



Build your career on a solid foundation...

# Earn the Facility Management Professional credential



Open doors to new possibilities...

# Earn the Facility Management Professional (FMP®) credential

IFMA's Facility Management Professional (FMP) credential is an assessment-based certificate program demonstrating a proven comprehension of the foundations of facility management. In September 2010, the FMP credential was updated and enhanced to align with the most recent IFMA global job task analysis, ensuring that it teaches and tests the knowledge demanded by today's global employers including:

- Operations and Maintenance
- Project Management
- Finance and Business Essentials
- Leadership and Strategy Essentials

## Who should pursue the FMP credential?

- Early to mid-career facility management practitioners seeking enhanced knowledge and skills.
- Individuals who are transitioning into an FM career.
- Partner practitioners such as architects, designers and safety engineers.
- Associated corporate providers of FM products and services.
- Students entering the profession from colleges, universities, certificate or technical programs.

"Earning my FMP has been a WIN-WIN! Not only has it expanded my facility knowledge base and provided me with excellent resources to fall back on, it also has given me the confidence to make important facility decisions for my company."

Valerie Chavis-Kosko, FMP,  
Facilities Coordinator,  
Millennium Inorganic Chemicals,  
A Cristal CO., Hunt Valley, Md., USA



## TOP 5 reasons to earn your FMP credential

1

### Build a solid foundation.

The enhanced and updated course curriculum required to achieve IFMA's Facility Management Professional (FMP) credential will prepare you for the unique challenges of the profession, focusing on competencies essential to an FM's day-to-day responsibilities.

2

### Start your career in the right direction.

Facility management is a constantly evolving profession. A commitment to continuing education and professional development ensures an up-to-date skill set throughout your career.

3

### Prepare for the Certified Facility Manager® (CFM®) Exam.

FMPs who continue their professional growth have a greater chance of successfully completing the CFM Exam and joining the elite circle of Certified Facility Managers.

4

### Set yourself apart from the competition.

Whether you are applying for a position or promotion in the field, or if you plan to do business with an FM, having the letters "FMP" after your name demonstrates your professional knowledge.

5

### Establish your professional network.

Enjoy opportunities to meet and network with expert instructors and peers during live FMP courses. Take advantage of special FMP events at local, national and international events.

Learn more about the FMP credential at [www.ifma.org/fmp](http://www.ifma.org/fmp).





# The IFMA FMP Credential Program™

## Everything you need to earn the FMP

### 5 steps toward earning the FMP credential:

1 – Order the IFMA FMP Credential Program self-study materials or find a local instructor-led course at [www.ifma.org/fmp](http://www.ifma.org/fmp).

2 – Review *Essentials of FM*, an online introductory overview of the FM profession.

3 – Read the print modules, complete the online training for each course, and attend live courses (optional) to enhance your skills and knowledge.

4 – Complete the four FMP final assessments online with a passing score.

5 – Submit your application to IFMA to validate your FMP credential.

Try a free demo at [www.ifma.org/fmp](http://www.ifma.org/fmp).

### learn Comprehensive Print Materials

Comprehensive print materials provide an in-depth exploration of topics deemed critical by employers and practitioners worldwide. The IFMA FMP Credential Program was developed by a team of global industry experts to teach four knowledge domains which have been updated to align with the results of the most recent IFMA global job task analysis:



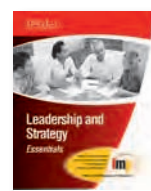
- Operations and Maintenance
  - Introduction to Operations and Maintenance
  - Assess Facility Needs
  - Manage/Oversee Operations and Maintenance of Building, Systems and Equipment
  - Manage/Oversee Occupant Services
  - Select the Best Resources
  - Measure and Optimize Operations and Maintenance Performance



- Project Management
  - Introduction to Project Management
  - Define Projects
  - Plan Projects
  - Manage and Oversee Projects
  - Close Projects



- Finance and Business Essentials
  - Finance and Business in the Facility Organization
  - Financial Management of the Facility Organization
  - Procurement in the Facility Organization
  - Contracts in the Facility Organization



- Leadership and Strategy Essentials
  - Plan Strategically
  - Lead and Manage the Facility Organization
  - Provide Leadership to the Entire Organization

### test Interactive Online Study Tools

Online questions, case studies and study tools will help you understand the FM topics and prepare for the FMP final assessments. The following online study tools are included in the IFMA FMP Credential Program:

- *Essentials of FM* – an introductory overview of the FM profession.
- A pre-test for each course to assess initial knowledge and guide studies.
- Course-specific quizzes to measure comprehension and ability to apply concepts.
- Immediate feedback and correct-answer rationales on all quizzes.
- Case studies for real-world application.
- e-Flashcards and glossary for review of key terms and definitions.
- Resource Center for additional educational tools.
- Progress report to track activities and scores.



### earn FMP Final Assessments

By successfully completing the four courses' FMP Final Assessments, you will qualify to earn the FMP credential.

- A 50-question online FMP final assessment follows each course.
- Assessments are included in the online study tools and can be completed when and where your schedule allows.\*
- After successfully completing the four final FMP assessments, complete and submit the FMP application available at [www.ifma.org/fmp](http://www.ifma.org/fmp) to validate your FMP credential.
- FMP application fee:
  - IFMA Member: US\$130
  - Young Professional IFMA Member: US\$105
  - Nonmember: US\$210

\*Once you successfully complete each FMP final assessment, it will have served its purpose and will no longer be accessible.



### Get started today!

For more information or to order, visit [www.ifma.org/fmp](http://www.ifma.org/fmp) or call +1-877-866-1367 (USA/Canada) / +1-651-256-2821 (worldwide).



Flexible study options to...

# Enhance your knowledge and skills

Whether you're a self-motivated individual with an unpredictable schedule, or someone who prefers the guidance and interaction of instructor-led training, IFMA has the right course to help you earn your FMP.

## Self-study Program

The self-study program includes the printed materials, interactive online study tools and online FMP assessments that lead to the FMP credential.

- Complete the courses at your own pace.
- Study when and where your schedule allows.
- Avoid travel expenses and time away from work.

## Instructor-led Program

The instructor-led program offers the self-study materials combined with live, expert instruction.

- Learn from expert instructors.
- Expand your professional network and share ideas with your peers.
- Avoid procrastination by following a set class syllabus.
- Take advantage of employer tuition reimbursement programs.
- Courses will be offered by IFMA chapters, training affiliates, colleges and universities.
- To find a course near you, visit *Courses Offered* on [www.ifma.org/fmp](http://www.ifma.org/fmp).

## Employers: Make an Impact With FMP Training

Are you looking for a way to motivate your employees, improve performance and make a positive impact on the bottom line? By encouraging your current and future employees to earn the FMP credential, you will:

- Establish a common foundation of knowledge and vocabulary throughout your team.
- Ensure the competency and professionalism of employees.
- Make your organization more efficient.
- Provide an unbiased evaluation tool and hiring qualification.
- Contribute to the organization's competitive advantage.

*Your FMP training delivered:*

## The IFMA FMP Credential Program

**Volume discounts:** Enjoy discounts on orders of two or more programs.

**Turn-key implementation:** Don't waste time and money developing your own facility management training curriculum. This program, developed by FM industry experts, allows your staff to begin their online studies within minutes of placing an order. Corporate training representatives are available to help you design your ideal training program.

**Customization:** Regardless of whether your employees are in one facility or spread around the world, our self-study and instructor-led course options allow you to provide high quality, consistent training to all. IFMA can even help you find a certified instructor for on-site or online training.

**Performance tracking:** Online tracking tools allow you to monitor your staff's performance, identify strengths and weaknesses, and ensure you are generating a high return on your training investment.



Whether you have a staff of two or 200, corporate training representatives are available to help you plan and implement your training program.

For more information, contact us at +1-888-590-6797 (USA/Canada) or +1-651-256-2822 (worldwide) or [FMPcorporatesales@holmescorp.com](mailto:FMPcorporatesales@holmescorp.com).

Order the IFMA FMP Credential Program today!



Place your order today at [www.ifma.org/fmp](http://www.ifma.org/fmp) or call +1-877-866-1367 (USA/Canada) / +1-651-256-2821 (worldwide). For orders via fax or mail, download an order form at [www.ifma.org/fmp](http://www.ifma.org/fmp).

IFMA FMP Credential Program pricing	Member price*	Nonmember price*
Self-study: Individual courses	US\$495	US\$595
Self-study: Full kit (4 FMP courses)	US\$1495	US\$1795

Save on orders of two or more programs with volume pricing!

\* Plus applicable taxes and shipping charges. Prices may change without prior notice.





# Everything You Need to Earn the FMP.



1 E. Greenway Plaza, Suite 1100  
Houston, Texas 77046-0104 USA  
[www.ifma.org](http://www.ifma.org)

## The IFMA FMP® Credential Program will help you:

- Learn critical FM topics with comprehensive printed materials.
- Test your understanding and retention with interactive online study tools.
- Earn the FMP credential with online final FMP assessments.



Learn more [www.ifma.org/fmp](http://www.ifma.org/fmp).

Environmentally responsible: printed on 10% post-consumer waste paper and with vegetable oil-based inks.



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# Earn Knowledge. Earn Respect. Earn the FMP® Credential.

**IFMA's Facility Management Professional  
credential can help you:**

- Acquire the skills and knowledge that impact your organization.
- Stand out from competing job candidates.
- Transition into the facility management profession.
- Gain the respect of your employers and peers.
- Take a step closer to the Certified Facility Manager® (CFM®) certification.
- Get the promotion you've been dreaming of.



Learn more inside or visit [www.ifma.org/fmp](http://www.ifma.org/fmp).

