



Professional Certification
CERTIFICATE PLAN – Manager
Oregon School Facilities Management Association

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 complement 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 demonstrate 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:



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- A. Business Administration
- B. Architecture or Engineering
- C. Human Relations
- c. Other
 - A. Military
 - B. 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

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



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- 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