



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.

Frequency of Course Offerings

Each year courses are offered at the OSPMA Facilities training sessions in February and May 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 2024 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 Selecting a contractor or Construction Manager
- 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

Note: Individual session topics/titles may vary slightly

Facility Certification Training Program

To Enroll

An online application for the Core Certification Program can be found at 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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