



FMP[®] CREDENTIAL OVERVIEW & SAMPLE STUDY SCHEDULE

complete your credential in as little as 4, 8 or 12 months



Develop the skills and certainty to solve complex on-the-job challenges.

There's a reason the FMP is known as the must-have credential for all facility professionals...

Quality.

When it comes to facility management education, serious FMs (and employers!) know that the FMP gives you the skills and knowledge you need to be effective.

It's probably why there are 12,000+ proud credential holders.
And you could be next.

Build confidence and your career with the world's most popular FM credential

Through IFMA's FMP credential, you'll gain the knowledge you need to establish a strong foundation in FM principles. Using IFMA's online set of resources, at the end of your training you can expect to:



Learn best practices and run your facilities more effectively and efficiently

Leverage your FMP training to set the standard of performance in your facilities and optimize your team's productivity.



Gain confidence in your role as a facility manager with in-demand skills

Get the training and knowledge that shows employers you have the advanced skills and proficiency they're looking for.



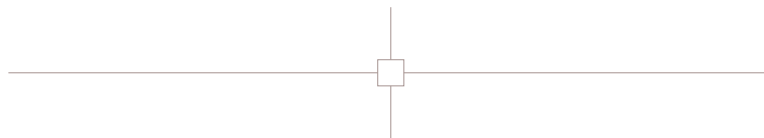
Learn critical thinking skills essential to managing complex facilities

Refine your knowledge with a deep dive into the four fundamental subject areas of facility management.



Manage your facilities more effectively and efficiently

Use your training to offer tangible, effective solutions that will positively impact your company's the bottom line.



Utilizing the tools and resources available, IFMA prepared a **sample study schedule** to complete the credential within 4, 8 or 12 months. While everyone learns at a different pace, this will serve as a **guide** for how you may be able to achieve your credential based on your preferred timeline.*

- **Set a firm schedule of days dedicated to studying.** Block out hours free from outside interruptions.
- **Go through the material and complete a quiz.** Review the materials missed on the quiz and take notes.
- Once you begin a module, **focus on completing that module before moving forward.**
- You have **three attempts to pass your final assessment.** Prior to your third attempt, spend adequate time reviewing the chapters with the most missed questions. (If you fail your third attempt, you will not be able to attempt the final assessment again for 30 days.)



Interactive Study Tools



Pre-tests, Quizzes and Case Studies



Flashcards and FM glossary



Access to Final Assessments

**Disclaimer: This study schedule is for informational purposes only and is not intended to be a solicitation, offering or recommendation of any formal learning method. Everyone learns at a different pace and has different levels of experience. We do not make any warranties about the completeness, reliability and accuracy of this information. Any action you take upon the information provided below is strictly at your own attempt, and IFMA will not be liable for any programs not completed within the example outlines listed below.*



4 MONTH PATH TO COMPLETE THE FMP® CREDENTIAL



FINANCE & BUSINESS 

Learn the essential finance and business practices and how to integrate those into your function as an FM. Understand how to engage finance, legal, procurement, risk managers and others to maximize decisions for your organization.

1.5 CEUs 12 hours

MONTH 1 | IFMA'S FINANCE & BUSINESS MODULE

Weeks 1 - 3: Study Sessions | Chapters 1 - 6 | 12 total hours

- Schedule 2-hour study sessions for each chapter. Complete each chapter quiz, review materials missed.
 - **Week 1:** Complete Chapters 1 and 2.
 - **Week 2:** Complete Chapters 3, 4 and 5.
 - **Week 3:** Complete Chapter 6.

Week 4: Final Assessment

- **Session 1-** Attempt the final assessment and review your results to see which chapters need additional focus. If necessary, spend a couple of hours reviewing your notes of items missed from the chapter quizzes.
- Begin a second and third attempt on your final assessment, if necessary. Must wait *30 days* before 4th attempt.



LEADERSHIP & STRATEGY 

Effective strategies require facility managers to be able to integrate people, place and process. They must be able to align the facility portfolio and functionality with its organization's missions and available resources.

1.4 CEUs 10 - 12 hours

MONTH 2 | IFMA'S LEADERSHIP & STRATEGY MODULE

Weeks 1 - 3: Study Sessions | Chapters 1 - 4 | 10 - 12 total hours

- Schedule 2-3 hour study sessions for each chapter. Complete each chapter quiz, review materials missed.
- Recommended study by week:
 - **Week 1:** Complete Chapter 1
 - **Week 2:** Complete Chapter 2 and begin Chapter 3
 - **Week 3:** Complete Chapters 3 and 4.

Week 4: Final Assessment

- **Session 1-** Attempt the final assessment and review your results to see which chapters need additional focus. If necessary, spend a couple of hours reviewing your notes of items missed from the chapter quizzes.
- Begin a second and third attempt on your final assessment, if necessary. Must wait *30 days* before 4th attempt.



4 MONTH PATH TO COMPLETE THE FMP® CREDENTIAL



Plan, initiate and execute projects. Understand the entire project life cycle and how to monitor and control project performance. Learn about the facility managers role in projects and how to evaluate outcomes.

1.3 CEUs 10 - 12 hours

MONTH 3 | IFMA'S PROJECT MANAGEMENT MODULE

Weeks 1 - 3: Study Sessions | Chapters 1 - 5 | 10 - 12 total hours

- Schedule 2 - 2.5 hour study sessions for each chapter. Complete each chapter quiz, review materials missed.
- Recommended study by week:
 - **Week 1:** Complete Chapter 1 and begin Chapter 2
 - **Week 2:** Complete Chapters 2 and 3
 - **Week 3:** Complete Chapters 4 and 5

Week 4: Final Assessment

- **Session 1-** Attempt the final assessment and review your results to see which chapters need additional focus. If necessary, spend a couple of hours reviewing your notes of items missed from the chapter quizzes.
- Begin a second and third attempt on your final assessment, if necessary. Must wait *30 days* before 4th attempt.



Learn how to assess and inspect facility needs. Manage, oversee and monitor O&M of buildings, systems and equipment. Understand the processes for developing occupant service specifications and more.

1.5 CEUs 10 - 12 hours

MONTH 4 | IFMA'S OPERATIONS & MAINTENANCE MODULE

Weeks 1 - 3: Study Sessions | Chapters 1 - 5 | 10 - 12 total hours

- Schedule 2 - 2.5 hour study sessions for each chapter. Complete each chapter quiz, review materials missed.
- Recommended study by week:
 - **Week 1:** Complete Chapters 1 and 2
 - **Week 2:** Complete Chapter 3
 - **Week 3:** Complete Chapters 4 and 5

Week 4: Final Assessment

- **Session 1-** Attempt the final assessment and review your results to see which chapters need additional focus. If necessary, spend a couple of hours reviewing your notes of items missed from the chapter quizzes.
- Begin a second and third attempt on your final assessment, if necessary. Must wait *30 days* before 4th attempt.

Celebrate completing the FMP and submit your FMP application!



8 MONTH PATH TO COMPLETE THE FMP® CREDENTIAL



FINANCE & BUSINESS 

Learn the essential finance and business practices and how to integrate those into your function as an FM. Understand how to engage finance, legal, procurement, risk managers and others to maximize decisions for your organization.

1.5 CEUs 12 hours

MONTHS 1 & 2 | IFMA'S FINANCE & BUSINESS MODULE

Weeks 1 - 6: Study Sessions | Chapters 1 - 6 | 12 total hours

- Schedule one 2-hour study session for each chapter. Complete each chapter quiz, review materials missed.
 - **Weeks 1 - 2:** Complete Chapters 1 and 2.
 - **Weeks 3 - 5:** Complete Chapters 3, 4 and 5.
 - **Week 6:** Complete Chapter 6.

Weeks 7 - 8 : Final Assessment

- **Session 1-** Attempt the final assessment and review your results to see which chapters need additional focus. If necessary, spend a couple of hours reviewing your notes of items missed from the chapter quizzes.
- Begin a second and third attempt on your final assessment, if necessary. Must wait *30 days* before 4th attempt.



LEADERSHIP & STRATEGY 

Effective strategies require facility managers to be able to integrate people, place and process. They must be able to align the facility portfolio and functionality with its organization's missions and available resources.

1.4 CEUs 10 - 12 hours

MONTHS 3 - 4 | IFMA'S LEADERSHIP & STRATEGY MODULE

Weeks 1 - 4: Study Sessions | Chapters 1 - 4 | 10 - 12 total hours


- Schedule one 2-hour study session for each chapter. Complete each chapter quiz, review materials missed.
- Recommended study by week:
 - **Week 1:** Complete Chapter 1
 - **Weeks 2 - 3:** Complete Chapter 2 and Chapter 3
 - **Week 4:** Complete Chapter 4.

Weeks 5 - 8: Final Assessment

- **Session 1-** Attempt the final assessment and review your results to see which chapters need additional focus. If necessary, spend a couple of hours reviewing your notes of items missed from the chapter quizzes.
- Begin a second and third attempt on your final assessment, if necessary. Must wait *30 days* before 4th attempt.



8 MONTH PATH TO COMPLETE THE FMP[®] CREDENTIAL



PROJECT MANAGEMENT 

Plan, initiate and execute projects. Understand the entire project life cycle and how to monitor and control project performance. Learn about the facility managers role in projects and how to evaluate outcomes.

1.3 CEUs 10 - 12 hours


MONTHS 5 - 6 | IFMA'S PROJECT MANAGEMENT MODULE


Weeks 1 - 5: Study Sessions | Chapters 1 - 5 | 10 - 12 total hours

- Schedule one 2-hour study session for each chapter. Complete each chapter quiz, review materials missed.
- Recommended study by week:
 - **Weeks 1 - 2:** Complete Chapters 1 and 2
 - **Week 3:** Complete Chapter 3
 - **Weeks 4 - 5:** Complete Chapters 4 and 5

Weeks 6 - 8: Final Assessment

- **Session 1-** Attempt the final assessment and review your results to see which chapters need additional focus. If necessary, spend a couple of hours reviewing your notes of items missed from the chapter quizzes.
- Begin a second and third attempt on your final assessment, if necessary. Must wait *30 days* before 4th attempt.



OPERATIONS & MAINTENANCE 

Learn how to assess and inspect facility needs. Manage, oversee and monitor O&M of buildings, systems and equipment. Understand the processes for developing occupant service specifications and more.

1.5 CEUs 10 - 12 hours

MONTHS 7 - 8 | IFMA'S OPERATIONS & MAINTENANCE MODULE

Weeks 1 - 3: Study Sessions | Chapters 1 - 5 | 10 - 12 total hours

- Schedule one 2-hour study session for each chapter. Complete each chapter quiz, review materials missed.
- Recommended study by week:
 - **Week 1 - 2:** Complete Chapters 1 and 2
 - **Week 3:** Complete Chapter 3
 - **Week 4 - 5:** Complete Chapters 4 and 5

Weeks 6 - 8: Final Assessment

- **Session 1-** Attempt the final assessment and review your results to see which chapters need additional focus. If necessary, spend a couple of hours reviewing your notes of items missed from the chapter quizzes.
- Begin a second and third attempt on your final assessment, if necessary. Must wait *30 days* before 4th attempt.

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12 MONTH PATH TO COMPLETE THE FMP® CREDENTIAL



FINANCE & BUSINESS

Learn the essential finance and business practices and how to integrate those into your function as an FM. Understand how to engage finance, legal, procurement, risk managers and others to maximize decisions for your organization.

1.5 CEUs 12 hours

MONTHS 1 - 3 | IFMA'S FINANCE & BUSINESS MODULE

Study Sessions | Chapters 1 - 6 | 12 total hours

- Schedule one 2-hour study session for each chapter. Complete each chapter quiz, review materials missed.
 - **Weeks 1 - 2:** Complete Chapter 1
 - **Weeks 3 - 4:** Complete Chapter 2
 - **Weeks 5 - 6:** Complete Chapter 3
 - **Weeks 7 - 8:** Complete Chapter 4
 - **Weeks 9 - 10:** Complete Chapter 5
 - **Weeks 11 - 12:** Complete Chapter 6

Week 13: Final Assessment

- **Session 1-** Attempt the final assessment and review your results to see which chapters need additional focus. If necessary, spend a couple of hours reviewing your notes of items missed from the chapter quizzes.
- Begin a second and third attempt on your final assessment, if necessary. Must wait *30 days* before 4th attempt.



LEADERSHIP & STRATEGY

Effective strategies require facility managers to be able to integrate people, place and process. They must be able to align the facility portfolio and functionality with its organization's missions and available resources.

1.4 CEUs 10 - 12 hours

MONTHS 4 - 6 | IFMA'S LEADERSHIP & STRATEGY MODULE

Study Sessions | Chapters 1 - 4 | 10 - 12 total hours

- Schedule one 2-hour study session for each chapter. Complete each chapter quiz, review materials missed.
- Recommended study by week:
 - **Weeks 1 - 2:** Complete Chapter 1
 - **Weeks 3 - 4:** Complete Chapter 2
 - **Weeks 5 - 6:** Complete Chapter 3
 - **Weeks 7 - 8:** Complete Chapter 4

Weeks 5 - 8: Final Assessment

- **Session 1-** Attempt the final assessment and review your results to see which chapters need additional focus. If necessary, spend a couple of hours reviewing your notes of items missed from the chapter quizzes.
- Begin a second and third attempt on your final assessment, if necessary. Must wait *30 days* before 4th attempt.



12 MONTH PATH TO COMPLETE THE FMP® CREDENTIAL



PROJECT MANAGEMENT

Plan, initiate and execute projects. Understand the entire project life cycle and how to monitor and control project performance. Learn about the facility managers role in projects and how to evaluate outcomes.

1.3 CEUs 10 - 12 hours

MONTHS 7 - 9 | IFMA'S PROJECT MANAGEMENT MODULE

Study Sessions | Chapters 1 - 5 | 10 - 12 total hours

- Schedule one 2-hour study session for each chapter. Complete each chapter quiz, review materials missed.
- Recommended study by week:
 - **Weeks 1 - 2:** Complete Chapter 1
 - **Weeks 3 - 4:** Complete Chapter 2
 - **Weeks 5 - 6:** Complete Chapter 3
 - **Weeks 7 - 8:** Complete Chapters 4
 - **Weeks 9 - 10:** Complete Chapter 5

Weeks 6 - 8: Final Assessment

- Session 1- Attempt the final assessment and review your results to see which chapters need additional focus. If necessary, spend a couple of hours reviewing your notes of items missed from the chapter quizzes.
- Begin a second and third attempt on your final assessment, if necessary. Must wait *30 days* before 4th attempt.



OPERATIONS & MAINTENANCE

Learn how to assess and inspect facility needs. Manage, oversee and monitor O&M of buildings, systems and equipment. Understand the processes for developing occupant service specifications and more.

1.5 CEUs 10 - 12 hours

MONTHS 10 - 12 | IFMA'S OPERATIONS & MAINTENANCE MODULE

Study Sessions | Chapters 1 - 5 | 10 - 12 total hours

- Schedule one 2-hour study session for each chapter. Complete each chapter quiz, review materials missed.
- Recommended study by week:
 - **Weeks 1 - 2:** Complete Chapter 1
 - **Weeks 3 - 4:** Complete Chapter 2
 - **Weeks 5 - 6:** Complete Chapter 3
 - **Weeks 7 - 8:** Complete Chapters 4
 - **Weeks 9 - 10:** Complete Chapter 5

Weeks 6 - 8: Final Assessment

- Session 1- Attempt the final assessment and review your results to see which chapters need additional focus. If necessary, spend a couple of hours reviewing your notes of items missed from the chapter quizzes.
- Begin a second and third attempt on your final assessment, if necessary. Must wait *30 days* before 4th attempt.

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