



# Facility Managers Certification Program

## **Who Should Participate**

The Facilities Manager Core Certification and Facilities Manager Continuing Education Programs benefit facilities directors, business managers, district administrators, maintenance supervisors or anyone who has director or supervisory responsibility for the operations of school facilities.

## **School District Benefits**

- Better trained Facility Staff
- Savings through efficiencies of operation, energy use and effective labor management
- Improved safety for students, staff and community
- Savings through fewer claims
- A healthy and safe learning environment
- Increase in public confidence
- Effective facility planning and budgeting

## **Personal Professional Benefits**

- Increase in knowledge which leads to increased confidence in your abilities
- Recognition in your district and by your peers
- Knowledge gained from a network of school facility managers and industry professionals
- Familiarity with current topics, trends and legislation affecting school facilities management
- Improved employment options
- Enhanced leadership skills

## **Purpose of Program**

To develop a knowledge base for Building and Grounds/Facilities leaders to provide safe and healthful educational facilities in the State of Missouri.

## **Certification**

The MSPMA Facilities Manager

Certification Program is offered by the Missouri School Plant Managers Association. Certification is the preferred end; however, individuals may take selected courses in the curriculum without obtaining certification. Any level of participation will add to one's experience and knowledge base. Those completing the Facilities Manager Core Certification program requirements are recognized at the MSPMA Fall Conference.

## **Application**

A person must apply through MSPMA to enter the program. The applicant must pay \$350 for the certification program and their institution is required to maintain an annual membership.

## **Program Oversight**

The certification program is managed by the MSPMA School Facilities Committee. The Facilities Committee identifies topics and speakers, reviews the course materials, and provides feedback to the speakers.

## **Required Hours for Re-Certification**

A minimum 4 hours of continuing education is required over a two-year period at the MSPMA Fall Conference to re-certify as Facility Manager.

## **Frequency of Course Offerings**

Each year courses are offered at the MSPMA Facilities Managers Conference, January and April Training sites and Midwest Facility Masters Conference. A complete module is offered at each of these conferences. In a typical year, MSPMA offers approximately 15 to 20 hours of certification training or 3-4 Modules, allowing a participant to complete the certification in as little as three years.

## **Required Curriculum**

The Core curriculum is divided into seven modules and one introductory course. Each session in each module is required to achieve certification.

### **Introduction:**

So You Want To Be A Facility Manager  
(only available in 2014, now available on flash drive  
provided each Fall Conference to all attendees)

### **Core Module 1 (4 Hours)**

Custodial Operations

- 1.1 Effective Hiring and Orientation Process
- 1.2 Performing Custodial Staffing Levels & Assessments
- 1.3 Custodial Supervision & Evaluation
- 1.4 Product & Equipment Selection

### **Core Module 2 (4 Hours)**

Building Systems

- 2.1. Energy Accounting and Education
- 2.2. Understanding HVAC
- 2.3 Electrical Systems: Part 1 - Lighting & Lighting Controls
- 2.4. Electrical Systems: Part 2 – Electronic Systems

### **Core Module 3 (6 Hours)**

Environmental Health & Safety

- 3.1. 20 Areas of Safety Concern & Responsibilities
- 3.2. Indoor Air Quality
- 3.3. Integrated Pest Management
- 3.4. Asbestos
- 3.5. Life Safety & Building Codes
- 3.6. Employee Health & Safety

### **Core Module 4 (4 Hours)**

Maintenance & Operations

- 4.1 Exterior Building Envelope Maintenance
- 4.2. Roof Maintenance

- 4.3 Effective Preventative Maintenance Program
- 4.4 Building Automation Management Systems

### **Core Module 5 (4 Hours)**

Facility Life Cycle & Budgeting

- 5.1 Managing Sports Fields-Grass, Turf & Synthetic Surfaces (Building Tracks)
- 5.2 Budgeting for Schools-Facilities Dept.
- 5.3 Construction & Referendum Projects: What you need to know
- 5.4 Capital Planning - How to develop a 5 or 10 year plan  
(combination of Capital Planning & Long Range Planning)

### **Core Module 6 (4 Hours)**

Leadership

- 6.1 Hire, Rehire & Everything in between
- 6.2 Hire, Rehire & Everything in between your program
- 6.3 Leading for Excellence/How to Identify & Communicate Success
- 6.4 Excelling as a Leader

### **Core Module 7 (5 Hours)**

Emergency Management, School Safety & Security

- 7.1 Emergency Planning
- 7.2 Security Assessment
- 7.3 After Hour Emergencies: How to Plan
- 7.4 Continuity Planning and Disaster Recovery
- 7.5 How are Missouri School Districts preparing for threats?

## ***Facility Certification Training Program***

### **To Enroll**

An online application for the Core Certification Program can be found at [www.MSPMA.com](http://www.MSPMA.com). The cost of the application is a one-time fee of \$350. 00 or \$60.00 per Module.

Participants must be MSPMA Members in good standing (Active member of MSPMA).

### **To Receive Credit**

At each course, a sign in sheet is circulated during the session. To receive credit for your attendance, find or add your name to the list. Your signature will verify your attendance. This is our only record of your attendance and must be recorded during session attendance to receive credit.

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