



**Professional Certification**  
**APPLICATION GUIDE**  
*Oregon School Facilities Management Association*

The Oregon School Facilities Management Association provides professional certification to qualifying members based on education, achievement, and experience. There are two levels of certification. Each has its own Certificate Plan to help you demonstrate and plan your own path to one of the designations. Both paths, either the *Certified School Facilities Manager* or the *Certified School Facilities Specialist*, have three focus areas:

1. Participation in OSFMA
2. Professional growth activities
3. Knowledge and skills gained through experiences

While the topic areas within each Certificate Plan are different, the documents needed to demonstrate proficiency in each area is similar. You may have already completed some topic areas but others may still need to be accomplished. There is no time limit for completing the application process.

This guide will help you navigate the application process and Certificate Plan regardless of the growth path you are working to achieve.

## **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 be regarding the conferences and workshops you have attended. If you received certificates of attendance you may include copies.
- If you have items in Part 1 to complete you can contact any of the committee chairs, the Conference Committee Chair or Zone Directors to find out how to get involved. Zone Meetings and committee activities are a great way to get involved.

### **Elective Elements**

- Complete a minimum of two topics from Part 1 of the Certificate Plan. 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 to continue to take advantage of growth opportunities throughout the year.

### **Elective Elements**

- Complete two of the first three growth areas in Part 2 of the Certificate Plan. Where individual items are listed below the element heading, demonstrate completion of at least one. The lists are not intended to be all inclusive. You may submit other items you feel 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 great deal of knowledge is gained through reading books and pamphlets including:

1. Codes and regulations
2. Operations and maintenance manuals
3. Brochures from suppliers
4. Standards published by trade groups

Working with people who possess more knowledge and skill in a subject area is another valuable way to learn. Part 3 recognizes these important paths to improvement.

### Elective Elements

- Part 3 has a number of elements for each path of certification. Provide evidence of knowledge and experience in at least four of these areas.

#### → Certified School Facilities Specialist

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

You can support completion of an element in several ways:

1. Include copies of certificates of training, licenses, or attendance at seminars that provided you with the knowledge or skill needed.
2. Documentation 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 "other" section provides opportunity to propose an item not listed.

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

Documentation that support completion of selected element items can include:

1. Copies of certificates of training, licenses, or attendance at seminars that provided you with the knowledge and skill needed to administer the selected item.
2. Documentation 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 participated in development or implementation of selected items.
4. Other documentation as appropriate.



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## **Submitting Your Application for Certification**

The application form and support material can be sent electronically or via mail. The documents should be organized in the order of the Certificate Plan elements and should clearly indicate which element and item they support. Keep documentation as brief as possible while still providing enough information for the committee to evaluate whether you have successfully completed each requirement. If areas are deemed lacking, further support material will be requested.

The committee will recommend successful applicants to the OSFMA Board of Directors for approval. Please note review of applications could take two or three months as the Board only meets quarterly. 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 supervisor and/or superintendent and a news release will be sent to their local paper if requested. A plaque/certificate will also be presented at the next annual conference.

### **Submit Applications:**

**Email:** [osfma@osfma.org](mailto:osfma@osfma.org)

**Mail:** OSFMA Professional Certification

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