

Minnesota Facility Management Professional Association

MASMS Facility Manager Certification Program

The process of achieving and maintaining MASMS certification ensures that you are continually improving and refining your skills.

Achieving MASMS Certification can improve overall performance, improves qualifications, and develops necessary new skills.



Knowledge.
Inspiration.
Achievement.

Improve your qualifications.

Increase your skills and knowledge.

Increase your value and potential income.

Enhance credibility.

Certification

The MASMS Certification Program is offered by the Minnesota Educational Facility Management Professionals Association (MASMS).

Certification is the preferred goal; however, individuals may take selected courses in the curriculum without obtaining certification.

The certificate program is managed by the MASMS Educational Committee with support from the MASMS Executive Board and staff.

Purpose of the Program

The purpose of the certification program is to develop a knowledge base for Building and Grounds/Facility leaders to provide safe and healthful educational facilities in the State of Minnesota.

Benefits

The process of achieving and maintaining certification helps ensure that you are continually improving and refining your skills. Certification can improve overall performance, develop competency, and widen market opportunities.

Certification and education will enhance your credibility with your Administration, School Board and the Community.

MASMS Facility Manager Certification Program



Certification Overview

To obtain certification, an applicant must complete 52 hours of MASMS Certification Curriculum.

The required curriculum is divided into five modules. Each module is sub-divided into multiple courses.

1. Boot Camp
2. CPS Certification
3. Health and Safety
4. Finance
5. Electives

Frequency of Course Offerings

Each year courses are offered at the MASMS Fall Conference, State Meetings, Chapter Meetings, Custodial/Maintenance Days and special events.

Time Frame for Certification Process

A MASMS Member could complete the certification process in as little time as one year, or may spread it over multiple years—it is completely up to the individual. Chapter meetings will count for 1 CEU credit for each hour of class at the meetings.

Required Hours for Continued Certification

To stay current in the MASMS Certification Program, a participant must complete 36 hours of MASMS Continuing Education curriculum within a three year period, after initial certification is received. Members will receive 4 credits per year for being employed in the profession.

Application

To enroll in the MASMS Certification Program, a participant may complete the form on the back of this brochure, or apply on-line at www.masms.org. There is no enrollment fee. To maintain certification, one must be a MASMS member. Additional information will be provided in your certification packet.

**MFMC—MASMS
Facility Manager Certification**

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Inspiration.
Achievement.**

MASMS Facility Manager Certification Program Required Curriculum

1. MASMS Boot Camp

This is a two day course provided by MASMS. It provides practical experience and proven techniques to help improve skills in the facilities management field. Instructors will describe today's best maintenance practices and show how other schools have developed high performance facility departments.

- ♦ Improve management skills
- ♦ Increase leadership skills
- ♦ Optimize maintenance department performance and productivity
- ♦ Prepare facilities departments for the day to day challenges

This course covers the critical aspects of school facility management that include custodial, security, grounds, health and safety, maintenance management and transportation. The following topics will be covered for each of the above aspects: Standards, Training, Management Tools, Budgets, Best Practices, Equipment Needs and Inspections/Checklists

Boot Camp will also provide you with four (4) Health & Safety credits required for certification.

Wavier guidelines: Members may receive a certification wavier for Boot Camp if they attended Boot Camp within the last five years or have five or more years experience as a Building and Grounds Manager or Director. Contact the MASMS office to obtain a waiver request form. Wavier requests will be reviewed and approved by the MASMS Executive Board.

2. Certified Plant Supervisor (CPS) Certification

This one day course and test will be offered through MASMS at different times during the year. There is a fee of \$500 for this course.

The Certified Plant Supervisor Credential (CPS) is designed to equip the rising supervisor with the professional and interpersonal skills needed to keep their team moving forward. The CPS CREDENTIAL develops and tests supervisors, providing them with the confidence and knowledge to execute and successfully manage any situation. The CPS exam contains 100 true/false and multiple-choice questions. A score of 70% is required to pass.

The CPS training adds to the existing technical skills necessary to perform the job by focusing on the following: Team Building and Law, Leadership and Motivation, Communication and Interpersonal Skills, Time Management and Planning, Finance and Budgeting, Conflict Resolution and Problem-Solving

Certified Plant Maintenance Manager (CPMM) and Certified Plant Engineer (CPE) meet the CPS requirement, however a current membership card from AFE and a copy of the certification must be on record at the MASMS office.



3. Health and Safety

Credits under the Health and Safety section may be earned at MASMS events, MDE Town Hall Meeting, ECSU meetings, or any other event where applicable topics are covered. Please complete a Credit Request Form and return it to the MASMS office to be eligible to receive credits. In addition, MASMS will attempt to identify courses that qualify for Health and Safety credit in meeting agendas, schedules, etc. Participation in an OSHA-10 hour, OSHA-30 hour, or OSHA 511 course will satisfy the Health and Safety section requirements, but a copy of the certificate must be on record at the MASMS office. Participation in a Playground Certification, Certified School Risk Manager or other related course will be prorated based on classroom time. Please see the Credit Request form for guidelines.

4. Finance

This training will be directed and offered by the Minnesota Association of School Business Officials (MASBO), and will cover financial aspects that a Facilities Professional should be aware of. Completion of this training can be achieved during two days of the MASBO Institute that is offered one time per year. Please contact the MASMS office for dates and details.

5. Electives/Open Classes

MASMS will offer classes at all chapter and state meetings, and at the annual conference. Classes offered by other organizations may be applied toward certification. A total of 20 credit hours will be required for this part of the certification. Members will need to fill out a form to request certification credits for those classes. Credits will be reviewed and approved by the Education Committee.

Electives/open classes may cover a wide range of topics. Those topics may include basic computer skills, technical writing skills, administrative skills, information on how to create a Maintenance Department Manual, legalities of bidding, bid openings, project management and long-range department planning.

Members will need to fill out a Credit Request form to request certification credits for classes attended outside of MASMS events.

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Certification Program**

Starting the MASMS Certification Process is Easy!

Just send this form to the MASMS office and you are on your way!

The MASMS office will track your progress and provide you with yearly progress updates!

(You just need to email the MASMS office when you complete each class.)



MASMS Facility Manager Certification Enrollment Form

Name: _____

School: _____

Address: _____

Email: _____ Phone: _____

Mail this form to:

MASMS Office
600 4th Street North
Cold Spring, MN 56320

Questions? Just contact the MASMS Office
Email: office@masms.org
Phone: 1-320-685-4585

Or Email to office@masms.org



MASMS
600 4th Street North
Cold Spring, MN

Minnesota Facility
Management Professional
Association (MASMS)
Certification Program

MASMS
CERTIFICATION
INFORMATION
ENCLOSED

Knowledge.
Inspiration.
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