



**Professional Certification**  
**APPLICATION PLAN - Specialist**  
*Oregon School Facilities Management Association*

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 complement 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 titled, 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
  - F. IPM coordinator
- III. Licensing or certification, such as:
  - A. Electrical
  - B. Mechanical
  - C. Carpenter
- IV. Other



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## 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
- 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



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- 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
- X. **Safety** (select at least 2)
- A. First Aid/CPR
  - B. Safety Committee
  - C. Fire protection
  - D. Personal protective equipment
  - E. Other