



Registered Instructor Process: Essentials of Facility Management

Thank you for your interest in becoming a registered instructor of IFMA's Essentials of Facility Management (EOFM) course. Individuals who wish to teach IFMA EOFM course materials must meet the criteria as detailed below.

Essentials of Facility Management instructor candidate must:

1. Register intent to teach the EOFM courses with IFMA at: <https://www.surveymonkey.com/r/LYWRSZK>
2. Be an IFMA member in good standing. If you are not a member of IFMA you can join by visiting: <https://my.ifma.org/>.
3. Number/years of FM experience

Education	Work Experience
Facility Management Master's Degree or Bachelor's Degree from an IFMA Accredited Degree Program	3 years
Related Bachelor's Degree*	4 years
Non-related Bachelor's Degree or Associate Degree	5 years
Some Post-secondary Education	8 years

*Internships do not count toward FM work experience. * Related degrees include, but are not limited to: facility management, business, architecture, interior design, building construction, construction management, engineering and property management.*

4. Provide one (1) recommendation from an IFMA Qualified Instructor, an IFMA board member, an IFMA Fellow, a current FMP's, SFP's or CFM's or provide two (2) references (name, company, email) from recent instructing engagements.
5. Become familiar with the enhanced course materials and pass all module assessments. If you need to purchase the Essentials of FM series you can do so here: <https://www.fm.training/essentials-facility-management>.
6. Purchase the Instructor kit for a fee of \$150.
7. Attend virtual review with an IFMA Qualified Instructor within first 12 months of registration.
8. Sign an Instructor Agreement, Nondisclosure Agreement and a Proprietary Interest Release Agreement. (*see Instructor Handbook, Attachment B of the Instructor Agreement, to review the for the Nondisclosure Agreement and a Proprietary Interest Release Agreement*). This will be sent to you by the Program Support Specialist once steps 1-6 are complete.

NOTE: Individuals who wish to teach any of the following subject matter areas 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.

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



- *Facility Management Learning System (FMLS)*

For more information, please go to <https://www.fm.training/ifma-qualified-instructor>.

Prior to teaching any workshops, instructors must complete the self-study program and final assessments.

After the instructor successfully completes the online self-study modules and assessments, IFMA will release the instructor slides, facilitator guide and instructor portal password. The fee for the instructor kit will be US\$150.00 plus shipping.

Instructors will be required to maintain their registered-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.

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

In the event that there is a breach of confidentiality or copyright, IFMA reserves the right to discontinue the individual's status as a registered instructor.

Registered instructors that have not gone through IFMA's Train-the-Trainer program to be an IFMA Qualified Instructor, cannot advertise, promote or imply they are approved, endorsed, qualified, etc., by IFMA.