

## IFMA Qualified Instructor

Thank you for your interest in becoming an IFMA Qualified Instructor. 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 as outlined below.

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

### Steps to Becoming a Qualified Instructor

- Review the instructor handbook prior to submitting an online application. All documents can be found at <http://www.ifmacredentials.org/fmp/ifma-qip>.
- All applications must be submitted online and will be reviewed by an internal peer committee at IFMA. Submission of an application does not guarantee or imply instructor-qualified status will be granted.
- Upon review of an individual's application, one of the following determinations will be made:
  - ❖ Qualified upon successful completion of self-study learning system and the virtual meeting explaining the instructor portal.  
Next Steps:
    1. Complete the online self-study modules and assessments.
    2. Completed instructor agreement and forward payment for instructor starter kit.
      - New instructors will be sent a pass code for the self-study online system and a copy of the student manuals.
  - ❖ Pending until conditions are successfully met (such as: co-teaching, taking a training seminar on teaching adult learners and so forth).  
Next Steps:
    1. Complete the online self-study modules and assessments.
    2. Complete any additional conditions noted in their qualified letter.
    3. Completed instructor agreement and forward payment for instructor starter kit.
      - New instructors will be sent a pass code for the self-study online system and a copy of the student manuals.
- Denied
  - Contact [brad.voss@ifma.org](mailto:brad.voss@ifma.org) with additional questions.

Potential instructors should read the following two pages prior to submitting an application.

**The process outlined below** describes the process for becoming an IFMA Qualified Instructor of the following IFMA subject matter areas:

- Facility Management Professional (FMP®)
- Sustainability Facility Professional (SFP®)
- CFM® Exam Prep Workshop
- Facility Management Learning System (FMLS)

Upon reviewing the requirements, interested applicants should fill out the online application. For the instructor application and other important instructor information, please visit <http://www.ifmacredentials.org/fmp/ifma-qip>.

The following items should be noted prior to submitting an application:

- Interested applicants must have prior 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. Submission of an application does not guarantee, promise or imply instructor-qualified status.
- Instructors will be qualified to teach IFMA's subject matter areas on a course by course basis. Instructor-qualified letters will specify details upon review of the individual's application. An individual may not be qualified until they have met specific conditions as outlined in their letter. Some of these conditions may consist of: attending a pre-approved, train-the-trainer course on adult learning, co-teaching with a senior IFMA Qualified Instructor and so forth.
- All costs to participate in co-teaching and ongoing training activities will be the responsibility of the individual and are subject to change. All efforts will be made to keep costs to a minimum; however, instructors should be aware of the various costs associated with maintaining the IFMA-qualified Instructor status prior to submitting an application.
- Once an instructor has successfully completed the train-the-trainer program, instructors must become familiar with the enhanced course materials applicable to the courses outlined in the Instructor-qualified Letter. Prior to teaching any class, instructors must:
  - Complete the self-study program & final assessments prior to teaching any class.
  - Purchase the instructor starter kit. Starter kits include student self-study materials & final assessments and all instructor materials.

US\$595-\$895 for FMP, US\$595-\$895 for SFP, US\$595 for FMLS. There is no fee for the CFM Workshop materials.

After the instructor successfully completes the online self-study modules and assessments, IFMA will release the instructor slides, facilitator guide and instructor portal password.

Note: An IFMA Qualified Instructor in any subject matter area is eligible to teach the Essentials of Facility Management Workshop series. The instructor must successfully complete the self-study program and assessments and purchase the instructor starter kit. US\$150/Essentials of Facility Management Workshop materials.

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

Complete details are outlined in the Instructor Handbook. For a copy of the instructor agreement forms and handbook, please log on to <http://ifmacredentials.org/instructor-documents/instructor%20handbook.pdf>.

- IFMA reserves the right to monitor instructors at any time to ensure the quality of its 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 the event that there is a breach of confidentiality or copyright, IFMA reserves the right to remove an instructor's access to the online portal, terminate their qualified status and remove them from the qualified instructor list on IFMA's website.

[Click here](#) to access the IFMA Qualified Instructor Application.