

# 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](http://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.

### **Certification Name**

**MFMC—MASMS  
Facility Manager Certification**

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Inspiration.  
Achievement.**

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## 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
- ♦ Optimize maintenance department performance and productivity
- ♦ Increase leadership skills
- ♦ 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 the Health & Safety credits required for certification.

*Waiver guidelines: Members may receive a certification waiver 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. Waiver 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 \$450 for this course. MASMS Scholarships will be offered for members that are unable to pay this fee.



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

*If you hold a similar certification and/or have college credits that relate to this certification, you may file a request to have this part of the certification waived.*

### 3. Health and Safety

This training may be achieved at a one day class that will be offered at least once a year, or at individual classes that may be offered at general MASMS events. These classes will follow up on what you had learned in the health and safety portion of the Boot Camp. The classes will consist of various Health and Safety topics and how it may relate to your current position and career objectives.

### 4. Finance

This training will be directed by Minnesota Business Official Association (MASBO) officials, and will cover financial aspects that a Building and Grounds director should be aware of. This training may be achieved at a one day class that will be offered at the MASBO institute once a year, or at individual classes that will be offered at general MASMS events. The classes will cover various finance topics.

### 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.

# 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: [ruth@masms.org](mailto:ruth@masms.org)  
Phone: 1-888-429-3884

Or fax to 320-685-4592 or email to [ruth@masms.org](mailto:ruth@masms.org)



MASMS  
600 4th Street North  
Cold Spring, MN 56320

Minnesota Facility  
Management Professional  
Association (MASMS)  
Certification Program

MASMS  
CERTIFICATION  
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Inspiration.  
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