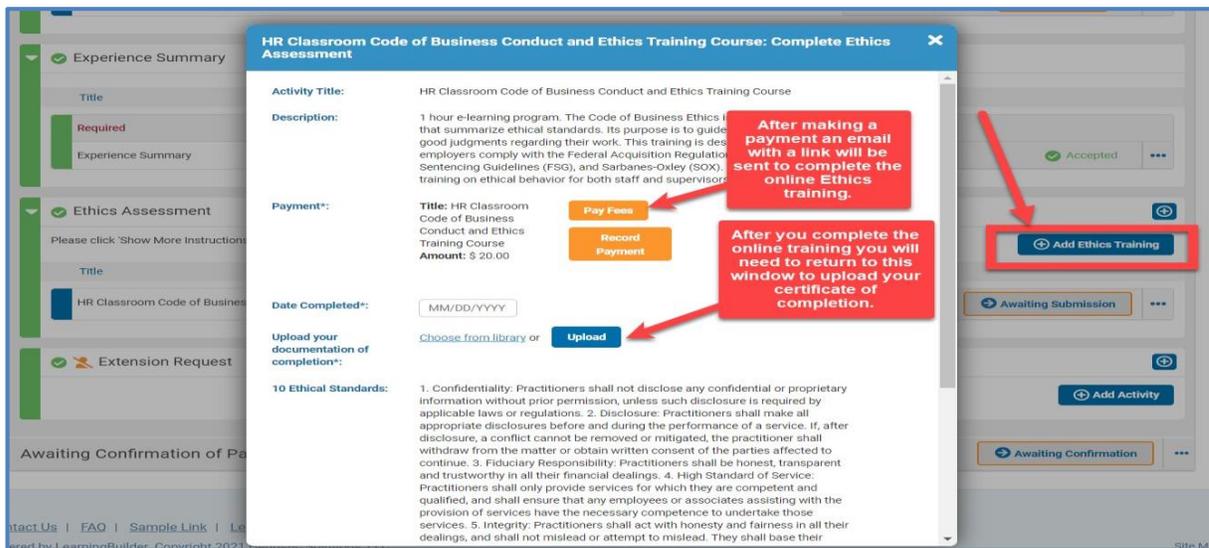
All CFM Exam Applicants are required to take an Ethics Assessment prior to issuance of the CFM certificate. Additionally, all CFMs recertifying, will be required to take the Ethics Assessment once every 6 years, or with every other recertification period.

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.



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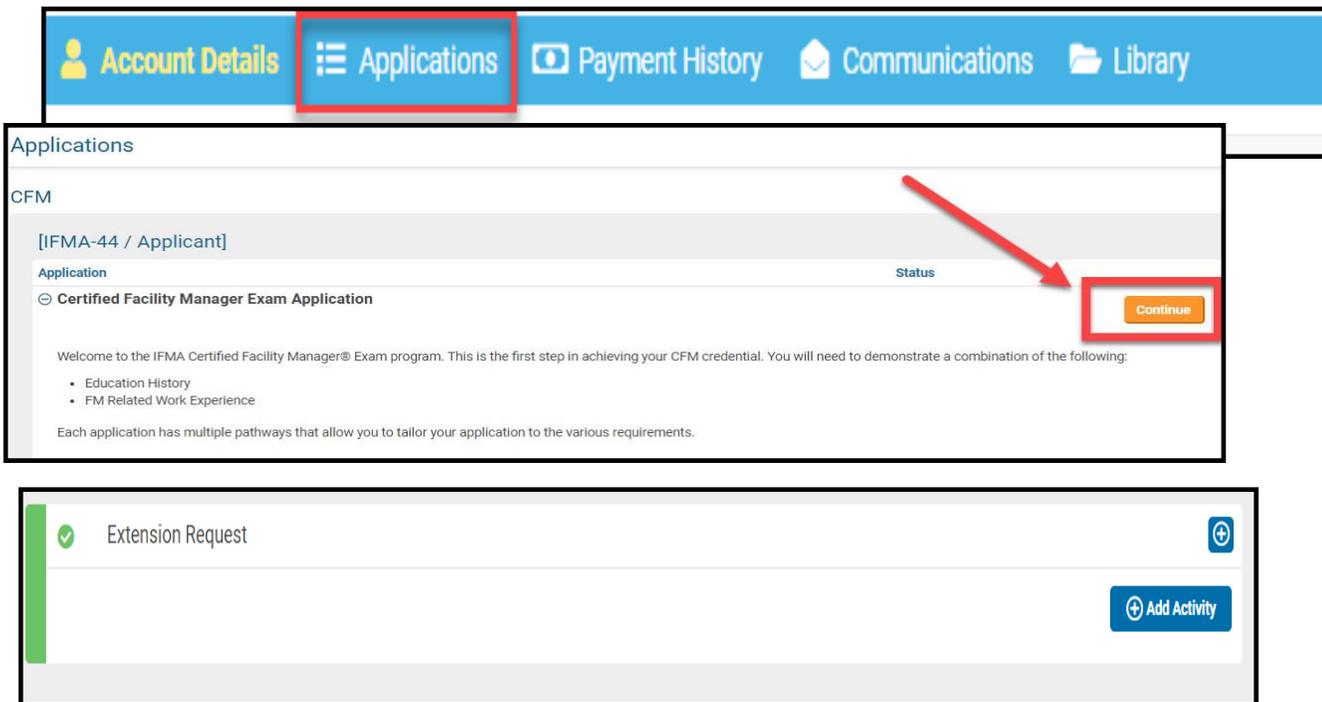
CFM Exam Extended Eligibility

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

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.



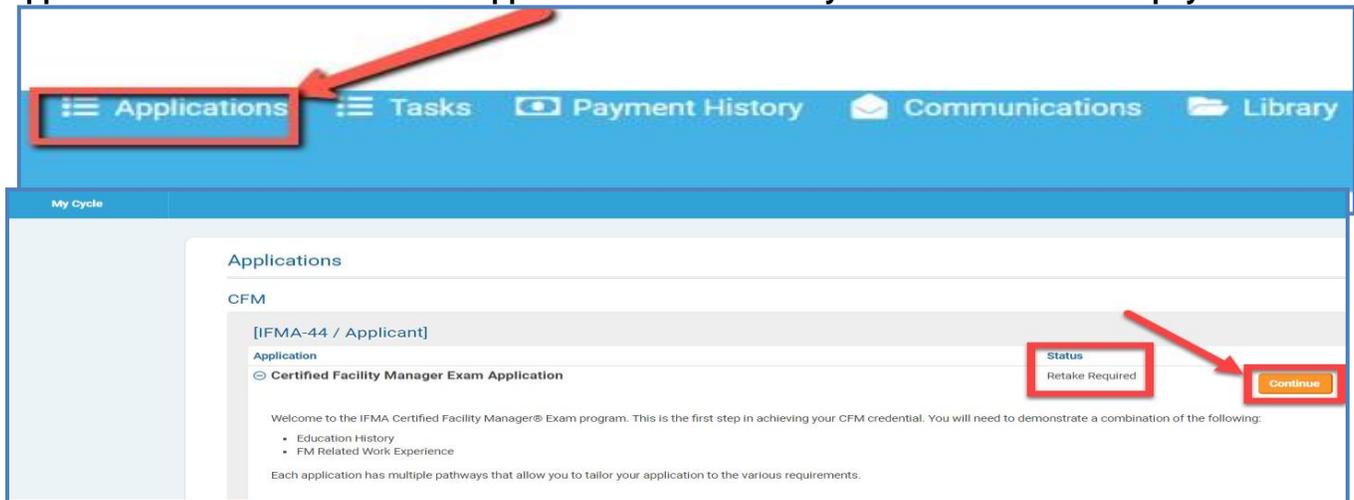
CFM Exam Re-take Application

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

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.

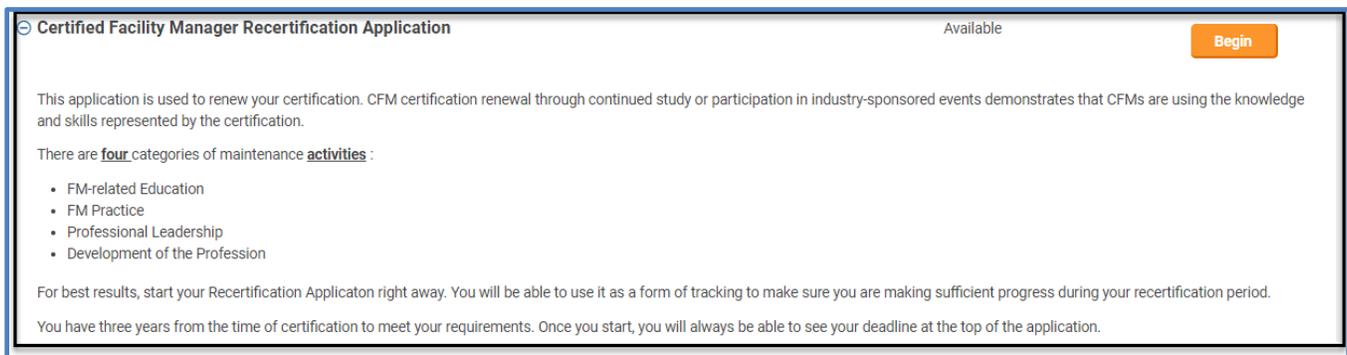
CFM Recertification Process

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**.



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 requirements 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 [CAMP2](#)

- Click on **Applications** on your Dashboard



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

Application	Status
⊖ Retired Certified Facility Manager Application	Available 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.

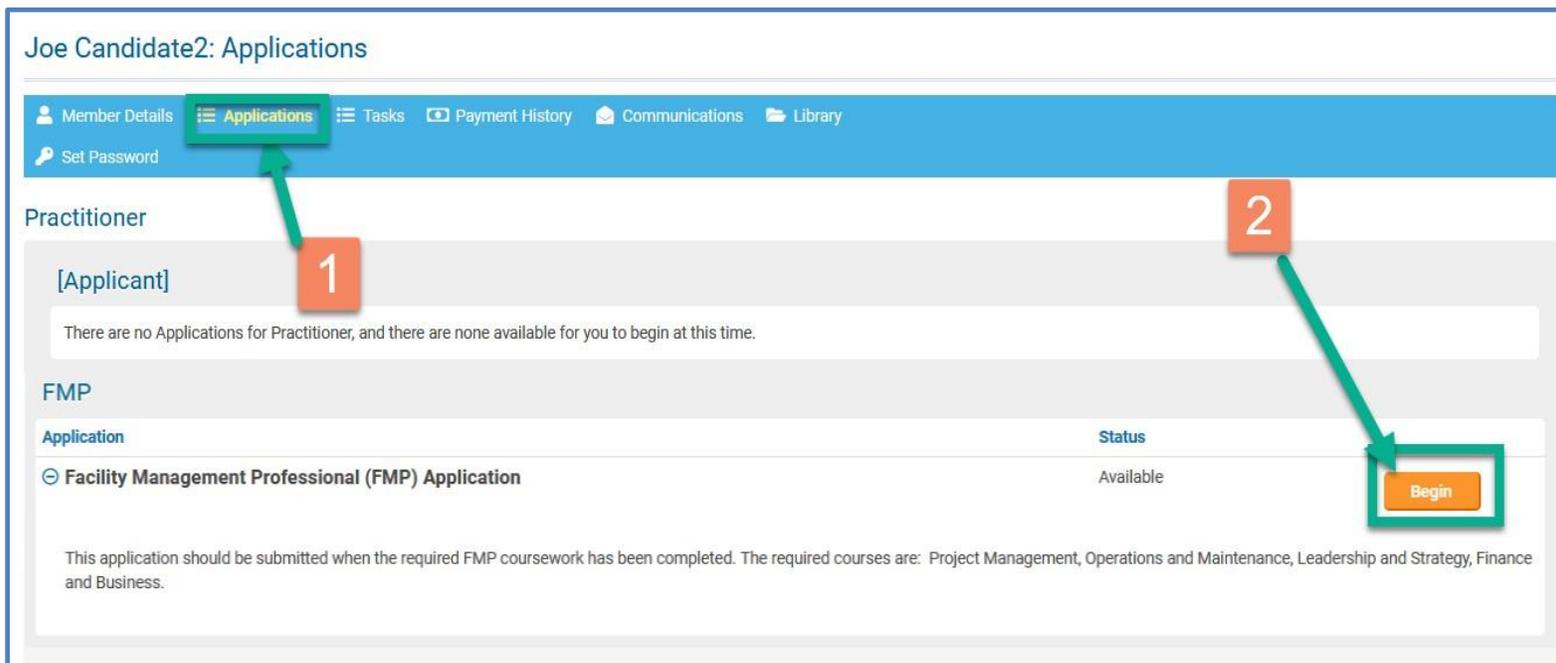
The final step in the process is to submit the FMP Application with payment through IFMA's **Credential Application and Maintenance Program (CAMP)**. The non-refundable application fee is US\$140 for Professional/Associate Members and US\$250 for Nonmembers.

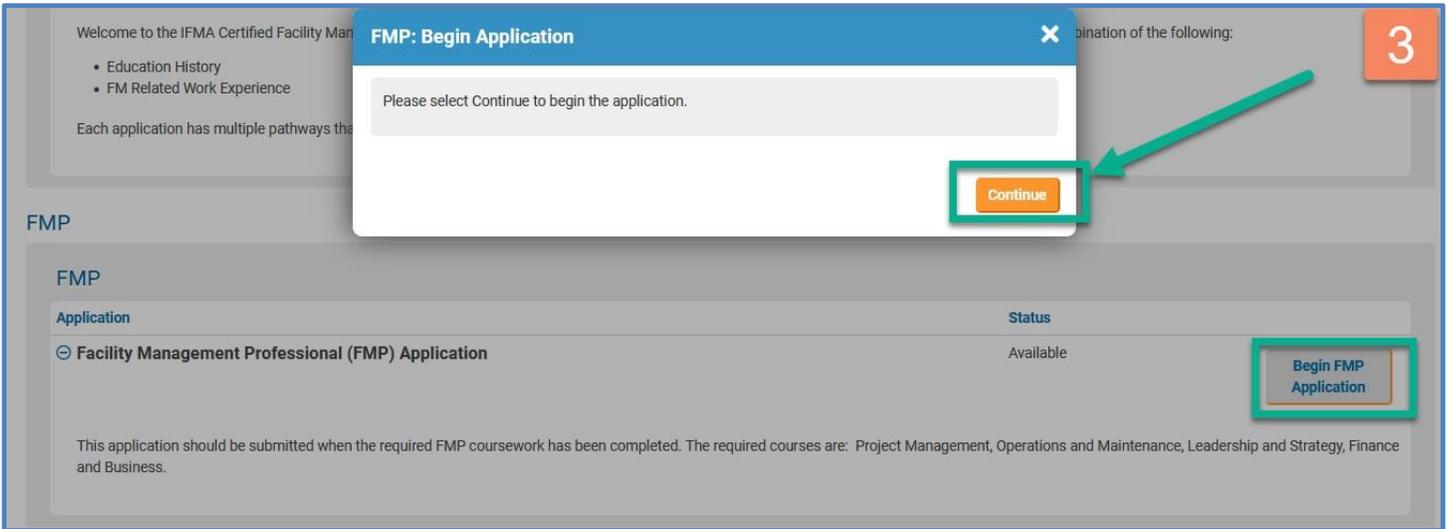
Please Note: When you first access CAMP, log in to your existing credential account using your IFMA.org username and password. (Do not create a new account. If you need assistance with your username and/or password, please call IFMA at +1-713-623-4362.

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

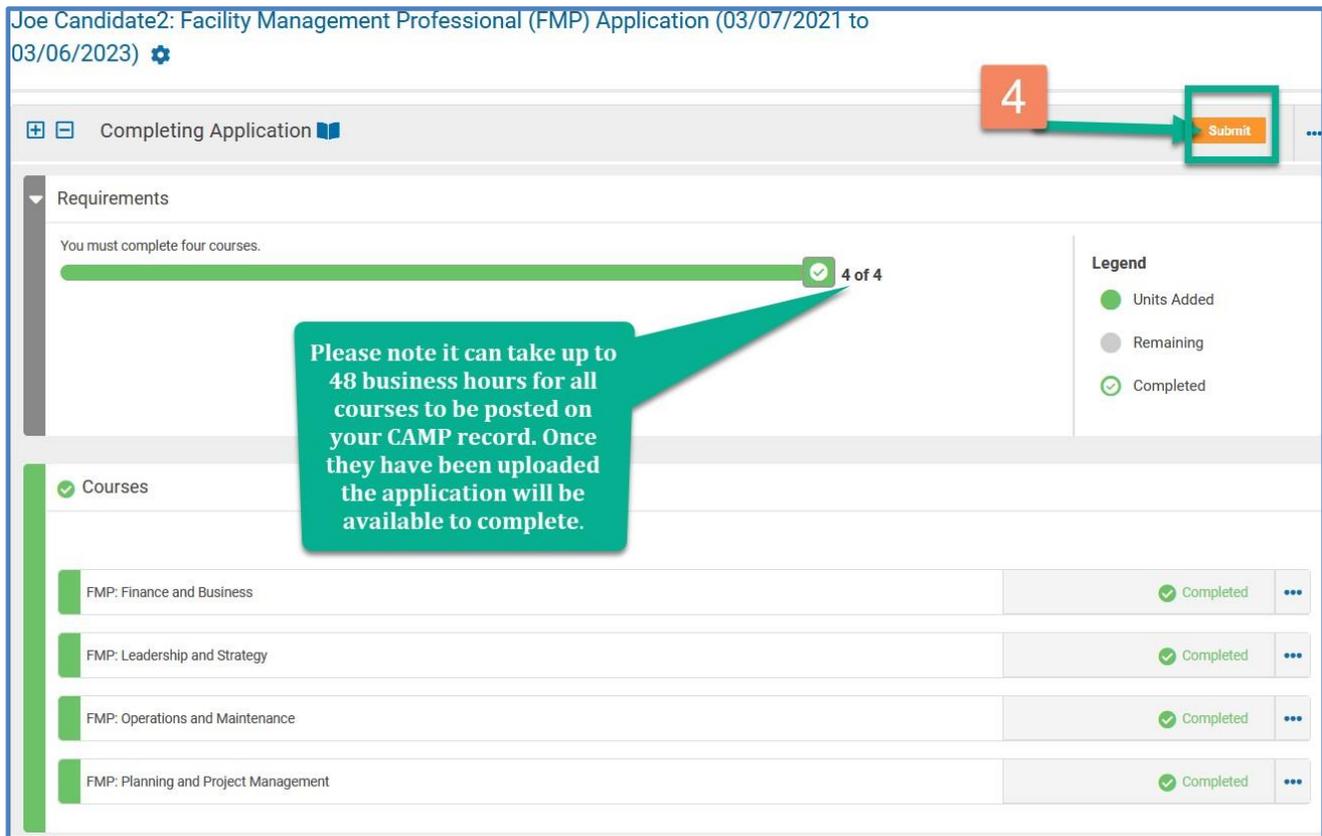
To access the FMP Application:

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





➤ **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 > * 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.

Rules and Regulations > I have read and agree with the IFMA Information Release Policy*:

Release of Information

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

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.

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 (button)

Alternative Payment (button) Cancel

Credit Card Payments (teal box annotation)

Alternative Payments, use the drop down to choose type of payment then click on the blue button Alternative payment to submit for review (teal box annotation)

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.

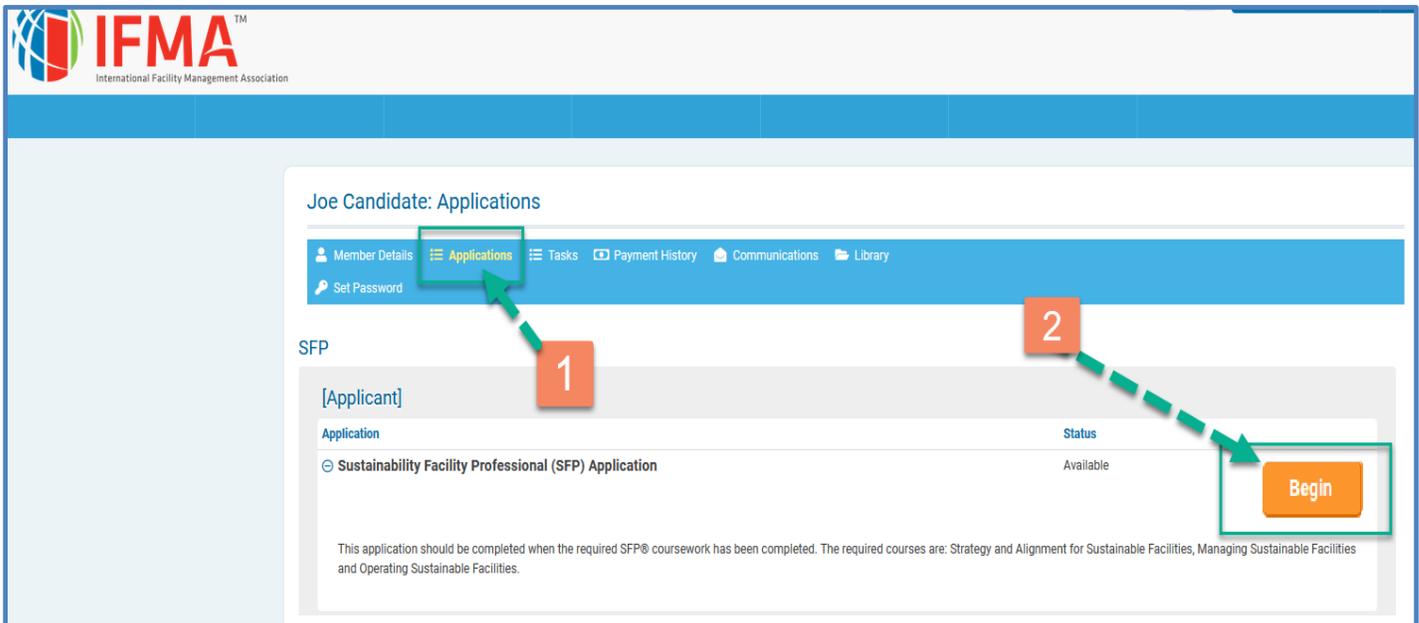
The final step in the process is to submit the SFP Application with payment through IFMA's **Credential Application and Maintenance Program (CAMP)**. The non-refundable application fee is US\$140 for Professional/Associate Members and US\$250 for Nonmembers.

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.

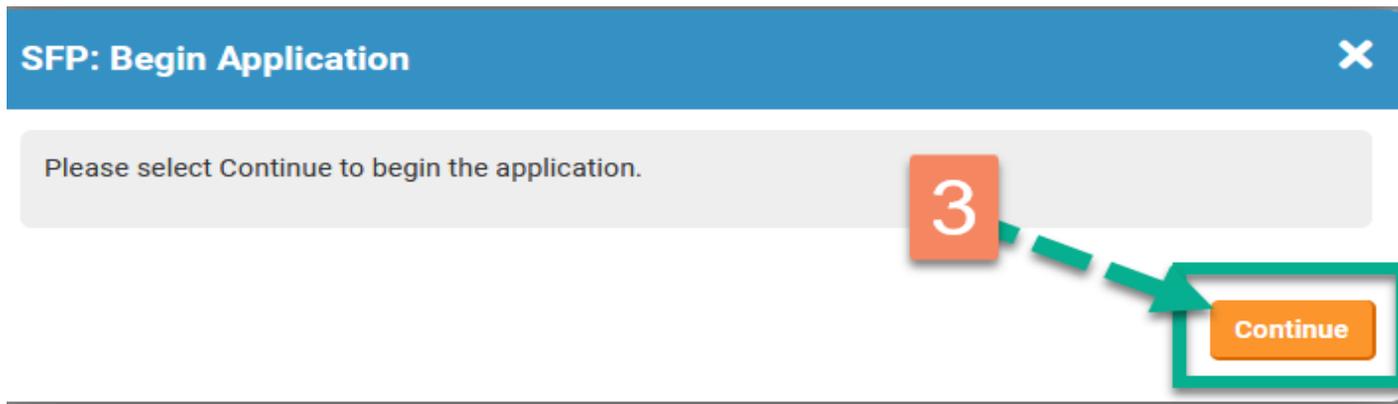
Please allow **3-4 business days** before accessing your application to make certain that your assessment results have been updated in CAMP.

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**

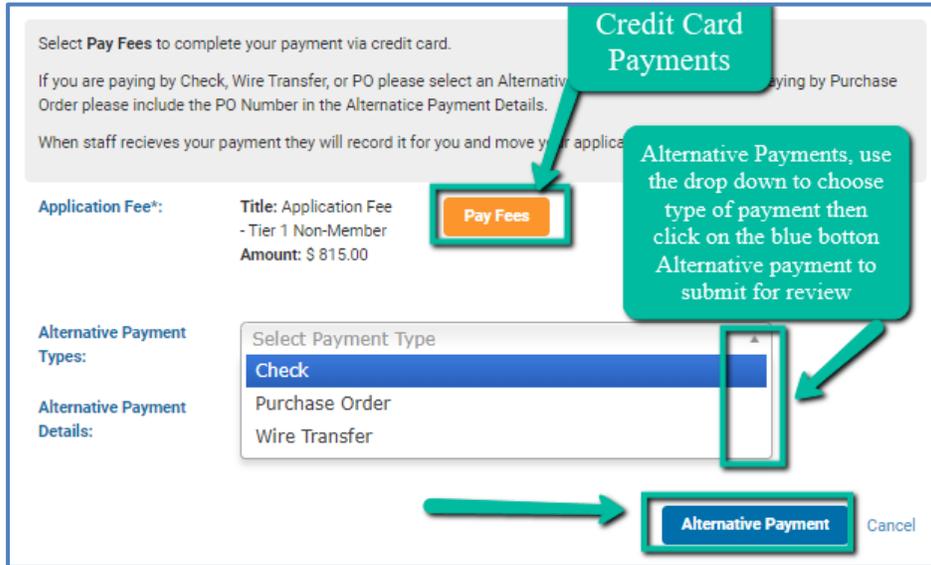
➤ **Step 6 – Payment Fee**

- 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.

➤ **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.



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.

