

## IFMA Qualified Instructor Process

Thank you for your interest in becoming an IFMA Qualified Instructor (IQI). Individuals who wish to teach any IFMA subject matter area as a consultant, for a training company, as an in-house corporate instructor, for a chapter or council, etc., must become an IFMA-Qualified Instructor and follow the process outlined below.

Interested applicants must have teaching experience with a focus on the adult learner, subject matter knowledge, ability to conduct leading discussions and interactive content presentations, oversee group learning activities and much more. IFMA strives to provide accepted candidates and qualified instructors with the tools and resources to achieve excellence but cannot not “train” them starting from positions of limited proficiency.

IFMA may restrict the number of instructor candidates at any time or in specific market segments based upon market demand.

### Steps to Becoming a Qualified Instructor

**The process broadly outlined here** describes the steps for becoming an IFMA Qualified Instructor to teach knowledge-based courses. Please note, to facilitate IFMA’s CFM<sup>®</sup> Exam Prep Workshop, a candidate must first successfully become an IQI to facilitate knowledge-based courses, among other requirements. [Please read the Instructor Handbook](#) for more information.

- I. If you have not already done so, please contact David Deckert, Program Support Specialist, for a candid consultation that discusses your interest, at [david.deckert@ifma.org](mailto:david.deckert@ifma.org) or 281-974-5643.
- II. The discussion may lead to a meeting for a more formal (signed) acknowledgment of the process, with a more detailed understanding of IFMA’s expectations, requirements including next steps, or the conversation may result in a determination not to proceed at the current time.
- III. The following steps will occur prior to becoming qualified to instruct independently:
  - A. After acceptance into the program, IFMA first requires instructor candidates to become a Certified Facilitator of Training (CFT), at their expense through [Hale Associates Center](#). Special IFMA pricing is available for new applicants. (**Do not** pursue the CFT without first contacting the Program Support Specialist.) Hale independently evaluates the candidate’s ability to facilitate and maintains eligibility requirements that are separate from IFMA’s consideration. This certification must remain current throughout an instructor’s qualification.
  - B. Candidates will then identify the course(s) they intend to initially teach and be evaluated by IFMA on a course by course basis.

## Additional Considerations for Remaining a Qualified Instructor

Instructors will be required to maintain their active-instructor status by maintaining their CFT status with Hale Associates and by signing instructor agreement forms through IFMA Headquarters every year. Instructors should be aware that additional steps such as instructor meetings and training seminars may be adopted at any time as a requirement to maintain their active status.

IFMA depends upon instructors to communicate its mission, vision, and role in the FM profession, so that current and future FM practitioners recognize the benefit of membership to the Association. Understandably, we expect our instructors to remain members in good standing and for new candidates to become members if they have not already done so. If you are not yet a member of IFMA you may join by visiting: [ifma.org/membership](http://ifma.org/membership)

IFMA reserves the right to monitor instructors at any time to ensure the quality of their educational offerings.

On a reasonable basis, IFMA will make available senior IFMA Qualified Instructors for virtual meetings and discussions to assist instructors with any questions or concerns they may have in delivering the courses.

If there is a breach of confidentiality or copyright, IFMA reserves the right to remove an instructor's access to the online portal and terminate their qualified status.

All costs to participate in evaluations related to becoming qualified and ongoing training activities will be the responsibility of the individual and are subject to change. Reasonable efforts will be made to minimize costs. Instructors should, however, be aware of various costs associated with maintaining the IFMA-qualified instructor status prior to applying.

[Please read the Instructor Handbook](#) for more information.