



New Jersey Department of Education, Office of School Facilities Planning  
Certified Educational Facilities Manager (CEFM) Program

## CEFM Initial Application

### Instructions

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Pursuant to C.18A:17-50, a person employed by a board of education of a school district as a buildings and grounds supervisor must be a Certified Educational Facilities Manager. The Department of Education issues authorization to serve as an educational facilities manager to applicants who meet one of the criteria set forth in Section 2 of this application.

**To receive initial certification, candidates must email (1) this completed application and (2) supporting documentation demonstrating compliance with the criteria selected in Section 2 to [CEFM\\_app@doe.nj.gov](mailto:CEFM_app@doe.nj.gov).** All supporting documents should be submitted in PDF format. Mailed, paper submissions will not be processed.

### Section 1: Applicant Information

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial (optional): \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email (non-work): \_\_\_\_\_

Current Employer: \_\_\_\_\_

Application Date (mm/dd/yy): \_\_\_\_\_

### Section 2: Eligibility Documentation

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Check the box next to the certification requirements that are being submitted with the application. **Only check one box.**

**For applicants with at least 2 years of experience in the field of buildings and grounds supervision related to school facilities and who completed the New Jersey Educational Facility Management Program offered at Rutgers University, submit:**

- A PDF of a signed letter from a school district administrator or an employer contracted with a school district attesting to the applicant having at least two years of experience in buildings and grounds supervision related to school facilities, or PDFs of school district employment contracts demonstrating two years of supervisory experience; and
- A PDF of the applicant's graduation certificate from the New Jersey Educational Facility Management Program at Rutgers University. *(At this time, there are no equivalent programs to the Educational Facility Management Program offered by Rutgers University.)*

**For code enforcement officials licensed by the Department of Community Affairs and who served as a supervisor of buildings and grounds on January 10, 2000, submit:**

- A PDF of the applicant's code official license; *and*
- A PDF of a signed letter from a school district administrator or an employer contracted with a school district attesting to the applicant having at least two years of experience in buildings and grounds supervision related to school facilities, or PDFs of school district employment contracts demonstrating two years of supervisory experience.

**For applicants who served as a buildings and grounds supervisor in a district continuously for five years prior to September 1, 2002, submit:**

- A PDF of a signed letter from a school district administrator or employer contracted with a school district attesting to the applicant having worked in a supervisory capacity continuously from September 1, 1997 through September 1, 2002, or PDFs of employment contracts for each year of experience.