



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 22, 2025  
To: Local Educational Agency Leads  
Route To: School Business Administrators, Certified Educational Facilities Managers  
From: David F. Corso, Assistant Commissioner  
Division of Finance and Business Services

## CEFM New Application System

The New Jersey Department of Education (NJDOE) is pleased to announce the release of a new online application system for the Certified Educational Facilities Manager (CEFM) program, accessed through the [Homeroom portal](#). This system will streamline the process for individuals seeking initial certification as a CEFM and for those applying for renewal.

### CEFM Program Overview and Requirements

Pursuant to C.18A:17-50, any individual employed as a “buildings and grounds supervisor” by a board of education of a school district must be a Certified Educational Facilities Manager (CEFM). This certification ensures that supervisors possess the necessary experience and education to effectively manage school facilities, providing safe, healthy, and efficient environments for students and staff.

To become a CEFM, applicants must meet the following criteria:

- **Experience:** Applicants must have at least two years of experience in buildings and grounds supervision related to school facilities.
- **Education:** Applicants must complete the New Jersey Educational Facility Management Program offered by Rutgers University. (This is the only NJDOE-approved program for CEFM certification and must be completed by all applicants regardless of education or experience.)

After initial certification, all CEFMs must complete **20 Continuing Education Units (CEUs)** every three years and submit a renewal application to the NJDOE to maintain certification.

### Features of the New CEFM Application System

The new application system replaces the emailing of documents to the NJDOE. Highlights of the new system are as follows:

- **Streamlined Application Process:** The new system simplifies the steps for both initial certification and renewal. Applicants can now complete and submit their applications directly through the platform, instead of by e-mail, ensuring quicker processing and approval.
- **Document Uploads:** Applicants will be able to upload all necessary documents, including graduation certificates from the Rutgers University Educational Facility Management Program, proof of relevant supervisory experience, and certificates for continuing education units (CEUs).
- **Modernized Information System with Live Data:** The system allows CEFMs and school administrators to track compliance and look up NJDOE issued certificates.

### Important Dates

- **New Application Launch:** The new application system will be live and ready for new submissions on January 22, 2025.

- **End of Email Applications:** Email submissions at [CEFM\\_app@doe.nj.gov](mailto:CEFM_app@doe.nj.gov) will no longer be accepted after January 31, 2025.

#### **How to Apply or Renew**

- **Initial CEFM Applications:** Applications can be submitted in the [Homeroom Portal](#). PDFs of the Rutgers graduation certificate and proof of two years of relevant supervisory experience will be required for uploading into the system.
- **Renewal Applications:** CEFMs must submit renewal applications at least once every three years. (The NJDOE recommends submitting renewal applications as soon as the continuing education requirement is fulfilled.) Applications can be submitted in the [Homeroom Portal](#). PDFs of certificates showing the completion of at least 20 CEUs since the applicant's last CEFM approval are required. Applications should be submitted before the expiration date to avoid a lapse in certification.

Please ensure that all required supporting documents are available before beginning the application process, as the application form cannot be saved.

#### **Additional Resources**

- [CEFM Statute](#)
- [CEFM Certification Status](#)
- [NJDOE-approved CEFM CEU course list](#)
- [Rutgers NJ Educational Facility Management Course Information](#)
- [New Jersey School Buildings & Grounds Association website](#)

For more information, please visit the [CEFM Program Website](#) or contact [CEFM\\_app@doe.nj.gov](mailto:CEFM_app@doe.nj.gov).

c: Members, State Board of Education  
NJDOE Staff  
New Jersey School Buildings and Grounds Association