

IFMA – Certified Facility Manager (CFM) – On Demand Syllabus

Course Description

The Certified Facility Manager (CFM) is the globally recognized credential to help you showcase the mastery of your skills across the entire FM body of knowledge.

This is a proctored exam where you show your knowledge and experience in FM. Once you know you meet the eligibility requirements, you can submit your application to schedule the exam.

Study resources available:

- Competencies
 - Can be enrolled individually or enrolled in the bundle of competencies.
- CFM Practice Exam
 - Allows you 5 opportunities to take a mock version of the actual exam.
 - You have 90 questions and 2 hours to complete the practice (this is half of the time and questions of the actual exam)
- CFM Prep workshop
 - A virtual class with an IFMA-qualified instructor offered over a 2-day time frame (2 hours for each session).
 - The instructor provides tips and tricks on taking the exam.
 - Only covers the methodology of how the questions are written and does not cover content from the competencies.
- CFM Knowledge workshop
 - A virtual prep workshop with an IFMA-qualified instructor offered over a 2-day time frame (2 hours for each session). (This is the CFM Prep workshop.)
 - The instructor provides tips and tricks on taking the exam.
 - Covers the methodology of how the questions are written and does not cover content from the competencies.
 - Weekly virtual classes that cover content for the 7 courses and provide an overview of the content for each course.
 - Enrollment in the course will also be included.
 - Hard copy books are also available upon request. There is an additional cost for these as they are not required.

Competency Areas

Successful candidates will have experience in the following competency areas. These eleven areas have been identified as the core areas of skills and knowledge necessary for a successful facility manager:

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| • Occupancy and Human Factors | • Facility Information Management & Technology Management |
| • Operations and Maintenance | • Sustainability |
| • Finance and Business | • Real Estate |
| • Leadership and Strategy | • Project Management |
| • Communication | • Risk Management |
| • Performance & Quality | |

IMFA – CFM Prep Workshop – Syllabus

Prepare for the CFM Exam

Candidates should prepare for the exam prior to submitting the application for approval. Once the application is approved, candidates have 90 days in which to schedule and take the exam. Preparation methods are optional, there is no required coursework for the CFM, and the Certification Commission does not require or endorse any specific preparation resource.

CFM Exam Prep Workshop

Review the overall methodology of the CFM Exam and practice applying FM knowledge and critical thinking skills in a competency-based exam through practice exam questions. Participants are expected to have the necessary knowledge of the 11 competencies tested on the CFM Exam. This workshop is focused on exam strategies and does not include knowledge-based instruction explicitly covering the competencies.

Participants will:

Learn how to use the tools that can lead to success on the CFM Exam.
Understand the overall concept of the exam and focus on the methodology of the exam. Learn to apply critical thinking skills and discuss the rationales used.

Workshop Benefits:

Review the overall methodology of the exam and practice applying FM knowledge in a competency-based exam. Practice applying critical thinking skills and discuss the rationales used in practice exam questions. Review exam-taking skills and strategies may lead to success on the CFM Exam. Learn from CFM instructors who have been trained to share their knowledge and valuable experience.