



Become an IFMA Qualified Instructor

Would You Like to Teach IFMA courses?

IFMA's Qualified Instructor (IQI) Program is a platform for [IFMA Members](#) who have a desire to give back to the industry by facilitating IFMA's courseware. Our instructors are licensed, independent contractors who teach primarily for our [Education Training Affiliates](#) or courses hosted by IFMA itself.

IFMA instructors are more than lecturers or presenters; they can bring prior teaching experience, FM industry insight, and personal perspective that links students' understanding to the courseware.

Step 1: Get Certified to Facilitate

Attain and maintain the Certified Facilitator of Training (CFT) credential. IFMA partners with [Hale Associates](#) to evaluate candidates in their potential to successfully guide working professionals in a structured learning environment. Candidates are awarded the CFT after demonstrating competency of standard teaching behaviors.

Step 2: Prepare for the FMP

New IFMA instructors begin by facilitating the FMP because the credential is foundational, and its popularity affords more opportunities to teach and stay active with IFMA. IFMA provides current-version FMP courses to qualified candidates as needed. We also look forward to helping you expand your facilitation portfolio of IFMA's courseware beyond FMP.

To begin your journey, please contact David Deckert, Programs Support Manager, Professional Development, at david.deckert@ifma.org to learn more.

Frequently Asked Questions

- Will IFMA train me to become a trainer?

Candidates should enter the program with baseline levels of the skillset and experience needed for facilitators to succeed. Registering and applying for the CFT will result in an evaluation of those skillsets.

- What does it cost to become approved?

- 1) Applying for the CFT with Hale is made available at a discounted price of US\$600. The CFT also has a 3-yr recertification cost of US\$250.
- 2) An Instructor Kit, consisting of mentoring time spent with an existing instructor and optionally, shipped FMP books, is US\$250.
- 3) Candidates may need to additionally factor annual costs for [IFMA Membership](#).

- How long does it take to become approved?

Achieving the CFT can occur quickly once a facilitation recording is ready to be submitted for evaluation to Hale Associates. Completing the current FMP (if applicable) is self-paced. There is no cost for FMP enrollment, however reaching this point in the process requires first attaining the CFT.

- I'm a CFM. Why do I need to become an FMP for this?

New IFMA instructors benefit from the greater opportunities FMP facilitation offers. IFMA requires new instructors to hold the same credential students are pursuing. Facilitating other courses or IFMA's CFM Exam Prep Workshop are future opportunities for new instructors.

Course Models

IFMA courses are designed for self-study using our supplied reading material and other activities. Instructor-led classes or sessions are optional enrollments intended to add value and bring deeper

Facilitation Event	In-person (classroom)	Virtual (online)
Essentials of FM [®]	3-4 Days	3, 90-min sessions
FMP [®] Core Courses	2 Days per course	4-5, 90-min sessions per course
Other Core Courses	1/2 Day each	2-3, 90-min sessions per course
SFP [®]	N/A	13, 90-min sessions
CFM [®] Exam Prep Workshop	4 Hours	4 Hours, with breaks
CFM [®] Knowledge Workshop	N/A	20-21, 90-min sessions + 4Hrs CFM Prep, as above

More classroom days / additional virtual sessions = **OK**

Fewer classroom days / longer virtual sessions = **Not OK**

Instructors are not authorized to alter IFMA's approved models, nor should they agree to participate in modified models without first consulting Corporate Connections at corporateconnections@ifma.org. Please ask for clarity if needed.