

TOP 10 FAQs

Certified Facility Manager® (CFM®)



The premier FM certification for experienced professionals.

1 Why should I become a CFM?

As the most prestigious and sought-after credential in facility management, IFMA's CFM sets the industry standard for measuring the knowledge and competence of practicing facility managers.

- **Distinguish yourself.** Stay competitive in today's job market.
- **Invest in your future.** On average, CFMs earn 14% more than noncertified facility managers.
- **Demonstrate your leadership and initiative.** It's not easy to achieve CFM status. The CFM credential is a tangible sign of your success and expertise.



2 Who should pursue the CFM?

CFM candidates must meet education and work experience eligibility requirements as shown in the chart to the right.

*Related degrees include, but are not limited to: facility management, business, architecture, interior design, building construction, construction management, engineering and property management.

Prior Education	Years of FM Experience	
	If you are an FMP	If you are NOT an FMP
Facility management master's degree or bachelor's degree from an IFMA Accredited Degree Program	3 years	3 years
Related bachelor's degree*	3 years	4 years
Non-related bachelor's degree or associate's degree	4 years	5 years
Some post-secondary education	5 years	8 years

3 What does the CFM Exam cover?

As a result of the most recent IFMA global job task analysis, the following competencies were deemed critical knowledge required of facility managers:

- Operations and Maintenance
- Project Management
- Finance and Business
- Leadership and Strategy
- Environmental Stewardship and Sustainability
- Communication
- Emergency Preparedness and Business Continuity
- Human Factors
- Quality
- Real Estate and Property Management
- Technology

4 How do I earn the CFM credential?

Follow these four simple steps to earn the CFM credential:

- 1. Meet specific eligibility requirements.**
- 2. Assess your readiness and prepare for the exam.** Although no specific coursework is required, IFMA provides a variety of resources to help prepare CFM candidates.
- 3. Submit your application through the IFMA website.**
- 4. Schedule and pass the exam.** After receiving IFMA approval, schedule an appointment to take the exam at one of Prometric's centers. The 4-hour exam consists of 180 multiple-choice questions, administered through a computer-based testing (CBT) format.

5 How will my employer benefit?

- Assure professional excellence throughout the organization.
- Establish standards for global FM professional practice.
- Demonstrate FM leadership and initiative.
- Recognize experienced FMs in the organization.

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6 I heard the CFM Exam is changing. What does that mean?

As a result of the most recent global job task analysis, IFMA updated the competency areas that define the CFM credential. On June 26, 2013, the CFM Exam was updated to reflect the 11-competency structure.

CFM Exam eligibility, certification process and application/exam fees did not change.

7 Are there study options for preparing for the CFM Exam?

CFM candidates have a variety of preparation resources available to them including the IFMA Facility Management Learning System® and the CFM Exam Prep Workshop.

The IFMA Facility Management Learning System®

Developed by IFMA and a team of subject matter experts, this program is one course that covers the updated facility management body of knowledge for FM professionals, including those preparing for the CFM® certification exam.

- Printed reading materials that correspond to the 11 competency areas, the basis of the CFM Exam.
- Interactive online study support tools such as Smartstudy tool, flashcards, online glossary, reports and resource center.
- Online testing tools such as pre-test, chapter-specific quizzes, post-test and Experience the Exam.



The IFMA Facility Management Learning System offers convenience and flexibility to help maximize your study experience.

Self-study program cost

IFMA Members	Nonmembers
US\$895	US\$1,195

Available as a self-study program or an instructor-led course.

Visit www.ifma.org/cfm/lis to learn more.

The CFM Exam Prep Workshop™

This workshop is designed to assist facility professionals seeking certification with preparation for the competency-based examination.

- Review the overall methodology of the exam and practice applying FM knowledge in a competency-based exam.
- Practice applying critical thinking skills and discuss the rationales used in practice exam questions.
- Review exam-taking skills and strategies lead to success on the CFM Exam.
- Learn from CFM instructors who have been trained to share their knowledge and valuable experience

For more information, contact Ronna Winchester, Education Program and Services Manager, IFMA, +1-281-974-5633, Ronna.Winchester@ifma.org.

8 What does it cost to take the CFM Exam?

CFM Exam Application Fee

IFMA Members	Nonmembers
US\$550	US\$815

Application fees are not refundable unless the application is denied.



9 How long does it take to become a CFM?

No specific coursework is required to take the exam. The length of time needed to prepare for the CFM Exam depends greatly on the individual.

The CFM Exam is a competency-based certification exam, which means it tests your ability to apply FM knowledge and skills gained through a wide range of work experience as well as related education in the competency areas that define the CFM credential.

Consider when you plan to take the exam and allow enough time to prepare. Candidates must take the exam within three months of application acceptance and payment.

10 Do I have to recertify?

The CFM certification is valid for three years. Visit www.ifmacredentials.org/cfm/recertification for more details.



Ready to get started?
Visit www.ifmacredentials.org/cfm to find out more.



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International Facility Management Association