

# APPA's Credentialing Program



Presented by:  
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## AGENDA

- Why Credentialing? WIIFM?
- Introduction to program and goals
- Distinguishing between CEF and EFP
- Customized Interactive Learning Platform
- Exams and preparation
- Q&A





## Why Be Credentialed?

- **Demonstrates personal and professional growth**
- **Demonstrates competency and aptitude**
- **Differentiates you from others**
- **Demonstrates dedication to excellence**
- **Many employers require it or note it is highly desirable**
- **Makes a strong statement about YOU!**



## Getting Credentialed is Easy

- **Requires discipline to study**
- **Often requires an application or testing fee**
- **You have to actually take a pass the exam**
- **Often requires re-certification**
- **Requires on-going training**



## The Good News

# APPA HAS THE RESOURCES TO DEVELOP AND VALIDATE EXPERTISE

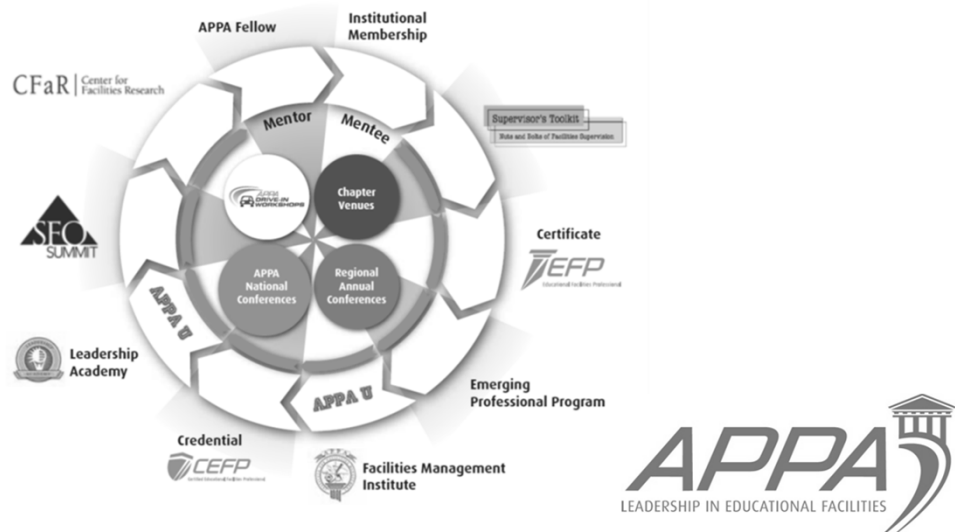


## The Purpose of APPA's Credentialing Program

- Identify, validate and recognize competency
- Assure educational institutions of the quality of their facilities management professionals
- Encourage on-going professional development within the profession
- Establish standards for professional performance in educational facilities management
- Advance the profession
- Become the expected credential internationally for educational facility professionals



## Competency Based Professional Development Continuum



## APPA's Credentialing Program

- Based on the Body of Knowledge (BOK)
- Also references other APPA resources
- Customized for the Educational Facilities Professional
- Two Levels – CEFP & EFP
- Online Preparatory Course and Study Guide
- Online Exams



## Program Distinctions

- **EFP**
  - Transitional certificate for the emerging professional
  - Demonstrates the individual knows the basics
- **CEFP**
  - The official credential for the profession
  - Validates competency
  - Expectation for all higher level management
  - Working on ANSI (ISO 14027) Certification



## Program Distinctions



- *Minimum 5 years experience*
- *Knowledge & Experience Based Credential (4 year renewal)*
- *Eligibility Requirements*
- *Recertification Requirements*
- *Demonstrates your application of skills and knowledge at the institutional level*



- *1-4 years experience*
- *Knowledge Based Lifetime Certificate*
- *No Eligibility Requirements*
- *No Recertification Requirements*
- *Demonstrates you have what it takes to be in the educational facilities profession*



# CEFP / EFP Points Check

## FOR THE EDUCATIONAL INSTITUTION:

- Demonstrates that the campus facilities organization is comprised of qualified, competent, and learned professionals.
- Supports succession planning and maintenance of quality facilities practices on campus.
- Provides an incentive for recruitment and retention.
- Advances the stewardship of the institution's facilities investment.

### Do I Qualify for the CEFP Certification?

1. How many years have you been employed in educational or non-educational facilities related work?
2. What is the highest level of education or training you have acquired?
  - ☐ PhD degree (Facilities or Non-Facilities related)
  - ☐ Masters degree (Facilities or Non-Facilities related)
  - ☐ BS/BA degree (Facilities related, i.e. Architecture/Engineering/Facilities Management, etc.)
  - ☐ BS/BA degree (Non-Facilities related)
  - ☐ Associates Degree
  - ☐ HS Diploma (only if higher education was not obtained)
3. Have you earned or acquired any of the following supplemental achievements?
  - ☒ Total number of tracks completed at the Institute for Facilities Management
  - ☒ Total number of tracks completed at the Leadership Academy
  - ☐ EFP Recipient
4. List up to three non-APPA related licenses/certification/professional association designations (i.e. Trades Craft/Journeyman)
  - 
  - 
  -

Restart

You have earned  of 15 points required to take the CEFP exam.



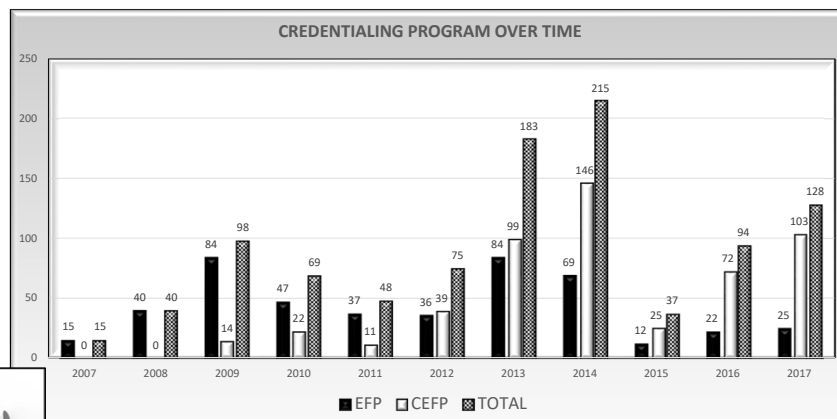
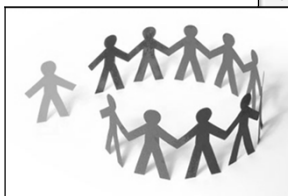
# CEFP / EFP Earned

EFP 471

CEFP 531

Total 1,002

The competition is increasing so join in and get your credentials.



## Customized Interactive Learning Platform

- Four core areas
- Modular
- Flashcard course
- Practice exams and quizzes
- BOK study guide
- Knowledge checks
- Interactive exercises
- Self-paced and facilitated



## Customized Interactive Learning Platform

- What advantage will the CIL platform provide for you?



- *Facilitated by a qualified instructor*
- *Active engagement via Forum chat area*
- *Live webinars identify BOK content improvement areas*
- *Helps to gauge your level of readiness*
- *Able to facilitate larger cohort groups*
- **Customizable!**

[https://youtu.be/g\\_DVIKO9LOM](https://youtu.be/g_DVIKO9LOM)



## Updated Study Guides

- Separate Guides for both EFP and CEF
- “Cliff Notes” of Four Core Areas
- Key Terms and Concepts
- Sample Case Studies for CEF
- Updated Charts/Graphs
- Glossary/Appendices/Searchable PDF



## Test Platforms

Multiple online testing options:

- Test centers
- Remote proctoring
- Client proctored
- Easy navigation
- Pass/Fail immediately known
- Certificate package





## MORE Good News

### Regional Support:

- ERAPPA - FREE
- SRAPPA – Discounted Pricing
- MAPPA - FREE
- CAPPa - FREE
- RMA – Discounted Pricing
- PCAPPA – Discounted Pricing



## EVEN MORE Good News

COMING SOON!



THE AMERICAN INSTITUTE  
OF ARCHITECTS

- AIA CEU Course
- GSA Content Provider
- SAME Partnership



## APPA's Four Core Competencies

### Approximate Distribution of Test Questions:

<b>BOK Area</b>	<b>EFP</b>	<b>CEFP</b>
<i>General Administration &amp; Leadership</i>	26%	35%
<i>Operations &amp; Maintenance</i>	33%	25%
<i>Energy, Utilities &amp; Environmental Stewardship</i>	21%	17%
<i>Planning, Design &amp; Construction</i>	22%	23%



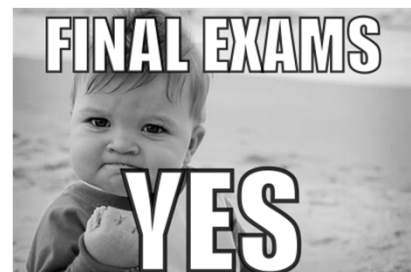
## Exam Format

### Exam Format for CEFP:

- 110 Multiple Choice Questions
- 6 Case Studies (Multiple Choice)
- Up to 4 hours to complete exam

### Exam Format for EFP:

- 135 Multiple Choice Questions
- Up to 3 hours to complete exam



## I. General Administration & Management

**1. An ethical climate is created and supported by:**

*a) severe discipline   b) longevity awards   c) ethics advisory committee   d) security*

**2. Best practices for professional development include all except:**

*a) establish suitable goals   b) conflict resolution  
c) action plans   d) timeliness*



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*C. Ethics Advisory Committee*

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*B. Conflict Resolution*



## I. General Administration & Management



### True or False

If you are hanging an approved "Think Safety" sign you can stand on the lift railing.



## II. Operations & Maintenance

**1. Effective managing ratio for custodial employees (FTE) to supervisor?**

- a) 6-8    b) 9-12    c) 13-17    d) 18-25

**2. Best equipment to remove carpet spills/stains?**

- a) Backpack vacuum    b) Scrubber    c) Extractor    d) Burnisher



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B. 9-12

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C. Extractor



## II. Operations & Maintenance

“Domestic  
Hot Water  
System”



### III. Energy, Utilities & Environmental Stewardship

**1. The single largest consumer of electrical energy, on average, is ?**

- a) Computers   b) chillers   c) boilers   d) lights   e) motors

**2. The largest source of U.S energy to make electricity is?**

- a) Fossil Fuels   b) Nuclear   c) Hydropower   d) Solar and Wind

**3. Electric meters are used to measure?**

- a) Thermal energy   b) reactive power, watts   c) fuel  
d) pollution emitted



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*D. Lights*

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*A. Fossil Fuels*

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*B. Reactive power, watts*



### III. Energy, Utilities & Environmental Stewardship



#### **“Alternative Fuel Vehicle”**

Discuss the pros and cons of this vehicle



### III. Energy, Utilities & Environmental Stewardship



#### **“Using your Metro Station for storm detention”**

Discuss the pros and cons of this option



## IV. Planning, Design & Construction

**1. What is not a typical facilities construction delivery method?**

- a) *Design Build*   b) *Just-in-time*   c) *Design-Bid-Build*   d) *CM @ Risk*

**2. Which industry defines building, materials, products, and equipment specifications?**

- a) *BOMA – Building Operations and Management Association*  
 b) *APPA - Leadership in Educational Facilities*  
 c) *SCUP – Society of College and University Planners*  
 d) *CSI - Construction Specification Institute*



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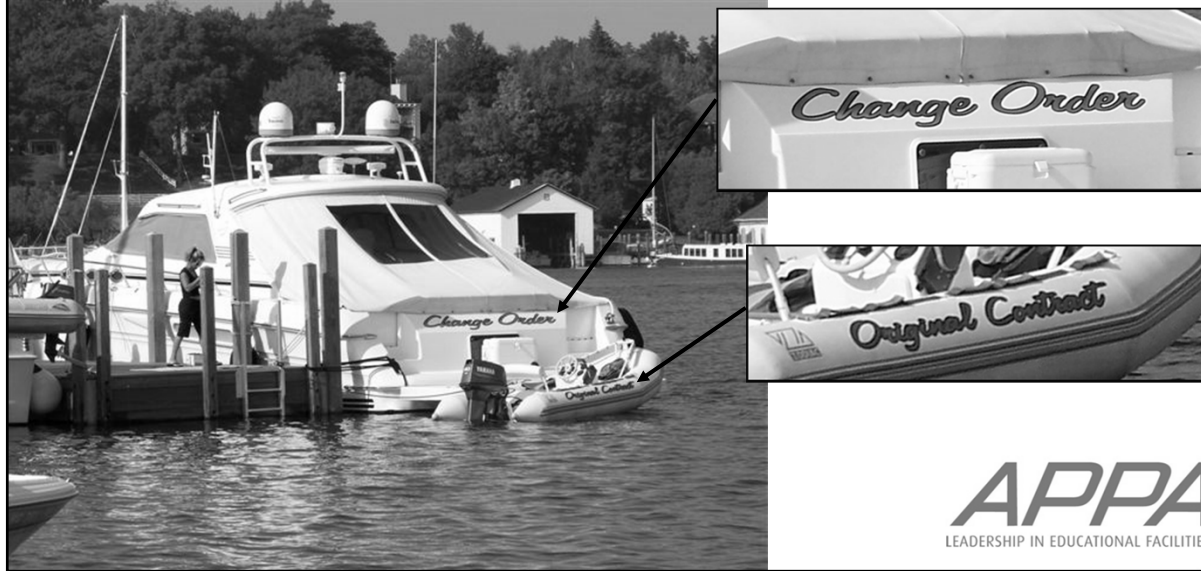
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## IV. Planning, Design & Construction



Thank You!

*Please visit us at  
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more information on APPA's  
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Hills, APPA's Director of  
Credentialing & Benchmarking  
at [christina@appa.org](mailto:christina@appa.org)*

