



June 15, 2010

Dear FMP Candidate:

I would like to take this opportunity to congratulate you on your efforts toward earning the Facility Management Professional (FMP®) designation. You should be commended for your tenacity in pursuing a valuable credential to advance yourself in the facility management profession. As you continue on the path to your certificate, I would like to share some news with you regarding enhancements IFMA will be making to the FMP later this year.

Every three to five years IFMA completes a comprehensive Global Job Task Analysis (GJTA) to identify the knowledge and tasks required of a facility manager. The results of the GJTA assist us in making the necessary updates to our courses as we evolve into a global market. The purpose of this letter is to inform you that over the next six months you will begin to hear and see information about the next generation of FMP courses.

With this in mind, we want you to be assured that those currently in the process of earning their FMP will be accommodated throughout the upcoming transition process; however, we ask for your cooperation in assisting us by carefully reviewing the information provided at this time.

Since the next generation of FMP materials will incorporate a completely differing learning system structure, we are encouraging individuals who have started taking the courses to complete their FMP under the existing model. Although there are a variety of ways one can take a course for the FMP credential, it is being recommended that you carefully review the options below to determine the best path forward for your personal needs. Some of these options include:

- Individuals who have registered and paid for the online courses should continue to follow that path. We encourage you to complete the courses by Dec. 31, 2010.
- Individuals who have taken 1 or 2 courses online, but still need to complete the remaining courses are requested to sign up and take the remaining online courses by Dec. 31, 2010. You also have the option of completing the classes in a classroom setting. More information about classroom courses may be found in the attached document.
- Individuals who have taken a classroom course (via a chapter, IFMA headquarters, Northern Illinois University or Slippery Rock University) are requested to finish the remaining courses by Dec. 31, 2010 through the venue of your choice. Individuals may take the remaining courses in the classroom, online or a combination thereof. Attached you will find a list of website links that outline the upcoming course schedules for 2010. It should be noted that these sites may have different registration/payment processes; however, all courses are approved by IFMA headquarters.
- IFMA headquarters will also offer a complete selection of FMP courses during the annual Fall Symposium, held prior to IFMA's World Workplace. For a complete list of courses, please log onto [http://www.ifma.org/learning/events/fall10\\_sym.cfm](http://www.ifma.org/learning/events/fall10_sym.cfm).

If you are comfortable with one of the options noted above and do not anticipate any problems with completing your courses by the end of 2010, you are welcome to proceed as planned. As a general reminder, once you have completed all of your FMP courses, you must submit a formal application to IFMA. This application may be found at [www.ifma.org](http://www.ifma.org).

For those who would like to learn more about the transition process, several webinars will be offered over the next few weeks. For complete details including dates and times, please see the attached document titled "FMP Transition Webinars (on page 3)."

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International Facility Management Association

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Those who may have special circumstances or would like to discuss this in greater detail with the IFMA education staff are welcome to contact any of the following individuals:

- Melissa Reyes, Education Coordinator [Melissa.reyes@ifma.org](mailto:Melissa.reyes@ifma.org)
- Joshua Amos, Education Administration Specialist [Joshua.amos@ifma.org](mailto:Joshua.amos@ifma.org)
- Jackie Avelar, Education Customer Service Specialist [Jackie.avelar@ifma.org](mailto:Jackie.avelar@ifma.org)
- Ronna Winchester, Credentials Manager [Ronna.winchester@ifma.org](mailto:Ronna.winchester@ifma.org)
- Brenda Varner, Program Manager [Brenda.varner@ifma.org](mailto:Brenda.varner@ifma.org)
- Vicky Acosta, Online Education Manager [Vicky.acosta@ifma.org](mailto:Vicky.acosta@ifma.org)
- Cathy Pavick, Vice President, Education [Cathy.pavick@ifma.org](mailto:Cathy.pavick@ifma.org)

On a final note, I would like to thank you in advance for your cooperation during the upcoming transition. As we celebrate IFMA's 30<sup>th</sup> anniversary, I applaud you for your dedication and commitment to the profession and wish you all the best as you continue to pursue your personal development and advance your knowledge of the FM profession.

Best Regards,

A handwritten signature in black ink that reads 'Cathy Pavick'. The signature is written in a cursive, flowing style.

Cathy Pavick  
Vice President, Education  
International Facility Management Association



## WEBINAR DATES AND INSTRUCTIONS

### Dates (*please select one*):

- Wednesday, June 23, 2010 7:00 a.m. CDT
- Thursday, June 24, 2010 2:00 p.m. CDT
- Monday, July 12, 2010 11:00 a.m. CDT

For time zone conversion, please visit:

<http://www.timeanddate.com/worldclock/converted.html?month=1&day=28&year=2009&hour=16&min=0&sec=0&p1=239&p2=104>

### Webinar Instructions:

1. Conduct a test to ensure that your computer is set up with the appropriate tools to participate in a webinar using Adobe Connect. [Test Your Computer Now](#)
2. 10 minutes prior to the seminar start time, click on the "Go to" URL listed below.
3. Go to: <http://ifma.na6.acrobat.com/fmp/>
4. After check-in, you'll be taken to the Acrobat Connect seminar lobby. Here you will log in as a **GUEST**. (Please DO NOT log in as a registered user.)
5. Type in your **FIRST** and **LAST** name in the field marked "**GUEST**," then click on the box that reads "ENTER."
6. Using a telephone, dial in to hear the audio **+1-866-279-5008 (Toll-Free U.S. and Canada)** or **+1-719-234-0214 (Toll Outside U.S. and Canada)**. **Passcode - 464377**.  
If you have a *direct* telephone line, you can have Adobe Connect dial out to you. Once you have logged in, a window will prompt you to "Join Teleconference." Enter your direct line in the "Phone Number" box and click "Call my phone." You should receive a call within minutes. Answer your telephone and follow the instructions.
7. If you cannot hear the speaker during session, increase the volume of the session by pressing \*4 on your telephone key pad. Decrease the volume by pressing \*7.
8. We look forward to your participation!