



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

## CEFM Renewal Application

### Instructions

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Pursuant to C.18A:17-53, a Certified Educational Facilities Manager (CEFM) must apply to the DOE for certification renewal every three years. Renewal requirements include the completion at least 20 hours of approved continuing education units (CEU) during the prior three years.

**To receive renewal certification, the CEFM must email (1) this completed application and (2) PDF copies of the CEU certificates of completion listed in Section 2 of the application to [CEFM\\_app@doe.nj.gov](mailto:CEFM_app@doe.nj.gov). 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:

CEFM ID Number: CEFM Expiration Date:

Application Date (mm/dd/yy):

### Section 2: Continuing Education Units

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**Enter the course numbers and total credit hours that were completed during the last 3 years in the blue-shaded cells below.** Do not list a course if a PDF of the certificate of completion cannot be provided as a supporting document or if the course number is not listed in the NJDOE-approved CEFM course list. A course code can only be used one time per application period.

Access the [Certified Educational Facilities Manager Program](#) webpage to download a list of approved courses and credits

Course Numbers of Completed Courses:

Total Credits Completed:

### Section 3: Certification

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By clicking on the box to the left, the applicant attests that the information provided in this renewal application and all submitted supporting documents are, to the best of their knowledge, a true and accurate representation of the completion of at least 20 hours of approved continuing education units in the prior three years.