

# Coming Soon!

## OSPMA Facility Manager Core Certification

Presented by The OSPMA in conjunction with the Oklahoma State Department of Education



### Who Should Participate

The Facilities Manager Core Certification and Facilities Manager Continuing Education Programs benefit facilities directors, business managers, district administrators, maintenance supervisors or anyone who has director or supervisory responsibility for the operations of school facilities.

### School District Benefits

- Better trained Facility Staff
- Savings through efficiencies of operation, energy use and effective labor management
- Improved safety for students, staff and community
- Savings through fewer claims
- A healthy and safe learning environment
- Increase in public confidence
- Effective facility planning and budgeting

### Personal Professional Benefits

- Increase in knowledge which leads to increased confidence in your abilities
- Recognition in your district and by your peers
- Knowledge gained from a network of school facility managers and industry professionals
- Familiarity with current topics, trends and legislation affecting school facilities management
- Improved employment options
- Enhanced leadership skills

### Purpose of Program

To develop a knowledge base for Building and Grounds/Facilities leaders to provide safe and healthful educational facilities in the State of Oklahoma.

### Certification

The OSPMA Facilities Manager Certification Program is offered by the Oklahoma School Plant Managers Association in cooperation with the Oklahoma State Department of Education. Certification is the preferred end; however, individuals may take selected courses in the curriculum without obtaining certification. Any level of participation will add to one's experience and knowledge base. Those completing the Facilities Manager Core Certification program requirements will be recognized at the OSPMA Fall Conference.

### Application

A person must apply through OSPMA to enter the program. The applicant must pay applicable fees for the certification program and their institution is required to maintain an annual OSPMA membership.

### Program Oversight

The certification program is managed by the OSPMA School Facilities Committee. The Facilities Committee identifies topics and speakers, reviews the course materials, and provides feedback to the speakers.

### Continuing Education Requirement

A minimum 4 hours of continuing education is required over a two-year period at the OSPMA Fall Conference to re-certify as Facility Manager.

### Frequency of Course Offerings

Each year courses will be offered at the OSPMA winter training session, April Training site and the OSPMA fall conference. A minimum of 1 complete module is offered at each of these conferences. In a typical year, OSPMA offers approximately 15 to 20 hours of certification training or 3-4 Modules, allowing a participant the possibility to complete the certification in two - three years.

## **Required Curriculum**

The Core curriculum is divided into seven modules and one introductory course. Each session in each module is required to achieve certification.

### **Introduction:**

So, You Want to Be a Facility Manager  
An introduction to school facility management

### **Core Module 1 (4 Hours)** Custodial Operations

- 1.1 Effective Hiring and Orientation Process
- 1.2 Performing Custodial Staffing Levels & Assessments.
- 1.3 Custodial Supervision & Evaluation
- 1.4 Product & Equipment Selection

### **Core Module 2 (4 Hours)**

Building Systems

- 2.1. Energy Accounting and Education
- 2.2. Understanding HVAC
- 2.3 Electrical Systems: Part 1 - Lighting & Lighting Controls
- 2.4. Electrical Systems: Part 2 - Electronic Systems

### **Core Module 3 (6 Hours)**

Environmental Health & Safety

- 3.1. 20 Areas of Safety Concern & Responsibilities
- 3.2. Indoor Air Quality
- 3.3. Integrated Pest Management
- 3.4. Asbestos
- 3.5. Life Safety & Building Codes
- 3.6. Employee Health & Safety

### **Core Module 4 (4 Hours)**

Maintenance & Operations

- 4.1 Exterior Building Envelope Maintenance
- 4.2. Roof Maintenance
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- 4.2. Roof Maintenance
- 4.3. Effective Preventative Maintenance Program
- 4.4. Building Automation Management Systems

### **Core Module 5 (4 Hours)**

Facility Life Cycle & Budgeting

- 5.1. Managing Sports Fields-Grass, Turf & Synthetic Surfaces (BUILDING TRACKS)
- 5.2. Budgeting for Schools-Facilities Dept.
- 5.3. Construction & Referendum Projects:  
What you need to know.
- 5.4. Capital Planning- How to Develop a 5- or 10-year plan (combination of Capital Planning & Long-Range Planning).

### **Core Module 6 (4 Hours)**

Leadership

- 6.1. Hire, Rehire & Everything In-between
- 6.2. Hire, Rehire & Everything In-between your program
- 6.3. Leading for Excellence /How to Identify & Communicate Success
- 6.4. Excelling as a Leader

### **Core Module 7 (5 Hours)**

Emergency Management, School Safety & Security

- 7.1. Emergency Planning
- 7.2. Security Assessment
- 7.3. After Hour Emergencies: How to Plan
- 7.4. Continuity Planning and Disaster Recovery
- 7.5. How are Oklahoma Schools Districts Preparing for Threats?

## ***Facility Certification Training Program***

### **To Enroll**

We expect to roll out the program over the summer with the first training to be at our fall conference in September.

We anticipate the cost to be a one-time fee of \$350.00 for the entire program or \$60.00 per Module.

Participants must be OSPMA Members in good standing (Active member of OSPMA).