



CEFP RECERTIFICATION HANDBOOK

Your Supplemental Guide to
Renewing the CEFP Credential



Customized Interactive Learning Platform – Recertification Handbook

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The Value of Maintaining Your Credentials

The facilities profession is constantly changing. As a CEFP holder, it is important to keep abreast of current trends, technological advancements, best practices and methods to streamline work on campus. Recertification validates your commitment to the profession, lifelong education, and professional development.

APPA's Body of Knowledge (BOK) is the basis for the CEFP credential.

APPA's **Body of Knowledge** (the BOK)—is the basis for the CEFP credential. It disseminates the foundational content required by facilities professionals at colleges, universities, schools, museums, and other nonprofit, educational organizations. Four content coordinators and APPA staff oversee dozens of writers, editors, and peer reviewers as they revise, update, and enhance the APPA body of knowledge. The project is ongoing, and updated chapters are posted as soon as they are peer reviewed and approved for publication.

The Body of Knowledge is built on the foundation of the four core competency areas identified by APPA:

- General Administration and Management
- Operations and Maintenance
- Energy, Utilities, and Environmental Stewardship
- Planning, Design, and Construction



To maintain the CEFP credential, individuals are required to engage in professional development activities that directly relate to the APPA BOK.

Requirements of Recertification

CEFP holders are required to earn 120 APPA Units within a four-year cycle. All points are due four years from the month/year certification was earned, or four years from the month/year last recertified. For instance, if you certified in March 2015, your CEFP certification would expire March 2019. If you recertified in September 2013, your CEFP certification would expire September 2017.

Periodic reminders will be sent to remind you of your renewal. However, it is the individual's responsibility to make note of their recertification due date, which is provided on your CEFP certificate, and to keep APPA informed of any changes with your name, company, address, and email.

If the 120 APPA Units is not attained on or prior to your anniversary renewal date, your CEFP credential will expire immediately. APPA will remove your name from the recognition area on our website and you will not be allowed to use the CEFP designation behind your name and/or title. It will also be necessary to successfully take and pass the CEFP exam in order to attain the CEFP designation again.

Qualifying Categories

APPA Units can be earned in four categories:

- **Experience/Employment**
- **Education**
- **Leadership**
- **Research/Publication**

It is not necessary to earn units in every category, but it is mandatory to have at least 40 of the 120 units in the category of Education. Units Leadership and Research/Publication are optional.

Your Recertification Account

Once you earn the CEFP you will have access to your recertification account where you can record your APPA Units. Visit the Credentialing Website at <http://credentialing.appa.org> and visit the recertification area after logging in. Activity enter is approved periodically so you can always see how many APPA Units are needed to renew.

Some members choose to track their hours on separate spreadsheets then transfer that information into their recertification account for approval/verification. Select the way that works best for you. Set annual goals for yourself to ensure you will be ready to renew when your four year cycle is over.

Documenting Your Activities

If your application is audited, or if additional information is needed to determine eligibility of APPA Units, you could be asked to provide supporting documentation. Recertification could be delayed or denied if your documentation does not support the activity.

Experience/Employment, the documentation should include each of the following:

1. Your full Name and Institution/Company
2. Current Job Title and Department
3. Dates of service
4. Signature of Supervisor or member of Human Resources

Additionally,

- If you are an Instructor, list the specific course with dates.
- If you are a Consultant, include the individual or company for which the work was performed.

A few examples of acceptable documentation include:

- Resume
- Official Letterhead from School/Company
- Official transcript/syllabus

Education - documentation should include each of the following:

1. Your full name and institution/company
2. Specific dates attended
3. Length or hours earned

Depending on the activity, you may be required to supply a variety of documents to support your attendance. Please keep in mind that the more documentation you can supply the better. Some courses offered by APPA will automatically be placed on the APPA Transcript, but it is your responsibility to maintain accurate records.

A few examples of acceptable documentation include:

- Certificate of completion/attendance
- Email thanking you for participating (often sent after a webinar)
- Course program or outline
- College transcript (including APPA Transcript)
- Letter or other information from the provider

Leadership - documentation should include each of the following:

1. Your full Name and Institution/Company
2. Position held
3. Dates of service
4. Name of Committee/Region/State/Chapter served

Additionally,

Most APPA leadership positions can be verified through APPA. Approved leadership positions are those of which a person has been appointed by members serving an officer or chair position in a facilities related organization.

Research/Publication - documentation should include each of the following:

1. Your full name and institution/company
2. Date of activity
3. Specific support documentation is listed for each activity in this category.

CEU, CPE, College Credit and Other Units of Measurements

Continuing Education Unit (CEU), Continuing Professional Education (CPE), and college credit are other measurements of education that can be converted into APPA Units as follows:

- .1 CEU = 1 hour of education, or 1 APPA Unit
- One CPE = 50 minutes of education or .8 APPA Units; Six CPEs = 5 hours, or 5 APPA Units
- One college credit = 10 APPA Units; a three-credit course is 30 points.

APPA Units Matrix

Experience/Employment

Activity	APPA Units	Support documentation (if needed)
Full-time practicing Facility management Professional	10 units per year	Provide letter from supervisor or human resources
Part-time practicing Facility Management Professional	5 units per year	Provide letter from supervisor or human resources
Instructor in a college/university Facility Management program	10 units per year	Copy of course schedule with applicant's name
Full-time Facilities Management Consultant	10 units per year	List of activities and time spent on each

Examples:

- Facilities Supervisor Full-Time
- Director Facilities Services Full-Time
- Energy Supervisor Full-Time
- Consultant for Facilities to Board of Trustees
- Payroll Clerk FM – Part-Time
- Instructor of Concrete Management

Education

Activity	APPA Units	Support documentation (if needed)
Enrollment in a facility management related course at a degree granting institution	30 units per 3 credit hour course	Copy of official transcript
Professional competency programs (e.g. seminars, workshops, technical training, lunch and learns, safety training, etc.)	1 unit per educational contact hour	Verification of attendance from APPA, proof of attendance or copy of completion certificate with a brief description of event.
Online programming or self-study programs (e.g. Webinars)	1 unit per educational contact hour	Verification of attendance from APPA, proof of attendance or copy of completion certificate with a brief description of event.
APPA International Conference attendance (e.g. APPA 20XX, etc.)	16 units each conference	Verification of attendance from APPA
Senior Facilities Officer Summit	6 units each summit	Verification of attendance from APPA
Thought Leaders Symposium	10 units per session	Verification of attendance from APPA
APPA U: Institute, Leadership Academy, Supervisor's Toolkit, etc.	30 units per track	Verification of attendance from APPA
Attendance at APPA regional conference	1 unit per hour with maximum of 15	Verification of attendance from APPA, proof of attendance or copy of completion certificate with a brief description of event.

Attendance at APPA chapter/state conference	1 unit per hour with maximum of 10	Verification of attendance from APPA, proof of attendance or copy of completion certificate with a brief description of event.
Other conference attendance directly related to the facility management profession	1 unit per hour with maximum of 10	Proof of attendance or copy of completion certificate with a brief description of event.

Examples:

- Conferences
- APPA U Institute
- APPA U Leadership Academy
- Supervisor Toolkit
- E-learning (self-paced and instructor-led)
- Drive-In Workshops
- Webinars
- OSHA or other safety training needed for facilities related positions
- Formal education such as leadership courses, energy management, environment & safety, concrete management, etc.

Leadership

Activity	APPA Units	Support documentation (if needed)
Holding an elected office within APPA or an APPA region, state/chapter	10 units per role per year	Verification from APPA, region or state/chapter.
Member of an APPA International committee	5 units per committee per year	Copy of appointment letter signed by chairperson
Member of an APPA regional or chapter/state committee	5 units per committee per year	Copy of appointment letter signed by chairperson
Serving as a mentor or mentee	5 units per year	Verification from APPA or region
Faculty/Trainer for one (1) session (e.g. Institute, SFO Summit or Drive In Workshop)	5 units per program	Verification from program administrator.
Faculty/Trainer for delivery of a week long program (e.g. APPA U programs, Toolkits, etc)	10 units per program	Verification from program administrator.
Session presenter at a Facilities Management related conference (e.g. APPA International, regional, state/chapter, other)	5 units per program	Verification from conference administrator.
Serving as a Customized Interactive Learning facilitator for APPA	1 unit per webinar	Verification from APPA

Examples:

- Present at your local conference
- APPA Faculty Member
- Be a Mentor/Mentee
- Volunteer for a committee in your APPA Region
- Volunteer to serve on your local chapter's board
- Become a Toolkit trainer
- Become a CIL facilitator

Research/Publication

Activity	APPA Units	Support documentation (if needed)
Individual APPA Award Recipient	5 units per award	Copy of award or letter from APPA
FMEP	15 units per visit	Copy of FMEP report verified by APPA's FMEP Administrator.
Published article in any <i>Facilities Manager</i> related magazine or journal	5 units per article	Copy of published article
Complete a CFaR (Center for Facilities Research) project	10 units per CFaR project	Copy of completed CFaR project or link to project on APPA site
Author a BOK (Body of Knowledge) chapter	10 units per BOK chapter	Copy of BOK chapter
Author/Co-Author a book (e-book or printed) for the APPA membership	20 units per book	Link to e-book or bibliographic citation
Complete the FPI (Facilities Performance Indicators) survey on behalf of your institution	5 units per FPI survey cycle participation/10 units per survey administrator	Verification from APPA of survey completion by survey administrator

APPA

APPA is the association of choice serving educational facilities professionals. APPA's mission is to support educational excellence with quality leadership and professional management through education, research, and recognition. APPA is a nonprofit corporation incorporated in the Commonwealth of Virginia. APPA is also tax exempt under Section 501(c) (3) of the Internal Revenue Code. APPA undertakes its activities in accordance with its nonprofit and tax exempt status and all applicable laws.

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Frequently Asked Questions

How do I keep my CEFP credential active?

Once you earn the CEFP credential, your certification period will last four years. During these four years, you must earn a minimum of 120 APPA Units and pay a renewal fee to maintain an active status. You may also elect to renew your CEFP credential early if you have met all the requisite recertification requirements.

What is an APPA Unit?

An APPA Unit is a way to measure professional development activities such as experience, leadership, or research/publications as well as continuing education units for education activities. An APPA Unit equates to a single contact hour and this is an element organizations use to count education and experience received through qualified instructional providers and competent supervision.

How do I earn APPA Units?

APPA Units can be earned in four categories; Experience, Education, Leadership and Research. , A member must earn a minimum of 40 hours in the education category and a total of 120 units overall. Supporting documentation must be kept to prove attendance or time spent in the category earned. Individuals must submit supporting documentation upon request if selected for a random audit or if additional information is needed to approve hours submitted.

What is my responsibility concerning the required documentation?

Individuals must maintain a personal file of activities and achievements provided in the four categories and submit this information online in your unique transcript area on the credentialing website. Each individual is responsible to maintain his/her own records of continuing education activities that are counted toward renewal credits. Each person must be prepared to submit those records to the Board upon request if required to do so.

What happens to my status if I do not renew timely?

If the 120 APPA Units are not attained on or prior to your anniversary renewal date, your CEFP credential will expire immediately and you will be moved to an expired status. APPA will remove your name from the recognition area on our website and you will not be allowed to use the CEFP designation behind your name and/or title. It will also be necessary to successfully take and pass the CEFP exam in order to attain the CEFP designation again. To register for the course and obtain an exam voucher code visit the Recertification section of the Credentialing Website.

What are the requirements for those who retire?

Retired CEFP holders are not required to renew; however, each must submit a request for recertification renewal prior to the end of his or her four year cycle. APPA must receive a letter or email requesting recertification for a new four year term and verification on company letterhead with individual's name and date of retirement.



Date: _____

To: Kelly Ostergrant, Credentialing Coordinator

From: _____

RE: Employment Verification for _____
Employee's Name

This letter will serve as verification for _____ proving their
First Name Last Name

employment with _____ from _____
Name of Institution Beginning Date

through _____ as a _____ employee for the
Ending Date (Full-time/Part-time)

purpose of CEFP Recertification with APPA: Leadership in Educational Facilities.

Sincerely,

Signature

Print Name



RECERTIFICATION WORKSHEET



- This worksheet can be used to help track CEFP Recertification information before entering it into your account at <https://credentialing.appa.org>.
- List your information below using the Matrix in Recertification Handbook.
- Specific documentation is required upon request for some categories. (See the Matrix in Recertification Handbook) This Recertification Worksheet is NOT a substitution for that documentation.

EMPLOYMENT/EXPERIENCE

<i>Experience serving in Facilities Management, Instructor in a college or university or a Facilities Management Consultant (enter each year separately)</i>				
Date	Title	Designation	Full-time/Part-time	APPA Units
1/1/2015 - 12/31/2015	Sample: Facilities Supervisor Title	Professional	Full-Time	10
1/1/2016 - 12/31/2016	Sample: Facilities Supervisor Title	Professional	Full-Time	10
Employment/Experience Total				0

EDUCATION

<i>Continuing Education (minimum of 40 hours of approved APPA Units required) Content must be specific to facilities management.</i>				
Date	Title and Description	Presented by	Hour/Credit/CEU	APPA Units
7/28/2015-7/31/2015	Sample: APPA Conference	APPA		16
6/1/2016	Sample: Other training related to FM	My FM Training Dept.	2 Hours	2
Education Total				0

LEADERSHIP

Leadership For Example: Holding office or presenting at a conference or as APPA Faculty.

Date	Title and Description	Location/Offering	Hour/Credit/CEU	APPA Units
7/30/2015	Sample: Presented "Stormwater Management	APPA 2015 Chicago		5
10/14/2015 - 10/10/2016	Sample: Historian for TNAPPA	Tennessee APPA		10
Leadership Total				0

RESEARCH/PUBLICATIONS

Research projects, publish articles, chapters or book related to facilities or completed the FPI (Facilities Performance Indicators) survey.

Date	Title and Description	Location/Offering	Hour/Credit/CEU	APPA Units
3/2/2015	Sample: published FPI for our university	Our University		2
5/4/2016	Sample: completed CFaR project	see attached		10
Research/Publication Total				0

Total APPA Units	0
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Name

Date

School/Company

Email