



CERTIFIED FACILITY MANAGER

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304, Al Safa-C Building, Next to Max Fashions,
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The Certified Facility Manager (CFM) is the pinnacle achievement in facility management certification. The CFM® Exam is competency-based, testing what a candidate can do compared to standards that define the practice of facility management.

The Certified Facility Manager® (CFM®) credential sets the industry standard for ensuring the knowledge and competence of practicing facility managers as the most respected global credential in facility management.

PREPARE. APPLY. PASS. MAINTAIN.

AND GET RECOGNIZED.

The Certified Facility Manager (CFM) is the pinnacle achievement in facility management certification. Widely regarded as the industry standard in facility management certification.

- Gain credibility in your professional network
- Showcase your knowledge of 11 core competencies
- Grow as a leader in facility management
- Proudly join a distinguished group of FM professionals

HOW TO GET CFM CERTIFICATION: EXAM CERTIFICATION PATH- 4 STEPS

1. Determine Eligibility

	Option 1	Option 2
Education	Bachelor's or Masters level Facility Management degree	No FM degree
FM work experience	3 years	5 years

ETHICS REQUIREMENT: An Ethics Assessment is required for all CFM credential applicants. Those holding the CFM credential are required to complete an Ethics Assessment every other renewal cycle or every six (6) years.

2. Prepare for the Exam

Take Exam Preparation Training from YourOwn Institute

3. Apply for the Exam

- Complete your CFM Application in the CAMP platform
- Complete the CFM Application Payment Form
- Sit for the exam within three months (90 days) of approval

After you're approved, schedule your exam at a testing centre(Prometric) or test remotely with a virtual proctor.

Exam Format

- 180 four-option single answer multiple-choice questions (includes 20 non-scored items)
- 4-hour exam
- Computer based exam
- English language only
- Calculators and glossaries are prohibited
- No books/No notes
- Scratch paper and pencil available

COURSE OUTLINE

The Certified Facility Manager (CFM) certification exam topics include 11 competencies

Occupancy and Human Factors

- Workplace environment
- Occupant services
- Occupant health, safety, & security

Operations and Maintenance

- Buildings, building systems, infrastructure, & grounds
- Furniture, fixtures, and equipment
- Physical safety and security
- Operations and maintenance processes
- Work management support systems
- Renewals and renovations

Sustainability

- Energy management
- Water management
- Materials and consumables management
- Waste management
- Workplace and site management

Facility Information Management & Technology Management

- Data collection and information management
- Information protection &

cyber-security

- Technology needs assessment and implementation
- Maintenance and upgrade of technology systems

Risk Management

- Risk management planning
- Emergency preparedness, response, and recovery
- Facility resilience and business continuity

Communication

- Planning
- Delivery
- Evaluation

Performance and Quality

- Quality management
- Performance management

Leadership and Strategy

- Strategic planning and alignment with the demand organization
- Policies, procedures, & compliance
- Individual and team management
- Leadership
- Relationship & conflict management

- Change management
- Corporate social responsibility
- Political, social, economic, and industry factors affecting facility management

Finance and Business

- Operational and capital budgeting
- Evidence-based decision-making process (e.g. business case)
- Procurement (e.g. purchasing, sourcing of goods and services)
- Contracting
- Financial analysis and reporting

Real Estate

- Firstly, Real estate strategies
- Secondly, Real estate assessment, acquisition, and disposal
- Thirdly, Real estate asset management
- Space management
- Major projects and new construction

Project Management

- Planning and design
- Execution and delivery
- Evaluation

Certified Facility Manager Exam Details

Exam Name: Certified Facility Manager (CFM)

Total Number of Questions: 180

Exam Format: Multiple Choice Questions

Exam Duration: 4 Hour

Exam Type: Computer-based

Exam Language: English

- Calculators and glossaries are prohibited
- No books/No notes
- Scratch paper and pencil available

Exam Fees: IFMA Member – \$550 USD

Non-Member – \$815 USD

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ABOUT US:

Your Own Institute of Training and Professional Development is established in 2021 with the approval from DED and KHDA- Dubai.

A set of experienced Educational Experts, world class Trainers and Professional consultants who know the need and pulse of the working force, are behind this venture. This Institute is developed after doing immense market survey from the working force and the Corporates. We collected feedback from them and realised what they want exactly to upgrade in their professional career.

As the name suggests it is 'YOUR OWN INSTITUTE'. We are committed 100% Customer happiness. Excellent consultation, career counselling based on TNA and world class training are our highlight.

We at YOI, offer you a wide range of Professional courses. Whichever field you are working, we have a course for your Professional Development. We provide a complete exam preparation for Professional courses like ACCA, CIMA, CMA, CPA, CIA, CFE, CAMS, IATA courses, international HR Certifications, PMP, Six Sigma, NCMA programs and many more. Besides these, we have KHDA certificate programs on Airline and travels, Accounting and finance, Engineering, IT, Languages, Logistic and Supply chain and courses related to Management. All these courses are approved globally and attracts employment opportunities from Multinational companies.

We at Your Own Institute also provides excellent coaching and training for the Corporates. We have a team of Professionals who can tailor made and customize the programs for you in a very affordable budget and we guarantee your satisfaction as an end result. We also offer you one day and two-day workshops to upgrade the skills of your employees.

We are offering both Online and on-site classes. We are open to conduct the classes at our premises, your company premises, Hotels or any venue according to your convenience. We guarantee on quality and satisfaction on every situation.