

## **Certified Educational Facilities Manager (CEFM) Program Frequently Asked Questions (FAQ)**

1. Does the requirement of “has completed a minimum of two years experience in the field of buildings and grounds supervision” have to be with a school district?

**No. The two years experience required by the law does not have to be with a school district. It can be with any company as long as the experience is as a supervisor and is backed up with a letter on company letterhead from a supervisor stating that the person “has completed a minimum of two years experience in the field of buildings and grounds supervision”.**

2. Is an “equivalent program” to the New Jersey Educational Facility Management Program at Rutgers offered elsewhere?

**No, not at this time. While the law allows for graduation from an equivalent program offered at either a regionally accredited institution of higher education or an approved post-secondary institution located within or outside the State, only the New Jersey Educational Facility Management Program at Rutgers offers the required Certified Educational Facilities Manager curricula.**

3. Can courses completed at other accredited institutions of higher education or approved post-secondary institutions located within or outside of the State be substituted for the required courses offered by the New Jersey Educational Facility Management Program at Rutgers?

**No. (See the answer in #2 above.)**

4. Can a school district hire a person who is not a certified educational facilities manager to perform the duties of a buildings and grounds supervisor?

**Commencing September 1, 2002, no person shall be employed by a board of education of a school district as a buildings and grounds supervisor unless he is a certified educational facilities manager; except that when a vacancy occurs in a position in which the duties of a buildings and grounds supervisor are performed, a board may select, for a period not to exceed two years and commencing on the date of the vacancy, a person who is not a certified educational facilities manager to perform on an interim basis, the duties of a buildings and grounds supervisor.**

5. I have completed my courses at Rutgers and have two years of experience in the field of buildings and grounds supervision, what do I need to do next?

**A person seeking to obtain authorization to serve as a certified educational facilities manager shall file an “Initial CEFM” application with the Department of Education**

**(DOE). The DOE will issue an authorization to serve as an educational facilities manager if the applicant meets the criteria of a certified educational facilities manager as set forth in C.18A:17-49. The department shall place the successful applicant on a master list of certified educational facilities managers to be maintained by the department. An authorization shall be valid for a period of three years from the date of issuance.**

6. How do I maintain my department issued CEFM authorization?

**Effective May 6, 2013, all CEFM's that held a certificate must obtain 20 CEU's by May 6, 2016. CEFMs that obtained their certificate after May 6, 2013, must renew within three years of the date the certificate was obtained. The 20 hours of training or continuing education must be in fields of study related to school facilities in the State and approved by the department. A certified educational facilities manager seeking to obtain a CEFM renewal shall file a "Renewal Application" with the Department. The Department will authorize the renewal of the certificate for the three years from the date of issuance if all the requirements are met.**

7. How do I earn CEU's?

**Classes provided by Rutgers specifically for the authorized CEFM members are pre-approved for CEU's. One Hour of contact time usually equates to 1 CEU unless otherwise stated. NOT ALL CLASSES WILL HAVE CEU'S ATTACHED. If you are taking a class for CEU's, be sure it is on the list of approved courses available on this web site. If a course is not listed please email your question to CEFM\_app@doe.state.nj.us.**

8. What happens if I fail to get my required CEU's within the three year timeframe referenced in #6 above?

**If an authorized CEFM holder does not file the proper renewal application with documentation within the three year time frame listed above, the CEFM authorization will become inactive until the renewal application is submitted and approved. If the CEFM holder does not renew their authorization within two years after the expiration of their authorization, their authorization will become suspended and will not be reactivated until the CEFM holder take a refresher course at Rutgers and submits a renewal application with documentation for review and approval.**

9. I have taken the same class multiple times in the three years period. Do all of the CEU's count? For example, I have taken IAQ and IPM annually every year and obtained 4 CEU's every time I went.

**No, they do not. Each one of those classes would count only once during the three year period. Multiple certificates from the same class will not be counted.**

10. I want to present a course for consideration for CEU's and am not affiliated with Rutgers. How do I do that?

**If you, as a company, want to offer to the authorized CEFM members courses that could offer CEU's you must at least 60 days prior to the event fill out the appropriate paperwork and return it to the NJSBGA for approval from the Education Committee and the DOE. Your course can be considered only if these guidelines are followed.**

11. My name or my CEFM ID Number is not shown on the Master List. What do I do?

**If your name or CEFM ID number is not on the list please email a PDF copy of your previously issued DOE CEFM certificate to CEFM\_app@doe.state.nj.us in the format LASTNAME\_FIRSTNAME\_Certificatecopy.pdf (e.g. - Jones\_David\_Certificatecopy.pdf), or mail a copy to the address on the Renewal application. If mailed please provide a non-work email address. No other CEFM numbers other than the ones on the official CEFM ID list are valid.**

12. I do not have a previously issued DOE CEFM Certificate. What do I do?

**If you do not have a previously issued DOE CEFM Certificate, please contact the DOE at CEFM\_app@doe.state.nj.us to request a review of your file. If the DOE does not have a record of your approved application, you will need to provide all of the required documentation (See the guidance/instructions document on this web page for help on filing for an Initial authorization as a CEFM). It has come to our attention that some past graduates from the Rutgers Program did not apply to the DOE for their authorization to serve as a CEFM. If that is the case, please apply now.**