



SUSTAINABILITY FACILITY PROFESSIONAL

1. Visit www.ifmacredentials.org/sfp to order the IFMA SFP Self-Study Credential Program.
 - 1. Strategy and Alignment for Sustainable Facility Management
 - 2. Managing Sustainable Facilities
 - 3. Operating Sustainable Facilities
 - Standard SFP Fees
 - Complete Set (Electronic Version Only) – \$1,595
 - Complete Set (Electronic Version and Hardcopy) – \$1,795
 - Shipping Charges, FedEx Ground: Complete Set – \$20
 - Additional discounts are available when part of a “recognized” Chapter study group.
2. If you have limited experience in the FM industry, review *Essentials of FM*, an online introductory overview of the FM industry (included in the online interactive study tools).
3. Complete course work.
 - Read the electronic/printed materials (from Self-Study Credential Program).
 - Complete the online interactive study tools for each course.
4. Complete the three (3) online SFP final assessments with a passing score of 75% or higher.
5. Submit your SFP application (with application fee of \$130) to IFMA to validate your SFP credential. *(You will be automatically directed to the FMP application after successfully completing the four FMP final assessments).*
6. Keep your SFP credential valid and your skills current by completing and passing an online update course every 3rd year.

IFMA BR EDUCATION PROGRAM – SFP REIMBURSEMENT POLICY

| | |
|---|------------------|
| ▪ Half (½) Complete Set – Electronic Version Only | \$ 798.00 |
| ▪ SFP Application Fee | \$ 130.00 |
| Total SFP Reimbursement | \$ 928.00 |

Note: All prices listed above are IFMA member pricing. Non-members are eligible to seek certification at a different price.

INTERNATIONAL FACILITY MANAGEMENT ASSOCIATION BATON ROUGE CHAPTER

IFMA – BATON ROUGE EDUCATION PROGRAM POLICIES

- Candidates for Certification must complete a *Certification Reimbursement* request and interview with the BR IFMA Chapter Board for consideration of an award as noted within. The interview must take place prior to the candidate beginning the process required for certification. The Board will notify each applicant of their decision regarding an award within 30 days after the interview.
- Candidates for Certification must be a Baton Rouge Chapter member in good standing for one (1) year prior to Education Reimbursement.
- Funds will be awarded only after the Board is presented with a copy of the applicant’s certificate (FMP, SFP, or CFM).
- Upon reimbursement, the successful FMP, SFP, or CFM candidate must sign a “Contract” stating that he/she will remain a member of the Chapter for a minimum of twelve (12) months after receiving an award. If the candidate leaves the Chapter before twelve (12) months, the award must be returned.

CERTIFIED FACILITY MANAGER

1. Visit www.ifmacredentials.org/cfm to access the online resources available to assess your readiness.
 - Download the Competency Self-Evaluation from the website listed above.
 - Review the nine (9) core competency areas and make an honest assessment of your knowledge and experience in each area.
2. If you are unsure of your readiness to take the exam, IFMA provides a variety of resources to help prepare CFM candidates.
 - CFM Exam Review Course – \$495
 - Length of course is two (2) days.
 - Visit www.ifma.org/education/calendar to view upcoming instructor-led courses.
 - CFM Review Course Study Set – \$199
 - Available for review from Chapter at no charge.
 - Online CFM Practice Exam – \$80
3. Submit your CFM application (with application and exam fee of \$550) to IFMA.
 - Once you have determined your readiness to take the exam, you may submit your CFM application through the IFMA website.
 - Your credit card will not be charged until your application is approved.
4. Schedule and pass the exam.
 - Within several days of submission, approved candidates are emailed instructions about scheduling their appointment to take the exam at one of Prometric’s testing centers.
 - Candidates must take the exam within three months of acceptance.
 - If you do not pass the exam, IFMA will send you a letter listing the two or three competency areas in which you scored lowest. Information on re-testing is also included in this letter.
5. Once you receive official notification that you’ve passed the exam, you may begin using the CFM after your name. You will receive a certificate, lapel pin and press release in your welcome packet.
6. Certification is valid for three (3) years. Visit www.ifmacredentials.org/cfm/recertification for more information.



IFMA BR EDUCATION PROGRAM – CFM REIMBURSEMENT POLICY

| | |
|--------------------------------|------------------|
| ▪ Online CFM Practice Exam | \$ 80.00 |
| ▪ CFM Application and Exam Fee | \$ 550.00 |
| Total CFM Reimbursement | \$ 630.00 |

Note: All prices listed above are IFMA member pricing. Non-members are eligible to seek certification at a different price.

FACILITY MANAGEMENT PROFESSIONAL

1. Visit www.ifmacredentials.org/fmp to order the IFMA FMP Self-Study Credential Program.
 - 1. Operations and Maintenance, Individual Course – \$495
 - 2. Project Management, Individual Course – \$495
 - 3. Finance and Business Essentials, Individual Course – \$495
 - 4. Leadership and Strategy Essentials, Individual Course – \$495
 - Complete Set (includes all four courses above) – \$1,495
 - Shipping Charges, FedEx Ground:
 - Complete Set – \$20
 - Individual Course – \$14 each (\$2 for each additional course)
2. Review *Essentials of FM*, an online introductory overview of the FM industry (included in the online interactive study tools).
3. Complete course work.
 - Read the print materials (from Self-Study Credential Program).
 - Complete the online interactive study tools for each course.
4. Complete the four (4) online FMP final assessments with a passing score of 75% or higher.
 - There is no limit to the number of times you can retake the final assessment.
 - Once you successfully complete/pass a final assessment, it will have served its purpose and will no longer be accessible.
5. Submit your FMP application (with application fee of \$130) to IFMA to validate your FMP credential. *(You will be automatically directed to the FMP application after successfully completing the four FMP final assessments).*

IFMA BR EDUCATION PROGRAM – FMP REIMBURSEMENT POLICY

| | |
|--------------------------------|------------------|
| ▪ Half (½) Complete Set | \$ 748.00 |
| ▪ FMP Application Fee | \$ 130.00 |
| Total FMP Reimbursement | \$ 878.00 |

Note: All prices listed above are IFMA member pricing. Non-members are eligible to seek certification at a different price.