



## CFM<sup>®</sup> CERTIFICATION MAINTENANCE WORKSHEET

CFM certification renewal through continued study or participation in industry-sponsored events demonstrates that designees are using the knowledge and skills represented by the certification.

Renewal of the CFM certification will be as follows:

- There are **four main** categories of maintenance **activities** (activities were previously known as maintenance points): FM-related Education, FM Practice, Professional Leadership, and Development of the Profession. This worksheet is to help you track your renewal requirements prior to entering the information into your CAMP record at [www.ifma.org/my-account/camp](http://www.ifma.org/my-account/camp).

The CFM renewal requirement is as follows:

- **All renewals are recorded and submitted through the Credential Application and Maintenance Program (CAMP). The electronic recertification form and payment form must be submitted in order for the renewal to move into the approval queue.**
- Renewal activities only need to be reported every three years; however, individuals are strongly encouraged to enter activities into CAMP as they are earned.
- Activities needed to renew your CFM are as follows: over a three-year period, you **must complete three activities in a minimum of two of the categories below for a TOTAL OF SIX (6) ACTIVITIES. You can repeat the same activity or choose activities within the various categories; however, you must have activities in a minimum of two categories.**
- Renewal Fee: All individuals will receive an automatic email to pay their renewal installment on an annual basis (January). The installment fee is US\$122.00 every year. IFMA members receive a 21% discount on the published renewal fee. If you do not make annual payments, the total renewal fee of US\$365.00 will be charged when your points are due. IFMA members receive a 21% discount on the published renewal fee.
- Your CFM will not be cancelled if you do not pay your renewal on an annual basis; however, it **WILL be cancelled** if you fail to submit your points and payment every three years.

Reminder: Over a three-year period, you **must complete three activities in a minimum of two of the categories below for a TOTAL OF SIX (6) ACTIVITIES. You can complete the same activity or mix the activities up within the various categories; however, you must have activities in a minimum of two categories.**

Serving on boards or committees for groups not directly related to FM are not considered approved activities.

		ACT 1	ACT 2	ACT 3	Category Activities	Documentation
<b>Category - 1</b>	<b>FM-RELATED EDUCATION</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attend an industry conference. A minimum of 1 day – physical, virtual or blended type conference. <b>(1 conference equates to 1 activity.)</b>	<i>Receipts, CEU transcripts, copy of certificate of completion or transcript as applicable. Name of organization, dates and name of sessions/conference must be included on documentation. Note: Training/education means an activity in which a specific learning event occurs.</i>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete a total of 5+ hours of relevant training/education physical, virtual or blended. <b>(5 hours of training/education equates to 1 activity.)</b>	
					~ employer-sponsored in-service training; ~ continuing education courses; ~ college/university course (credit or non-credit); ~ chapter/council/component workshop.	

<b>Category - 2</b>	<b>PRACTICE</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Practicing facility managers and/or FM consulting (may include volunteering as an FM or FM consultant) > 750+ hours annually. <b>(A minimum of 750 hours in a calendar year equates to 1 activity.)</b>	<i>Keep annual updated copy of job description or consulting/volunteer activities. Documentation must specify the dates that apply.</i>
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<b>Category - 3</b>	<b>PROFESSIONAL LEADERSHIP</b>				<b>You can repeat the same activity yearly or alternate. (Each occurrence = 1 activity.)</b>	<i>Keep annual updated copy of job description or consulting/volunteer activities. Documentation must specify the dates that apply to the activity.</i>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Holding a leadership position within a related FM professional association on a local, national or international level (i.e., board member, chapter leader, etc.).	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Serve on an FM association or standards committee or sub-committee/ad-hoc committee, chapter, council or community working group or task force.	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participating in an FM Mentoring Program.	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Serve on an advisory committee to an FM academic program or on an editorial board.	

<b>Category - 4</b>	<b>DEVELOPMENT OF THE PROFESSION</b>				<b>You can repeat the same activity or alternate. (Each occurrence = 1 activity.)</b>	<i>Copy of promotional piece listing applicant's name. Copy of brochure or flyer showing applicant's name as a presenter. Letter from chapter. Copy of agenda with applicant's name listed.</i>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>FM-related</b> presentations (each occurrence equates to 1 activity):		
					~ Conduct a workshop (classroom or virtual);		
					~ Planning and leading a study group for a credential;		
					~ Guest lecturer for FM course(s) for an accredited college or university.		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FM-related publishing (each occurrence equates to 1 activity):		<i>Copy of article. Copy of title page. Copy of book's title page.</i>
					~ Publish 1 article/research report or paper/FM book.		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instructor (each occurrence equates to 1 activity):		<i>Letter or other documentation as applicable. Letter from academic institution. List of courses taught/location/dates.</i>
					~ Full-time/adjunct/guest instructor of FM course(s) at an accredited college or university; ~ Instructor for FM credential or continuing education program.		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FM contributor/reviewer for course development, exam development and/or item writing, exam beta testing, standards or knowledge library content. <b>(Completion of 5 hours equates to 1 activity.)</b>		<i>List of activities and dates that you served as a contributor.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete 3 FM surveys and/or focus groups annually. Can be either virtual or in-person. Surveys or focus groups should average approximately 30 minutes or more to complete/average of 30 questions).	<i>List of FM surveys submitted or date and subject matter for focus groups.</i>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance at regular FM industry meetings (minimum of 5 meetings per calendar year equates to 1 activity; meetings may be in-person or virtual).	<i>List of meetings and dates attended. Note: any training conducted during a meeting should be "in addition" to normal meeting activities. The training portion should be pro-rated and recorded under Category 1.</i>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular reading of FM professionally relevant publications, journals, books. Posting, commenting or retweeting article/publication to social media to engage FM community (minimum of 4 publications per calendar year equates to 1 activity).	<i>List publications/titles/dates.</i>			

Name: \_\_\_\_\_ Date: \_\_\_\_\_

If you need assistance with your CFM maintenance or this worksheet, please contact [credentials@ifma.org](mailto:credentials@ifma.org).