



## Oklahoma School Plant Management Association

### Core Certification Program

#### **Who Should Participate**

The Facilities Manager Core Certification and Facilities Manager Continuing Education Programs benefit facilities directors, business managers, district administrators, maintenance supervisors or anyone who has director or supervisory responsibility for the operations of school facilities.

#### **School District Benefits**

Better trained Facility Staff

Savings through efficiencies of operation, energy use and effective labor management

Improved safety for students, staff, and community

Savings through fewer claims

A healthy and safe learning environment

Increase in public confidence.

Effective facility planning and budgeting.

#### **Personal Professional Benefits**

Increase in knowledge which leads to increased confidence in your abilities.

Recognition in your district and by your peers

Knowledge gained from a network of school facility managers and industry professionals.

Familiarity with current topics, trends and legislation affecting school facilities management.

Improved advancement opportunities

Enhanced leadership skills

#### **Purpose of Program**

To develop a knowledge base for Building and Grounds/Facilities leaders to provide safe and healthful educational facilities in the State of Oklahoma.

#### **Certification**

The OSPMA Facilities Manager Certification Program is offered by the Oklahoma School Plant Managers Association.

Certification is the preferred end; however, individuals may take selected courses in the curriculum receiving a certificate for each module completed. Modules are not required to be completed in any particular order. Any level of participation will add to one's experience and knowledge base. Those completing the Facilities Manager Core Certification program requirements are recognized at the OSPMA Fall Conference.

#### **Application**

A person must be a **current OSPMA member** to apply to enter the program. The applicant must pay **\$75 for each module** program and are required to maintain an annual membership.

#### **Program Oversight**

The certification program is managed by the OSPMA School Facilities Certification Committee. The Facilities Committee identifies topics and speakers, reviews the course materials, and provides feedback to the speakers.

#### **Continuing Education Requirements**

A minimum 4 hours of continuing education is required, over a two-year period, at the OSPMA Fall Conference to maintain certification as an OSPMA Facility Manager.

#### **Frequency of Course Offerings**

Each year courses are offered at the OSPMA Facilities Managers Conference, January and April Training sites and Oklahoma School Plant Management Association's fall conference. A complete module is offered at each of these training sites and 2 modules offered at the fall conference. In a typical year, OSPMA offers 12 to 18 hours of certification training or 3-4 Modules, allowing a participant the possibility of completing the certification in as little as two years.

## **Required Curriculum**

The Core curriculum is divided into seven modules and one introductory course. While participants may choose to take only individual modules, completion of all sessions in each module is required to achieve certification. A person may begin with any module.

### **Introduction:**

So, You Want to Be a Facility Manager

(Available at 2022 conference to all attendees or on flash drive)

### **Core Module 1 (4 Hours)**

#### **Maintenance & Operations**

- 1.1 Exterior Building Envelope Maintenance
- 1.2. Roof Maintenance
- 1.3 Effective Preventative Maintenance Program
- 1.4 Building Automation Management Systems

### **Core Module 2 (4 Hours)**

#### **Building Systems**

- 2.1 Energy Accounting and Education
- 2.2 Understanding HVAC
- 2.3 Electrical Systems: Part 1 - Lighting & Lighting Controls
- 2.4. Electrical Systems: Part 2 - Electronic Systems

### **Core Module 3- (6hrs)**

#### **Environmental Health & Safety**

- 3.1 20 Areas of Safety Concern & Responsibilities
- 3.2 Indoor Air Quality
- 3.3 Integrated Pest Management
- 3.4 Asbestos
- 3.5 Life Safety & Building Codes
- 3.6 Employee Health & Safety

### **Core Module 4 (4 Hours)**

#### **Leadership**

- 4.1 & 4.2 Hire, Rehire & Everything In-between
- 4.3 Making a Difference
- 4.5 Leading for Excellence /How to Identify & Communicate Success

### **Core Module 5 (4 Hours)**

#### **Facility Life Cycle & Budgeting**

- 5.1 Managing Sports Fields-Grass, Turf & Synthetic Surfaces (BUILDING TRACKS)
- 5.2 Budgeting for Schools-Facilities Dept.
- 5.3 Construction & Referendum Projects:What you need to know.
- 5.4 Capital Planning- How to Develop a 5- or 10-year plan.  
(Combination of Capital Planning & Long-Range Planning).

### **Core Module 6 (4 Hours)**

#### **Custodial Operations**

- 6.1 Effective Hiring and Orientation Process
- 6.2 Performing Custodial Staffing Levels & Assessments.
- 6.3 Custodial Supervision & Evaluation
- 6.4 Product & Equipment Selection

### **Core Module 7 (5 Hours)**

#### **Emergency Management, School Safety & Security**

- 7.1 Emergency Planning
- 7.2 Security Assessment
- 7.3 After Hour Emergencies: How to Plan
- 7.4 Continuity Planning and Disaster Recovery
- 7.5 How are Oklahoma Schools Districts Preparing for Threats

## **Facility Certification Training Program**

### **To Enroll**

An online application for the Core Certification Program can be found at [www.ospma.org](http://www.ospma.org).

The cost of the application is \$75.00 per Module.

Participants must be OSPMA Members in good standing (Active member of OSPMA).

### **To Receive Credit**

At each course, a sign in sheet is circulated during the session. To receive credit for your attendance, find or add your name to the list. Your signature will verify your attendance. This is our only record of your attendance and must be recorded during session for attendee to receive credit.

For more information or

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