



# Professional Certification Program

**Washington Association of  
Maintenance and  
Operations Administrators**

<i>CERTIFICATE CATEGORY</i>	<i>REQUIREMENTS</i>
<p>Educational Facilities Specialist (EFS)</p>	<p>Leadership role in school facilities. No degree required. Application fee \$35.</p>
<p>Educational Facilities Administrator (EFA)</p>	<p>Bachelor's degree and two (2) years management experience in school facilities and current management of at least a subsidiary functional area –OR- an Associate degree and four (4) years management experience in school facilities and current management of at least a subsidiary functional area –OR- no degree and six (6) years management experience in school facilities and current management of at least a subsidiary functional area. Application fee \$45.</p>
<p>Educational Facilities Master (EFM)</p>	<p>Master's degree and four (4) years management experience in school facilities and currently managing at least a primary functional area. Or a Bachelor's degree and six (6) years management experience in school facilities and currently managing at least a primary functional area. Or, an Associate's degree and eight (8) years management experience in school facilities and currently managing at least a primary functional area. OR no degree and ten (10) years' management experience in school facilities and currently managing at least a primary functional area. Application fee of \$55.</p>

## Application and Documentation Requirements for New Applicants

- Complete application form
- Letter from Personnel Office or Human Resources addressed to the WAMOA Certification Board that outlines the applicant's current job title and the number of years the applicant has been employed in that position by the district. In addition, any prior positions should be included with the length of time in each position.
- Copy of the School District's job description for applicant's position.
- Copy of required educational certificate or diploma as applicable
- Professional letter of recommendation from the Director of Facilities, Business Manager, Superintendent or equivalent addressed to the WAMOA Certification Board supporting the professional competence of the applicant.
- Portfolio of information and/or documentation containing a description of the applicant's education, facility related experience and administrative or supervisory experience along with any additional information the applicant would like the Board to consider.

## Re-Certification Guidelines for Existing Certificate Holders

WAMOA established its professional certification program for the purpose of providing high standards of professional ethics and competence for educational facilities maintenance and operations administrators at three levels: Educational Facilities Specialist, Education Facilities Administrator and Educational Facilities Master. The period of valid certification for all three levels is five years from the date of approval by the Certification Board.

### I. GENERAL INFORMATION

At the end of each five-year period, the certified member must establish eligibility to become recertified by achieving credits as defined by the Board. Credits include: one for each year of employment as a facility administrator; one for each college level course related to facility administration (as either student or teacher); one for each lecture given or each article published in the field of facility administration; and other activities approved by the Certification Board.

### II. CREDIT FOR EMPLOYMENT (Maximum 5 Credits)

One credit will be given for each 12 months employment in facilities administration. This assumes that the position held, at the end of certification, was at a decision-making level of responsibility in facilities. Credit will be given for employment in that position, its equivalent, or better. Promotion to positions of more responsibility will be

accepted, provided the employment includes facilities responsibilities. The employment year must be after the original certification or last recertification date, whichever came last. Employment verification as requested on the recertification application form must be furnished.

### **III. ACADEMIC CREDITS**

One academic credit will be given for the successful completion of a course on a facilities administration subject, either as a teacher or student. A course is a review, study, or presentation of a facilities subject that includes at least ten contact hours in class, conference, seminar, or research. A one-day course which includes at least five, but less than ten, contact hours in class, conference, seminar, or research, will receive one-half credit.

A facilities administration subject is any subject matter listed in or pertaining to the body of knowledge for facilities administration. The subject must be presented on an administrative level. This includes:

- College-level courses taken for degree credits
- College-level continuing education courses (non-credit)
- Facility or engineering association courses
- Facility administration conferences or seminars
- Government-sponsored conferences, seminars, or courses

Verification of Academic Credits: Verification of successful completion of the course will be furnished in one of the following ways:

- Copy of certificate of completion which indicates the subject, length of the course, and successful completion.
- Signed statement (by the course instructor or sponsoring institute) attesting to successful completion of the subject and indicating length of the course.
- Copy of certificate of completion or transcript showing successful completion and grade from correspondence school, professional, or education institute, or facility, or association.
- Continuing Education Units (CEU) earned will be accepted, provided they are on facility administration subjects. A copy of the CEU award indicating the subject content and successful completion must be provided. Maximum of one certification credit will be awarded for any one course regardless of the course's length, credit hours, or CEU earned.

### **IV. PROFESSIONAL ACTIVITIES**

One credit will be awarded for presentation of a significant paper or talk on a facilities administration subject before a state meeting or conference. A paper or talk is an oral presentation on a facility subject related to facility administration where the presentation must have been prepared to be understood by management or technically-oriented people who have an interest in facility administration. The presentation should be at least 40 minutes in length and must be scheduled as an official part of a planned program.

Verification of Professional Activities: Verification of the presentation will be furnished in one of the following ways:

- Written copy of the presentation with copy of the program in which it was given.
- Press review of the program stating that the presentation was given.
- One credit will be given for each technical article published. The article must be technical in content and pertaining to a facility administration subject. The article must be at least one full 8x10 page in length. The article must carry the byline of the person. Articles with more than one name bylines must be at least an 8x10 page in length for each byline. The article must be published in a recognized technical publication. Verification will be furnished of the authorship of the article presented for credit by furnishing the following information:
  - a. Copy of the article
  - b. Name of publication
  - c. Date of publication.
  - d. Statement by the person that he/she is the author of the article and that it is original material.
  - e. The article must be written since the person was certified or last recertified, whichever came last.

#### **V. OTHER APPROVED ACTIVITIES**

If the person feels participation in a facilities activity has increased proficiency as a facilities administrator and has kept him/her current in the facilities administration profession, application may be made to the Certification Board for credit. Sufficient details of the activity must be forwarded for the Certification Board to make a valid judgment. The decision of the Certification Board will be final. From time to time, the Certification Board may recognize activities that increase facility administration proficiency or update plant facility knowledge. The Certification Board may authorize credits to be given for such activities.

- One credit will be given for two years of active participation as an officer or standing committee chair of a professional facilities association.
- One credit will be given for receiving an award for facilities achievement. The award must be for outstanding accomplishments and for individual recognition.