



OSFMA PROFESSIONAL GROWTH APPLICATION GUIDE

APPLICATION GUIDE

The Oregon School Facilities Management Association provides professional certification to qualifying members based on education, achievement, and experience. Two certificate programs are available which are designed to demonstrate a high degree of professional competence and growth. Both growth paths, either the Certified School Facilities Manager or the Certified School Facilities Specialist, have three focus areas:

1. Participation in OSFMA
2. Other professional growth activities
3. Knowledge and skill gained through experiences

While the topics within the areas are different, what is needed to demonstrate proficiency in each area is similar. Some topics you may have previously completed. There may be others that you will still need to accomplish. There is not time limit to follow for completing your certification program.

Part I: Participation in OSFMA

To be brief, if you want to be certified by OSFMA you need to be active in the organization.

Required Elements: Provide a page describing your activities in OSFMA while you have been a member. Be as specific as you can on the conferences you have attended and the workshops in which you participated. If you received certificates of attendance you may include copies.

If you have items in this area yet to compete you can contact the Conference Committee Chair to find out how you can get involved.

Do the same for Zone Meetings and other OSFMA activities.

Elective Elements: From the list of topics you will need to complete a minimum of two. Here again you need to give dates and describe the activity that demonstrates the completion of each topic selected.

Part II: Other Professional Growth Activities

You most likely have participated in a number of formal or informal growth and training opportunities to get the position you now hold. As a professional, it is important that you continue to take advantage of growth opportunities throughout the year.

Elective Elements: This area has three elements labeled I, II, III. You need to complete two of the three. Where individual items are listed below the element heading you must demonstrate completion of at least one. The lists are not intended to be all inclusive. You may submit other items that you feel will meet the requirements of the element.

Part III: Knowledge and Skill Gained Through Experience

Another area that provides growth is on-the-job exposure. A lot of knowledge is gained through reading books and pamphlets that includes:

- A. Codes and regulations
- B. Operations and maintenance manuals
- C. Brochures from suppliers
- D. Standards published by trade groups

Working with people who possess more knowledge and skill on a subject than you do is another valuable way to grow. This area recognizes these important paths to improvement.

Over →

OSFMA PROFESSIONAL GROWTH APPLICATION GUIDE Cont'd

Elective Elements: This area has a number of elements, I through IX for the Certified School Facilities Specialist and I through VII for the Certified School Facilities Manager. You will need to provide evidence of knowledge and experience in at least four of these areas.

Certified School Facilities Specialist: The elements are focused on activities where hands-on knowledge and experience is required. For each element selected there will be a list of items that are included. You may submit other item(s) you feel meet the intention of the element. Each element states the minimum number of items that must be completed.

You can support completion of an element in several ways:

1. Include copies of certificates of training, licenses, attendance at seminars that provided you with the knowledge and skill needed.
2. Documentation for completion of each element can include a statement that demonstrates your competency to do or supervise the work listed. Have your immediate supervisor verify your statement on the form provided in this packet.
3. Provide a statement from a journey level trades person, manufacturer's representative or other qualified trainer that they have provided the training and practice needed.

Certified School Facilities Manager: The elements in this path are targeted at administrative or managerial functions. Each element selected will require a minimum number of the related items to be completed. You may submit other item(s) you feel meet the intention of the element. The item "other" provides opportunity to propose an item not listed.

The elements are intended to show that you have experience in selected areas of administrative responsibility. This includes initiation, development and implementation of programs that relate to the items selected in the chosen elements.

Documentation that support your completion of selected element items can include:

1. Copies of certificates of training, licenses, attendance at seminars that provided you with the knowledge and skill needed to administer the selected item.
2. Documentation for completion of each element can include a statement that demonstrates your ability to do or administer the item listed. Have your immediate supervisor verify your statement(s) on the form provided in this packet.
3. Provide copies of plans, reports, manuals, written procedures, etc. that demonstrates you developed and implemented in the administration of items selected.
4. Other documentation as may be appropriate.

Submitting Your Application for Certification

Your application form and support material should be put together in a portfolio that is sent to the Professional Growth Committee for OSFMA, P.O. Box 1623, Medford, OR 97501. The portfolio can be submitted in either a bound or file format. The documents should be organized in the order of the elements as listed in the certification requirements and should clearly indicate which element and item they support. Keep your documentation as brief as possible while still providing enough information for the committee to evaluate whether you have successfully completed each item.

Members of the Professional Growth Committee will review each application. If areas are deemed to be lacking you will be informed so that further support material can be provided. The Committee will recommend successful applicants to the OSFMA Board of Directors for approval certification. Review of applications could take two or three months and the Board meets on a quarterly basis. Provide ample time for this process.

Recognition of completion of certification will be made to each applicant following the Board meeting in which approval was granted. Letters of completion will go to the applicant, the applicant's immediate supervisor and/or the superintendent of the applicant's school district and a news release to their local paper. A framed wall certificate (or plaque) will be awarded to applicants at the next annual conference of the Association.



OSFMA APPLICATION FOR CERTIFICATION

APPLICATION FOR CERTIFICATION

PERSONAL INFORMATION:

Name _____

School District _____ Date _____

Title _____

Business Address _____

City _____ Zip _____

Business Phone _____ Fax _____

E-mail Address _____ Member of OSFMA _____ Years

Local Newspaper _____ Telephone # _____

Address _____

I AM APPLYING FOR CERTIFICATION AS: (Check one)

- Certified School Facilities Manager
- Certified School Facilities Specialist

NOTES TO APPLICANT:

Achieving certification from the Oregon School Facilities Management Association is intended to be flexible and reflect the broad range of professional assignments. Select the path, and the elements within your chosen path, that best reflects your current position and your personal growth goals.

Required elements must be fulfilled as specified. In some cases you may have some choices with the required element.

Most elements of the plan are elective. In most cases you will select a few elements to complete from a menu of elements presented. Wise use of elective elements will allow you to personalize this professional growth plan to suit your personal needs.

Since the plan is flexible there are no set rules to follow or tests to take. You are to present a portfolio of information to the Professional Growth Committee that will demonstrate your achievements in the areas selected. The subjects listed are guides but are not intended to limit how an element may be achieved. You will see that most subjects include a selection of "Other". A guide is included in this application packet that will help you prepare your portfolio.



SUPERVISOR VERIFICATION OF APPLICANT SKILLS & KNOWLEDGE

Documentation of completion of each element can include a statement that demonstrates your competency if there is no other documentation available. Have your immediate supervisor verify your statement on this form.

APPLICANT INFORMATION

Name _____

School District _____ Date _____

Position _____

Applying for Certification As (Check one):

- Certified Shool Facilities Specialist Certified School Facilities Manager

GROWTH ELEMENTS TO BE VERIFIED (submittals attached) - to be filled in by applicant

Element Number	Item Description
(Example: #VI. B)	(Example: Leadership)

INSTRUCTIONS TO SUPERVISOR

The above applicant is applying to the Oregon School Facilities Management Association (OSFMA) for the certification indicated. The program gives credit, in part, for skills and knowledge that are achieved through experience on the job. The applicant has selected one or more areas where this applies and is documenting this fact with written report(s). Please read the documents to be submitted and verify below that the applicant does possess the skills and knowledge presented.

Thank you.

VERIFICATION OF SUPERVISOR

Name _____

Job Title _____ Date _____

I verify that I have read the documents listed above and that they fairly represent the knowledge and skill level possessed by the applicant.

SIGNED _____



CERTIFIED SCHOOL FACILITIES SPECIALIST APPLICATION PLAN

CERTIFIED SCHOOL FACILITIES SPECIALIST

This certification will provide evidence of professional competence and continuing professional growth by the OSFMA member will be a permanent recognition of achievement. The requirements are designed to compliment the needs of a facility manager whose position consists of a majority of direct hands-on work and a lesser amount of administrative tasks.

Meeting the requirements for certification is flexible. Some elements are required, while others are elective. The goal is to demonstrate professional competence and continuing growth in areas that relate both to the current position and personal growth to which the applicant aspires.

A portfolio of material is to be submitted to the Professional Growth Committee that will demonstrate and support the achievement of both required and elective elements. Experiences, other than those listed, that demonstrates the achievement of an element of the program will be accepted. It is up to the applicant to provide the documentation that will provide that support.

Part I: Participation in the Oregon School Facilities Management Association

Required Elements:

- I. Active or associate membership in OSFMA for two or more consecutive years.
- II. Attendance at the OSFMA Annual Conference for two or more years, that includes:
 - A. Registered attendance in at least four regular workshop sessions
 - B. Participation in the Vendor's Trade Show
- III. Attendance at two or more Zone Meetings (if available) other than at conference

Elective Elements (Complete two of the following)

- I. Serve as an active member on an operating OSFMA committee
- II. Attend an OSFMA sponsored training event, as may be available
- III. Recruit a new member to the organization
- IV. Produce and/or present a workshop for the annual conference or zone meeting
- V. Hold an office in OSFMA as a board member, committee chair, zone director
- VI. Other

Part II: Other Professional Growth Activities

Elective Elements (Provide evidence of successful completion of at least two activities, such as):

- I. Trade related skill improvement classes, seminars or workshops
- II. Certification or licensing for regulatory areas affecting school operations, such as
 - A. Asbestos under AHERA guidelines
 - B. Pesticide applicators license
 - C. Boiler operators license
 - D. Public water system operator
 - E. Building inspector
- III. Licensing or certification, such as
 - A. Electrical
 - B. Mechanical
 - C. Carpenter
- IV. Other

Part III: Knowledge and Skills Gained through Experience

Elective Elements Provide evidence of knowledge and experience in at least *four* of the following elements. Write a statement on each describing how it is achieved. Documentation of completion of each element can include a statement that demonstrates your competency if there is no other documentation available. Have your immediate supervisor verify your statement on the form provided in this packet.

- I. **HVAC Equipment Maintenance** (select at least 2)
 - A. Furnace (gas and/or electric)
 - B. Boilers (steam and/or hot water)
 - C. Air conditioning
 1. Chillers
 2. Refrigeration
 - D. Other

CERTIFIED SCHOOL FACILITIES SPECIALIST Cont'd

- II. **Controls Installation/Maintenance** (select at least 2)
 - A. Pneumatic
 - B. Electronic
 - C. DDC Systems
 - D. Other
- III. **Electrical/Electronic System Components** (select A or B)
 - A. Low voltage (select at least 2)
 - 1. Clocks
 - 2. Intercom
 - 3. Data technology
 - 4. Fire Alarm
 - B. Electrical System (select at least 2)
 - 1. Wiring
 - 2. Motors
 - 3. Lighting
 - 4. Controls
 - C. Other
- IV. **Roofing** (select at least 2)
 - A. Preventative maintenance and repair
 - B. New installation
 - C. Other
- V. **Plumbing** (select at least 2)
 - A. Pumps
 - B. Piping
 - C. Fixtures
 - D. Other
- VI. **Hardware** (select at least 2)
 - A. Locksmith keying
 - B. Door closer installation, maintenance
 - C. Exit device installation, maintenance
 - D. Other
- VII. **Construction Methods** (select at least 2)
 - A. Construction drawing reading
 - B. Contract administration
 - C. Specification development
 - D. Public bid process
 - E. Project Management
 - F. Permit application, inspections, occupancy
 - G. Other
- VIII. **Grounds Maintenance** (select at least 2)
 - A. Turf management and care
 - B. Herbicide application
 - C. Integrated pest management
 - D. Irrigation system installation, repair, control operation
 - E. Other
- IX. **Custodial Crafts** (select at least 3)
 - A. Floor care
 - 1. Carpet, tile, wood, etc.
 - B. Chemical usage
 - C. Hazard communication, OSHA regulations, MSDS records
 - D. Equipment operation and maintenance
 - E. Sanitation practices in restrooms, health areas, kitchens, etc.
 - F. Other



CERTIFIED SCHOOL FACILITIES MANAGER APPLICATION

CERTIFIED SCHOOL FACILITIES MANAGER

This certification will provide evidence of professional competence and continuing professional growth by the OSFMA member and will be a permanent recognition of achievement. The requirements are designed to compliment the needs of a facility manager whose position consists primarily administrative tasks and a lesser amount of direct hands-on work.

Meeting the requirements for certification is flexible. Some elements are required, while others are elective. The goal is to demonstrate professional competence and continuing growth in areas that relate both to the current position and personal growth to which the applicant aspires.

A portfolio of material is to be submitted to the Professional Growth Committee that will demonstrate and support the achievement of both required and elective elements. Experiences, other than those listed, that demonstrates the achievement of an element of the program will be accepted. It is up to the applicant to provide the documentation that will provide that support.

Part I: Participation in the Oregon School Facilities Management Association

Required Elements:

- I. Active or associate membership in OSFMA for two or more consecutive years.
- II. Attendance at the OSFMA Annual Conference for two or more years, that includes 2 or more of the following:
 - A. Registered attendance in at least four regular workshop sessions
 - B. Participation in the Vendor's Trade Show
 - C. Contribution to conference operation through one of the following:
 1. Serve on the conference committee
 2. Present a workshop or moderate a roundtable
 3. Organize workshop topic
 4. Other contribution
- III. Active participation in other OSFMA activities
 - A. Provide a program or training opportunity
 1. At a Zone meeting
 2. Working with the Professional Growth Committee

Elective Elements (Complete two of the following)

- I. Hold an office in OSFMA (one of the following)
 - A. Officer of the association
 - B. Chair a standing committee
 - C. Serve as a Zone Director
- II. Recruit a new member to the organization
- III. Participate in an OSFMA sponsored training event
- IV. Other

Part II: Other Professional Growth Activities

Elective Elements (Provide evidence of successful completion of at least two of the following:

- I. Provide evidence of attendance in at least two other professional growth activities, such as:
 - A. School Administration courses as provided by Portland State University or other recognized institutions
 - B. Completion of one or more college level courses in a subject related to current assignment such as:
 1. Business Administration
 2. Architecture or Engineering
 3. Human Relations
 - C. Other
 1. Military
 2. Home Study Courses
- II. Professional development courses made available through related organizations such as:
 - A. COSA, WAMOA, OASBO, NSBA or others
- III. Training in a regulatory area that directly affects school operations which allows the recipient to take a leadership role such as:
 - A. Asbestos Project Designer/Supervisor/Inspector
 - B. Boiler Operator Trainer
 - C. Other

CERTIFIED SCHOOL FACILITIES MANAGER Cont'd

Part III: Knowledge and Skills Gained through Experience

Elective Elements Provide evidence of knowledge and experience in at least *four* of the following elements. Write a statement on each describing how it is achieved. Documentation of completion of each element can include a statement that demonstrates your competency if there is no other documentation available. Have your immediate supervisor verify your statement on the form provided in this packet.

- I. **Employee Issues** (select at least 4 areas)
 - A. Training/Enrichment
 - B. Interviewing
 - C. Discipline
 - D. Dismissal
 - E. Sexual Harassment
 - F. Conflict Resolution
 - G. Hiring Practices
 - H. Other
- II. **Safety Issues** (select at least 4 areas)
 - A. Manage Safety Programs
 - B. Safety Committee Participation
 - C. Provide Safety Training
 - D. Participate in Emergency Preparedness
 - E. Other
- III. **Project Management** (select at least 4 areas)
 - A. Budgeting
 - B. Schedules
 - C. Bid Process
 - D. Specification Writing
 - E. Specification Interpretation
 - F. Blue Print Reading
 - G. Other
- IV. **Fiscal Management** (select at least 3 areas)
 - A. Budgeting and Spending
 - B. Purchasing
 - C. Efficiency
 - D. Other
- V. **Building Management Issues** (select at least 4)
 - A. Indoor Air Quality
 - B. Energy Conservation
 - C. Standardization
 - D. Risk Management
 - E. Technology Applications
 - F. Other
- VI. **Leadership** (select at least 4)
 - A. Communications
 - B. Planning and Organization
 - C. Supervising Leadership
 - D. Business Writing (Reports, memos, letters, etc.)
 - E. Public Speaking (Presentations)
 - F. Facilitating Meetings
 - G. Other
- VII. **Knowledge and Ability to Manage in the Following Areas** (select at least 4)
 - A. Custodial
 - B. General Maintenance
 - C. Grounds
 - D. Construction
 - E. Other