



# CERTIFIED FACILITY MANAGER

## LIKELY CANDIDATES FOR CREDENTIAL

MILITARY - OFFICER	YES
MILITARY - ENLISTED	YES
INDUSTRY	YES
GOVERNMENT	YES

## REQUIREMENTS

The Certified Facility Manager (CFM) credential is offered by the International Facility Management Association (IFMA). Below are the major steps to becoming a CFM:

- A combination of education and experience determines eligibility requirements.
  - » Five years of experience in facility management and any level of education; or
  - » Three years of experience and a bachelor's or master's degree in facility management.
- Complete the CFM Examination.
- Take the International Facility Management Association (IFMA) Ethics Assessment or submit ethics coursework within 30 days of passing the exam.

## TEST FORMAT

The CFM Certification Exam is a 4-hour exam comprised of 11 competency areas with 180 multiple-choice questions.

The 11 competency areas are:

- Occupancy and Human Factors
- Operations and Maintenance
- Finance and Business
- Leadership and Strategy
- Communication
- Performance & Quality
- Facility Information Management & Technology Management
- Sustainability
- Real Estate
- Project Management
- Risk Management

Only scratch paper is allowed, which must be turned in at the end of the exam period. There is one set of 20 unscored pretest items, in addition to the 160 scored items.

## PUBLICATIONS AND RESOURCES

Various publications and resources are provided to assist candidates in preparation for the exams. Additional resources can be found through the Certified Facility Manager (CFM) ([ifma.org](http://ifma.org)) website.

## CONTINUING EDUCATION

- Certification renewal is every three years.
  - » Achieve at least three activities in a minimum of two of the following four categories, for a total of six activities.
    - FM Related Education
    - FM Practice
    - Professional Leadership
    - Development of the Profession
- Provide appropriate supporting documentation, including a processing fee, to the IFMA credentialing department.
- The Ethics Training requirement is required every six years (every other renewal cycle).