



RECERTIFICATION WORKSHEET

Every three years, CFMs must maintain their designation by earning 120 points in at least two of the four categories below. The renewal fee may be submitted by check or credit card. The renewal fee is US\$210 for IFMA members and US\$265 for nonmembers, unless the application is submitted more than three months after the expiration date at which time a late fee of US\$100 is charged in addition to the maintenance fee. To use the form below for recording your maintenance activities, please put the number of points earned in the blank to the left of the activity.

Please send copies of documentation, not originals, as material cannot be returned. Please note that no documentation is required for IFMA headquarters events (IFMA membership; chapter, council or community membership; World Workplace; Spring/Fall Symposium; Facility Fusion; IFMA competency courses; etc.), as the documentation is already in the database.

**# POINTS
EARNED**

ACTIVITY

DOCUMENTATION

I. Practice: 60 points maximum

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| _____ | A. Full-time practicing facility managers earn 20 points per year. If the applicant has not been employed full time for all three years, prorate the points. | Provide an overview of primary job responsibilities. |
| _____ | B. Providing facility management consultation for a fee. Prorate the hours at the rate of 100 hours equal 1 point. | Provide a list of consulting activities. |

II. Continuing Education: 60 points maximum

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| _____ | A. Attend one to three competency programs (IFMA, BOMI, etc.). A 2-day course earns 15 points and a 3-day course earns 20 points. | Copy of certificate of completion. |
| _____ | B. Enrolled in a facility management course at a degree-granting institution earns 20 points per course with a 60 point maximum. | Copy of transcript. |
| _____ | C. Attend one to three conferences, such as World Workplace, that are at least three days in length to earn 20 points per conference with a maximum of 60 points. | Enrollment receipt. |
| _____ | D. Conference attendance that is not directly related to facility management but involves programs that are at least three days in length and contribute to the applicant's professional growth earn 10 points each. | Enrollment receipt. |
| _____ | E. Seminar attendance earns one point for each hour of instruction. | Enrollment receipt. |

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| _____ | F. Facility management self-study or online programs are worth 6 points each with a maximum of 30 points. IFMA Webinars earn 1 point. | Name of program and producing organization. |
| _____ | G. Attending an IFMA leadership or regional conference will earn six points each. | Enrollment receipt. |
| _____ | H. Attendance at regular monthly IFMA chapter meetings earns 1/2 point per meeting with a five point per year maximum. | List of dates attended. |
| _____ | I. Attendance at regular IFMA council meetings earns 1 point per meeting with a five point per year maximum. | List of dates attended. |
| _____ | J. Regular reading of professionally relevant publications, journals, books or magazines earn a 10 point maximum. | List of publications received. |

III. Professional Involvement: 60 point maximum

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| _____ | A. Membership in facility management professional associations earns five points per year per association. | Dues receipt (not required for IFMA). |
| _____ | B. Holding a leadership position within your IFMA chapter or council, or a related professional association on a local, national or international level, earns up to 20 points per year with a 60 point maximum (i.e., chapter leader, chapter education chair, etc.) | Letter spelling out activities. |
| _____ | C. Reviewing an Equivalency Application earns 10 points per application. | No documentation required. |
| _____ | D. Providing facility management consultation on a volunteer basis (community service). Hours to be prorated (100 hours equal 1 point). | List of activities. |
| _____ | E. Participating in CFM Mentoring Program earns 5 points per person mentored per year. | No documentation required. |

IV. Development of the Profession: 60 point maximum

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| _____ | A. Participation in a workshop or panel as a presenter or as a moderator earns five points each with a 30 point maximum. | Copy of promotional piece listing applicant's name. |
| _____ | B. Presenting a lecture in an FM course for a university or a chapter, | Letter from instructor or chapter officer, or flier |

	including CFM Review Sessions, earns 10 points each with a maximum of 30 points.	showing applicant's name.
_____	C. Presenting at an FM seminar, competency program, etc. earns 20 points each with a 60 point maximum.	Copy of promotional brochure or flier showing applicant's name as a presenter.
_____	D. Serving as an instructor in a college or university FM program earns 20 points per course with a 60 point maximum.	Copy of course schedule with applicant's name included.
_____	E. Presentation at an international or national conference or one that requires a paper earns 20 points each with a 60 point maximum.	Copy of agenda with applicant's name listed.
_____	F. Published article or research report earns 15 points each with a maximum of 30 points.	Copy of article.
_____	G. Having an FM book published (not preparing the manuscript) earns 60 points.	Copy of book's title page.
_____	H. Serving on an advisory committee to an academic program earns 20 points per year with a 60 point maximum.	Letter from academic liaison.
_____	I. Serving on an editorial board earns 10 points per year with a 30 point maximum.	Letter or other documentation.
_____	J. Participation on a task force or committee that develops the profession earns 20 points per year with a 60 point maximum (i.e., World Workplace Program Committee, etc.)	Letter from task force or committee chair.
_____	K. Planning and leading a formal CFM exam study/preparation session for a chapter is worth 10 points with a 60 point maximum.	Letter from chapter officer.
_____	L. Exam item development:	
	1. Participating in an item development or review workshop for the CFM exam earns 5 points per workshop with a 15 point maximum.	Documentation from IFMA.

Other categories will be considered on applicant request. However, points will not be awarded for serving on boards of directors or committees for groups not directly related to facility management, nor will points be awarded for being interviewed by media reporters.