



CAREER MENTORING GUIDE

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**The Atlanta Chapter
Of The
International Facilities Management Association
Career Management Committee**

Table of Contents

- A. Overview of the Career Mentoring Program
- B. Key Contacts
- C. What is a mentor?
 - a. Qualifications
 - b. What are the responsibilities of a mentor?
 - c. What are the benefits to being a CFM mentor?
 - d. Timeline
- D. What is a mentee?
 - a. Qualifications
 - b. Benefits
 - c. Expectations
- E. Overview of Certifications and Mentoring
- F. Top Five Reasons to Get Certified
- G. How does the program work?
- H. Mentor Registration Form
- I. Mentee Registration Form

Overview of the Mentoring Program

This guide is designed to provide both mentors and mentees in the IFMA Atlanta facilities management chapter an overview of how the program works. As a mentor, you will be helping members to sustain and enhance their careers by increasing their competencies, earning certification, building relationships and helping to prepare them as future leaders of our association. As a mentee, this program will provide you with a knowledgeable facilities management professional who can provide you with a wealth of experience and advice to enhance your career development.

Key Contacts

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What is a Mentor?

A mentor is an experienced facilities management professional who can provide professional advice and guidance to students and less experienced facilities management professionals to help them attain professional certifications and advance their professional growth.

Qualifications of Mentor

- A. Five plus (5+) years as a facilities management professional.
- B. Willingness to commit one year to the program.
- C. Willingness to communicate and meet with the mentee as often as necessary during the year.
- D. Must be a certified member of the Atlanta Chapter of the International Facilities Management Association.

What are the responsibilities of a Mentor?

- A. Assist an IFMA Professional Member who needs help or guidance in areas including, but not limited to:
 - a. Facilities management topics
 - b. Advice on career-related objectives
 - c. Help in attaining one or more professional credentials.
- B. Meet with mentee to determine his/her goals and time frames.
- C. Establish best communication mode with mentee.

- D. Direct mentee to needed classes, seminars, study groups, knowledge sources on the particular competences that will increase his/her knowledge/experience base.
- E. Send notes of encouragement.
- F. Meet with mentee to study, discuss goals on a regular basis.
- G. If the mentee is pursuing a facilities management certification, communicate with mentee during the application process, before taking exams and after the exam for either congratulations or support.

What are the benefits to being a Mentor?

- A. Receive 10 CFM maintenance points per year.
- B. Re-energizes the mentor's career.
- C. Satisfaction of mentoring another FM professional seeking advice, career guidance, credentialing status and enhancing their professional and career potential.
- D. Raising the distinction of the designation into the Atlanta Business Market.
- E. Recognition from the Atlanta Chapter as a Chapter Mentor.

Timeline

- A. You can become a mentor at any time.
- B. The goal is to help the mentee advance his/her professional growth and achieve certification as soon as practical.
- C. The mentoring program is generally for one year with the possibility of extending it to two years if both the mentor and mentee think that it is necessary.

What is a Mentee?

A Mentee is a facilities management professional seeking advice and guidance from an experienced, certified facilities management professional in order to advance his or her professional growth and/or to attain certification(s).

Qualifications of Mentee

- A. Be a member of the Atlanta chapter of IFMA.
- B. Be a professional member of IFMA.
- C. Minimum commitment of one year to the program.
- D. Willingness to communicate with the mentor as often as necessary.

Benefits

- A. A mentor will help you to achieve certification.
- B. A mentor will help you in areas concerning your professional growth.

- C. Will improve your problem solving, listening skills, communications, interpersonal relationships, technical abilities and leadership skills.
- D. Meet colleagues with varied experiences, skills and contacts.
- E. Network with others in your field.
- F. Become a future mentor for other professionals.

Expectations

- A. Attend monthly meetings and meet with mentor in person.
- B. Communicate with mentor at least 4-6 times per year.
- C. Take initiative and seek guidance from your mentor as needed.
- D. Discuss your needs and objectives with your mentor.
- E. Listen objectively when receiving feedback from your mentor.
- F. Submit a report about the mentoring program after one year to the Chair of the Career Services Committee.

Overview of Certifications and Mentoring

There are four types of certifications that can help facility managers maintain a high level of knowledge and competence:

- A. Certified Facility Manager (CFM)
- B. Facilities Management Professional (FMP)
- C. Sustainability Facility Professional (SFP)
- D. LEED Accredited Professional (LEED AP)

The ideal mentor is someone who is a member of the chapter who already has the certification that the mentee is interested in achieving. Shown below are some details regarding each designation. More details are available at the IFMA website (www.ifma.org).

Certified Facility Manager (CFM)

The CFM certification requires a high level of facility management experience, skill and education. Certification is granted to those who are able to pass a comprehensive exam covering all FM core domain areas.

Eligibility Requirements

- A. Review candidate eligibility requirements and fees.

The CFM is a competency-based certification. Candidates must first meet the education and experience requirements outlined in below. Once the application is accepted, the candidate must pass an exam.

Candidates must fall into one of the following education or work experience categories:

Number/years of Number/years of

Education	FM experience WITH the FMP	FM experience WITHOUT the FMP
Facility Management Master's Degree or Bachelor's Degree from an IFMA Recognized Degree Program	3 years	3 years
Related Bachelor's Degree*	3 years	4 years
Non-related Bachelor's Degree or Associate Degree	4 years	5 years
Some Post-secondary Education	5 years	8 years

* Related degrees include, but are not limited to: facility management, business, architecture, interior design, building construction, construction management, engineering and property management.

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

Planning and Project Management

Operations and Maintenance

Real Estate

Quality Assessment and Innovation

Leadership and Management

Human and Environmental Factors

Finance

Communication

Technology

Ideally, candidates should have experience in all nine areas; however, it is possible for a candidate to have experience in most competency areas, minimal exposure to others and still pass the exam.

Application Fees: US \$550 Member / US \$815 Nonmember

Application fees are not refundable unless the application is denied.

B. Submit application.

C. Schedule and pass exam.

Within several days of submission, candidates are e-mailed information on how to contact Prometric, the IFMA testing provider, to register for their exam. Candidates must take the exam within three months of acceptance.

D. You're a CFM.

Once you receive your official notification you may begin using the CFM after your name. You will also receive a certificate, lapel pin and press release in your welcome packet.

Facilities Management Professional (FMP)

IFMA's Facility Management Professional (FMP) credential is an assessment-based certificate program demonstrating a proven comprehension of the foundations of facility management. In September 2010, the FMP credential was updated and enhanced to align with the most recent IFMA global job task analysis, ensuring that it teaches and tests the knowledge demanded by today's global employers including:

- A. Operations and Maintenance
- B. Project Management
- C. Finance and Business Essentials
- D. Leadership and Strategy Essentials

Who should pursue the FMP credential?

- A. Early to mid-career facility management practitioners seeking enhanced knowledge and skills.
- B. Individuals who are transitioning into an FM career.
- C. Partner practitioners such as architects, designers and safety engineers.
- D. Associated corporate providers of FM products and services.
- E. Students entering the profession from colleges, universities, certification or technical programs.

5 steps toward earning the FMP credential

1. Order the IFMA FMP Credential Program self-study materials or find a local instructor-led course at www.ifma.org/fmp.
2. Review Essentials of FM, an online introductory overview of the FM profession.
3. Read the print modules, complete the online training for each course, and attend live courses (optional) to enhance your skills and knowledge.
4. Complete the four FMP final assessments online with a passing score.
5. Submit your application to IFMA to validate your FMP credential.

The FMP application fees are:

- | | |
|-------------------------------------|-------|
| i. IFMA Member: | \$130 |
| ii. Young Professional IFMA Member: | \$105 |
| iii. Nonmember: | \$210 |

Sustainability Facility Professional (SFP)

IFMA's SFP is an assessment-based certificate program delivering a specialty credential in sustainability. By earning your SFP credential, you will develop and gain recognition for your expertise in sustainable FM practices while impacting your organization's economic, environmental and social bottom line.

- A. Order the IFMA SFP Credential Program at www.ifma.org/sfp. This is an all-inclusive training and assessment program that combines comprehensive reading materials to help you learn about sustainable facility practices from an FM perspective, interactive online study tools to test your understanding and retention, and final SFP assessments to qualify you to earn the SFP credential.
- B. If you have limited experience in the FM industry, review *Essentials of FM*, an online introductory overview of the FM industry.
- C. Read the electronic/printed training materials and complete the online interactive study tools for each focus area to enhance your skills and knowledge.
- D. Complete the three online SFP final assessments with a passing score of 75% or higher.
- E. Submit your SFP application (with application fee) to IFMA to validate your SFP credential.
- F. Pricing Options

Product	Member Price	Nonmember Price
Self-study: e-Version only (Reading materials provided electronically only)	US\$1595	US\$1895
Self-study: e-Version & Hardcopy (Reading materials provided both electronically and as printed books)	US\$1795	US\$2095

Plus applicable taxes and shipping charges. Prices may change without prior notice.

LEED Accredited Professional (LEED AP)

LEED (Leadership in Energy and Environmental Design) represents excellence in green building design, construction, renovation, and operations and maintenance. To become a LEED Green Associate or LEED Accredited Professional, engineers, architects, planners, designers, construction managers and others must demonstrate a thorough understanding of LEED Rating Systems. That means staying current with green building technology and practices.

LEED credentialing is managed by the Green Building Certification Institute (GBCI) and includes registration/application, the LEED exam and continuing education.

The Green Building Certification Institute (GBCI) is a third-party organization that provides independent oversight of professional credentialing and project certification programs related to green building. GBCI is committed to ensuring precision in the design, development, and implementation of measurement processes for green building performance (through project certification) and green building practice (through professional credentials and certificates). Additional information is available at www.gbci.org.

Accreditation falls into two general categories:

LEED Green Associate: For professionals who want to demonstrate green building expertise in non-technical fields of practice- denotes basic knowledge of green design, construction and operations.

LEED AP: Signifies advanced knowledge in green building practices and reflects the ability to specialize in a particular LEED Rating System. First is the LEED Green Associate exam; second is a specialty exam based on LEED project experience within the last three years. Specialty credentials include:

- A. LEED AP Operations + Maintenance
- B. LEED AP Homes
- C. LEED AP Building Design + Construction
- D. LEED AP Interior Design + Construction
- E. LEED AP Neighborhood Development

Maintaining LEED Credentials

LEED-credentialed professionals are responsible for maintaining their credential through continuing education. LEED Green Associates must complete 15 hours of continuing education every two years, which includes three hours dedicated to LEED-specific education. LEED APs must complete 30 hours of continuing education every two years, which includes six hours dedicated to LEED-specific education and three hours dedicated to their LEED rating system specialty.

The LEED application and exam fees* are:

a. LEED Green Associate	<u>Member</u>	<u>Student</u>	<u>Non-Member</u>
i. Application Fee	\$ 50	\$ 50	\$ 50
ii. Exam Fee	\$150	\$150	\$200
iii. Renewal Fee (every 2 years)	\$ 50	\$ 50	\$ 50
b. LEED Accredited Professional			
i. Application Fee	\$100	\$100	\$100
ii. Exam Fee	\$150	\$150	\$250
iii. Renewal Fee (every 2 years)	\$ 50	\$ 50	\$ 50

**Fees do not include exam preparation, reference materials and project experience fees*

Top Five Reasons to Get Certified

A. Distinguish Yourself.

In today's competitive job market, your certification puts you ahead of the competition. Certified Facility Managers have proven their abilities and demonstrated their commitment to achieving excellence in the profession.

B. Invest in Your Future

Certified managers earn, on average, 13% more than non-certified facility managers. Earning a certification is one of the most important career decisions you can make.

C. Demonstrate Your Leadership and Initiative

It's not easy to achieve certification status. The credential is a tangible sign of your success. Share your expertise and mentor up-and-coming members of your organization.

D. Advance Your Profession

Facility managers must be proficient in a wide range of competencies. The certification program articulates the level of skill and talent required of the profession.

E. Enhance Your Professional Network

Enjoy opportunities to network during special events for certified members. IFMA chapter members receive special recognition from their chapters.

How Does The Program Work?

- A. The Chair of the Career Services Committee serves as the Mentoring Program Manager (MPM).
- B. The MPM will receive requests for mentors and mentees and will seek to make appropriate matches.
- C. Prospective mentors and mentees must submit a registration form to the Chair of Career Services.
- D. The MPM will monitor the progress of the program on an on-going basis and will provide periodic reports to the Chair of the Professional Development Committee.
- E. The MPM will seek ways to promote the program throughout the chapter.

Mentor Registration Form

Name: _____

Company: _____

Address: _____

Phone: _____

Cell Phone: _____

Email: _____

IFMA's CFM Nine Competency Areas:

- Leadership and Management
- Communication
- Finance
- Human and Environmental Factors
- Planning and Project Management
- Operations and Maintenance
- Quality Assessment and Innovation
- Real estate
- Technology

Current Certifications: _____

Facility Management Strengths (Check as many as apply)

- | | |
|--|--|
| <input type="checkbox"/> Leadership and Management | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Human and Environmental Factors |
| <input type="checkbox"/> Planning & Project Management | <input type="checkbox"/> Operations and Maintenance |
| <input type="checkbox"/> Quality Assessment & Innovation | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Technology | |

CFM Study Group Leader (Check as many as willing to lead)

- | | |
|--|--|
| <input type="checkbox"/> Leadership and Management | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Human and Environmental Factors |
| <input type="checkbox"/> Planning & Project Management | <input type="checkbox"/> Operations and Maintenance |
| <input type="checkbox"/> Quality Assessment & Innovation | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Technology | |

Best Time to Meet with Mentee

- | | |
|---|--|
| <input type="checkbox"/> Weekday morning before 9:00 am | <input type="checkbox"/> Weekday evening after 5:00 pm |
| <input type="checkbox"/> Weekday Lunch 12:00 – 1:00 pm | <input type="checkbox"/> Saturdays |

Profile

of years in Facility Management # of years a CFM

Job Titles: _____

Field of Formal Education: _____

Field of Experience: _____

Signed: _____

Date: _____

Mentee Registration Form

Name: _____

Company: _____

Address: _____

Phone: _____

Cell Phone: _____

Email: _____

IFMA's CFM Nine Competency Areas:

- Leadership and Management
- Communication
- Finance
- Human and Environmental Factors
- Planning and Project Management
- Operations and Maintenance
- Quality Assessment and Innovation
- Real estate
- Technology

Current Certifications _____

Facility Management Strengths (Check as many as apply)

- | | |
|--|--|
| <input type="checkbox"/> Leadership and Management | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Human and Environmental Factors |
| <input type="checkbox"/> Planning & Project Management | <input type="checkbox"/> Operations and Maintenance |
| <input type="checkbox"/> Quality Assessment & Innovation | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Technology | |

Facility Management Weaknesses (Check as many as apply)

- | | |
|--|--|
| <input type="checkbox"/> Leadership and Management | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Human and Environmental Factors |
| <input type="checkbox"/> Planning & Project Management | <input type="checkbox"/> Operations and Maintenance |
| <input type="checkbox"/> Quality Assessment & Innovation | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Technology | |

Best Time to Meet with Mentor

- | | |
|---|--|
| <input type="checkbox"/> Weekday morning before 9:00 am | <input type="checkbox"/> Weekday evening after 5:00 pm |
| <input type="checkbox"/> Weekday Lunch 12:00 – 1:00 pm | <input type="checkbox"/> Saturdays |

Profile

of years in Facility Management Taken CFM Review Course

Job Titles: _____

Field of Formal Education: _____

Field of Experience: _____

Signed: _____

Date: _____