



Alberta Educational Facilities Administrators Association Certification Manual

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1.0 OVERVIEW

AEFAA's mission is "to work in partnership with Alberta-school divisions to provide safe and caring learning environments."

The CEFM certification program reflects a dedication to setting the highest standards for professionals in the management, maintenance and operation of educational buildings in Alberta.

The intent of this certification program is to advance the educational facility maintenance and operations practice through the development and implementation of a valid, credible, and reliable certification system. The certification program establishes identifiable career paths and promotes the development of a future workforce that can assure the continued growth of this practice.

To ensure the highest degree of professionalism and competency, all certified professionals must take a minimum number of continuing education units (CEUs) to maintain their certification. This requirement ensures certified practitioners always possess the most up-to-date knowledge and stay current in their skills and knowledge. Certification constitutes recognition that, to its best knowledge, an applicant meets the minimum educational, experience, and ethical standards adopted by AEFAA.

All AEFAA members in good standing are eligible for certification, by submitting an application, fulfilling specified requirements in accordance with the regulations of AEFAA and by practicing facility management at a high level of ethical standards. School Divisions and post-secondary Institutions can also become district members in AEFAA and have their employees certified in Levels 1, 2 or 3. All information in this Handbook and the Certification Application Form can be found on the AEFAA website.

The primary focus of this initiative was to provide a means of certifying people who work in school facilities in Alberta.

GOALS FOR CERTIFIED EDUCATIONAL FACILITIES MANAGERS (CEFM) CERTIFICATION

- Provides a competitive edge to those who are certified over non-certified professionals.
- Provides confidence to educational facility employers needing consistently qualified professionals in the field. To improve and promote, on a continuing and systematic basis, the level of professionalism in the educational facility management field.
- To provide recognition to those who have proven knowledge of the general principles and practices of educational facility management, and who have demonstrated a high level of achievement and conduct in the practice of the educational facility management profession.

- To educate the public, particularly education management officials that the practice of educational facility management calls for special training and experience.
- To inform the public, education management officials and other prospective members of the education management practices of the qualifications of educational facility management professionals.
- To encourage and assist educational facility management professionals in maintaining and increasing their knowledge and competence through continuing education and professional development activities.
- To encourage educational facility management professionals to participate regularly in the various activities offered to members of AEFAA.
- Promotion of qualifications of members to the educational facility management sector.

CODE OF ETHICAL PRACTICES

AEFAA expects their members to follow high standards of ethical practices. Members agree to adhere to these principles. There will be times when a member senses an ethical problem. These principles will be helpful at such times, although no statement of ethics will cover all questionable situations.

STANDARDS OF PROFESSIONAL KNOWLEDGE AND SKILL

- Members will strive to do their best work at all times, bringing the highest standard of professional knowledge and skill to their practice. This will include holding high standards regarding quality control and ongoing evaluation.
- Members are committed to personal and professional development and seek to be fully knowledgeable of best practices in this dynamic and changing field.
- Members will make information available on their qualifications to others. They will provide an updated and accurate profile/résumé when requested.
- Members render only those services in which they are competent and they seek expert advice when necessary.

2.0 THE CERTIFICATION PROCESS

All applicants are expected to be AEFAA members in good standing.

STEPS TO BECOMING CERTIFIED

Applicants applying for the first time to AEFAA certification must complete the Application Form (Appendix A). In applying, the applicant should follow the Application Form carefully as all the steps are explained and the requirements for documentation fully outlined.

UPGRADING TO A HIGHER CERTIFICATION LEVEL

Members will be eligible to apply for the next level of certification after one year in the new position. The CEFM designation requires a minimum of 7 years in the field of facility management with education facilities.

RENEWAL REQUIREMENTS

Certified members need to complete 36 Continuing Education Units (CEUs) every three years to maintain their designation's active status. The three-year renewal period begins on the date certified members attain their first designation. The Continuing Education Unit Verification Form can be found on the website. It is recommended that members make copies of this form and keep a file of CEUs as they achieve them throughout the three year period.

Each certified member is expected to keep track of Continuing Education Units for re-certification and submit them for approval. The overall purpose of asking members to continue to accumulate CEUs is to encourage continuous learning and the building of new skills. It is the responsibility of the certificate holder to ensure that his or her certificate(s) remains valid.

CONTINUING EDUCATION UNIT OPTIONS

1. **Education Credit** – Enter name of industry-related course. One (1) CEU point awarded for each hour of instruction. For courses with exam component required for successful completion, graduate must pass exam.
2. **Professional Accomplishment**
 - a. **Publications** – Writing an article for publication that is related to your profession – Two (2) CEU points for every hour of writing or research. Copy of the article must be enclosed

- b. **Presentations** – Preparing and giving a presentation that is related to your profession – Two (2) CEU points for every hour of the presentation and every hour of preparing the presentation including research. Verification of the presentation must be enclosed.
3. **Executive Membership** – Serve as an Executive on the AEFAA board. Six (6) CEU points awarded for each year you serve.
4. **Committee Membership** – Serve as a committee Member or Zone Rep on behalf of AEFAA. Three (3) CEU points awarded for each year you serve.
5. **Conference Attendance** – Attend the Annual AEFAA Conference. One point five (1.5) CEU points awarded for each year attended.
6. **Association/Professional Memberships** – Being an active member of an industry association (such as EFMA BC, A4LE, BOMA Institute, BOMA, IFMA, ASHRAE) in the years parallel to your current CEU cycle. Point two five (0.25) CEU points awarded for each year served. Verification of memberships must be enclosed.

EQUIVALENCY

The basic requirements for any level of certification are specified in this Handbook. However, if equivalency can be demonstrated as outlined below, this will substitute for the lack of educational requirements or direct experience.

The applicant must make a case for equivalency. The applicant should particularly reference the relevant core competency. As well as providing evidence in writing, the applicant should also submit third party evidence of completion of courses, leadership given, and other ways the person has gained. Part of the equivalency requirement is a review of the information submitted by the applicant by the AEFAA

Certification Committee to test its quality, breadth/depth and applicability.

In applying for equivalency, the applicant should specifically request an equivalency and submit the information to the best of their ability.

The equivalency rating is for AEFAA purposes only and has no standing beyond AEFAA.

DENIAL AND REVOCATION OF CERTIFICATION

Certification may be denied or revoked by the Certification Committee for any of the following reasons:

- Inaccurate information about professional employment experience.
- Inaccurate information about academic background.
- Employment or academic background is insufficient.
- Inadequate documentation of professional development credits.
- Insufficient competencies to meet the standards.

- Fees are not paid in a timely manner.
- Documentation for re-certification, after 3 years, is not submitted.
- If there is a violation of professional ethics.

APPEALS

Applicants for certification, re-certification and upgrade are entitled to appeal negative decisions made by the Certification Committee of AEFAA. A letter of appeal should be submitted to AEFAA requesting an official review of the decision. The Appeal Committee (Executive) of AEFAA, on receiving the documentation, will carry out a review to assure that no mistakes have been made in how the application was originally processed. If mistakes are found, and the applicant is believed to have sufficient qualifications for the level of certification sought, the Appeal Committee may recommend acceptance.

If the appeal is not accepted by the Appeal Committee, the Committee will provide an explanation to the applicant as to reasons behind their decision. They will also recommend a future course of action to the applicant in order to achieve certification. Appeals must be received and dispensed with in a timely manner. Letters of appeal must reach the AEFAA office within 60 days of the completion of the first certification decision. The Appeal Committee review must be completed within 30 days of the receipt of the letter of appeal.

FEE SCHEDULE

The AEFAA Certification Program is a self-funded program. Its costs for operations come from certification and renewal fees.

- **CERTIFICATION FEES \$100**
- **RENEWAL FEES \$100**

Certification and renewal fees are paid when the certification/renewal process is successfully completed.

3.0 THE APPLICATION PROCESS

To become certified all applicants must complete the Application for Certification, pay the certification fee and have the appropriate experience and education. Application instructions and fee schedules are listed on the application. After applications are received at the AEFAA office, applicant information is compiled in the certification database. A receipt for certification fees will be emailed to the applicant within 3 weeks of approval. The experience and education given on the application are reviewed by the Certification Committee. Dependent on the education and experience of the applicant, an interview

with the AEFPA certification committee may be required. If the application is rejected, the applicant will be notified and may be asked to supply more information if warranted.

Issue of Certificate: A copy of the certificate will be emailed to the successful candidate upon completion and the original presented during the AGM at the Spring Conference.

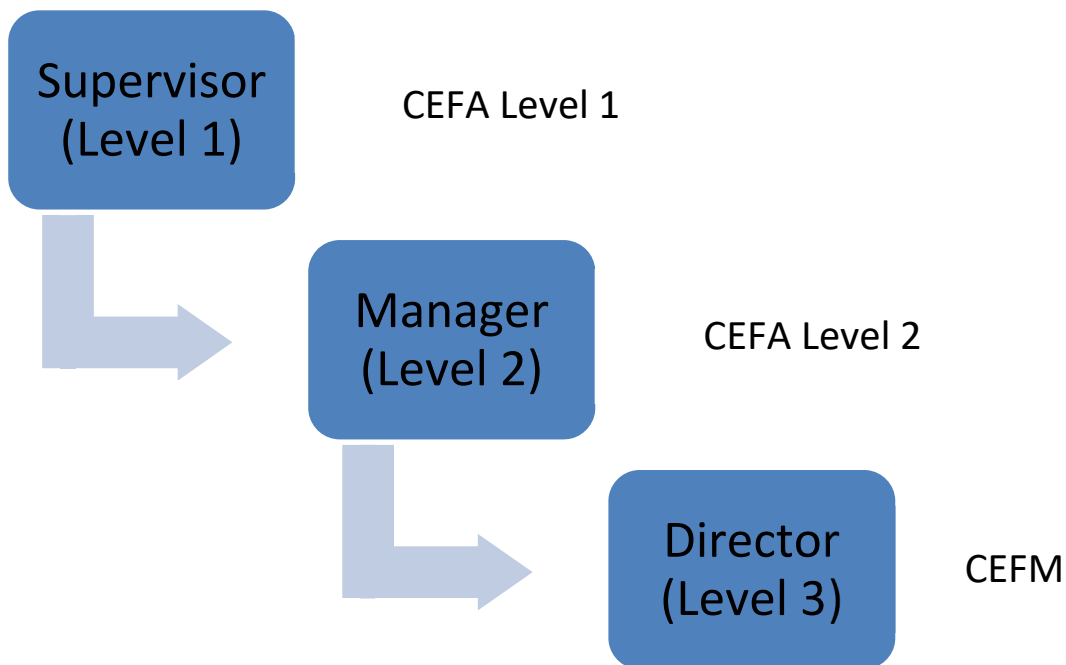
4.0 PROGRAM STRUCTURE

BACKGROUND

The Certified Educational Facilities Administrator certification describes the effective management of facility maintenance and operations. Levels I to III are composed of Educational Facility Maintenance /Operations certifications.

HIERARCHICAL LEVELS

The figure below diagrams the certification structure. At the entry level is Certified Educational Facilities Administrator (CEFA) Level 1.



Certificate holders are expected to demonstrate a wide range of knowledge, skills, and abilities because they should be able to perform the essential duties of their jobs at any educational facility. Certification also involves competency as supervisors in the applicant's area of specialization.

5.0 CERTIFICATION LEVELS AND DESIGNATIONS

CERTIFIED EDUCATIONAL FACILITIES ADMINISTRATOR LEVEL 1

Certified Educational Facilities Administrator Level I Certification is designed to demonstrate competency at the entry and basic working level. More specifically, Level I certification implies competence in the knowledge, skills and abilities required to perform the Essential Duties of an entry level Educational Facility Maintenance Official.

ELIGIBILITY CRITERIA

Type of Activity	Typical Route
Education	Grade 12
Experience	2 -4 years experience in building maintenance & operation
Qualifications	<ul style="list-style-type: none">- 40 hours management education training- Demonstrated ability to plan, supervise, and evaluate, with minimal direction the work of a diversified staff- Demonstrate ability to budget and effectively control expenditures
Certification	Yes, by AEFAA
Examination	No
Proof of qualification	Reviewed individually by Certification Committee

ESSENTIAL CORE COMPETENCIES

Individuals certified as Level I Educational Facilities Administrator are expected to possess acceptable competency when performing the tasks that are necessary for entry-level responsibilities.

CERTIFIED EDUCATIONAL FACILITIES ADMINISTRATOR LEVEL 2

Certified Educational Facilities Administrator Level 2 certification is designed to demonstrate competency at the skilled or journeyman level. Demonstrates in-depth ability to perform complex tasks, without supervision, IN ADDITION TO LEVEL ONE core competencies.

ELIGIBILITY CRITERIA

Type of Activity	Typical Route
Education	<ul style="list-style-type: none">- Journeyman(TQ) Certificate- Completions of relevant BOMA courses working towards FMA,SMT/SMA designation
Experience	4-8 years' experience in building design and construction management along with building maintenance & operation
Qualifications	<ul style="list-style-type: none">- 80 hours management education training- Thorough knowledge of mechanical and building systems, building codes, standards and regulations- Supervisory skills in overseeing a work force of various trades
Certification	Yes, by /AEFAA
Examination	No
Proof of qualification	Reviewed individually by Certification Committee

ESSENTIAL CORE COMPETENCIES

Individuals certified as Level 2 Educational Facilities Administrator are expected to possess acceptable competency when performing the tasks that are necessary for entry-level responsibilities. These necessary tasks are known as the Required Core Competencies. The certification indicates knowledge, skills and abilities required to perform the required core competencies.

CERTIFIED EDUCATIONAL FACILITIES MANAGER LEVEL 3

Level III Certification is designed to demonstrate competency at the lead or advanced technical level and supervisory core competencies. More specifically, Level III certification implies competence in the knowledge, skills and abilities required to perform the essential duties of a lead or advanced school plant maintenance official, i.e. To provide leadership, supervision and maintenance of the sanitation, cleanliness and safety for the physical plant and grounds.

ELIGIBILITY CRITERIA

Type of Activity	Typical Route
Education	<ul style="list-style-type: none"> - Post secondary education with degree or diploma in civil, mechanical or architecture. - Completion BOMA, BCIT Designation/certification or diploma or similar certifications
Experience	8+ years in building design and construction management along with building maintenance and operation, minimum 7 years of Educational Facility Management
Qualifications	<ul style="list-style-type: none"> - P. Eng or MAIBC or AscT designation - 120+ hours management education - Thorough knowledge of mechanical and building systems plus the ability to read and understand building construction plans and specifications
Certification	Yes, by AEFAA
Examination	No
Proof of qualification	Reviewed individually by Certification Committee

ESSENTIAL CORE COMPETENCIES

Individuals certified as Level 3 Educational Facility Operations Professionals are expected to possess acceptable competency when performing the tasks that are necessary for advanced supervisory responsibilities. These are outlined under the required core competencies. The certification measures knowledge, skills and abilities required to perform the required core competencies.