



SCHOOL
FACILITIES
MANAGEMENT
INSTITUTE, INC.

CERTIFIED DIRECTOR OF FACILITIES (CDF)

RECERTIFICATION PROGRAM

Report Form Criteria Procedures

School Facilities Management Institute, Inc.

In partnership with the

New York State School Facilities Association

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CDF RECERTIFICATION

Continual professional development is essential for today's Director of Facilities to keep pace with a rapidly changing work environment. Certified Directors of Facilities (CDF's) have been recognized as distinguished members of their field for, among other things, their commitment to professional development.

The CDF Recertification Program is designed to acknowledge the CDF's continued commitment to the field of school facilities management. To retain the CDF credential, a Certified Director of Facilities must accumulate 75 points for continuing education/professional development, leadership, New York State School Facilities Professional Development Conference & Expo participation, instruction, or writing every five years. To document this, the CDF must submit the attached CDF renewal form.

CDF's MUST RENEW AT FIVE-YEAR INTERVALS

SFMI will mail notices to all CDF's reminding them of maintenance requirements. A report on maintenance points for the personal file of each CDF can be submitted at any time the CDF has earned the total 75 points of continuing education/professional development. You may reproduce this report form on your computer or include additional pages as necessary. Renewal forms are retained for five (5) years.

FILING EXTENSION

A CDF may apply to the CDF Committee for a filing extension of the professional renewal requirements under the following conditions:

1. The CDF is not currently employed.
2. The CDF has been appointed or elected to full-time public office on the local, state, or national level.
3. Extended illness.

The request for the filing extension must be submitted in writing to the CDF Committee prior to December 1st of the year immediately preceding the renewal date. Extensions are not granted for a period of more than three years. You must accumulate a total equal to 15 points in continuing education each year for every year your filing date is extended. All extensions will be reviewed by the CDF Committee.

FEES

For each five-year period, there is a **renewal fee of \$100.00**. It must be paid along with the Renewal Report Form submission.

FAILURE TO RECERTIFY

The CDF Committee has set the following policy to address the loss of certification due to failure to meet renewal requirements:

Director of Facilities who have not acquired sufficient CDF maintenance points for renewal on the scheduled renewal date will be notified in writing that their certification is inactive and they are prohibited from using the "CDF" designation and will no longer be listed as a CDF in any SFMI/NYSSFA publications until the Director:

1. Resubmits to the certification process and successfully meets the criteria for certification by application and examination; or
2. Accumulates a total equal to 15 points in continuing education each year for every year since the original date of certification or the last renewal date, whichever is applicable.

A COMMITMENT TO EXCELLENCE

On behalf of the School Facilities Management Institute Inc. and the New York State School Facilities Association, we congratulate you on your commitment to excellence. To begin your recertification process, please review the attached form carefully, and begin documenting your professional development activities today.

**NEW YORK STATE SCHOOL FACILITIES ASSOCIATION
CDF & RDF RECERTIFICATION REPORT FORM**

Date of Original Certification: _____ Date of Last Renewal (if applicable): _____
Name: _____
Title: _____
School District: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Email: _____

If your school district is different from that at the time of certification or the last renewal, please indicate your address at the time of your last report.

School District: _____
Address: _____

This form must be postmarked no later than July 1st, of determined recertification year. **(CDFs and RDFs must renew every five years.)**

TO RENEW

- A minimum of 75 points of continuing education/professional development is required; or 55 points of continuing education and 20 points in other areas, such as leadership (two points per year as an officer, committee chair, etc.), instruction (two points per course), or writing (two points per article).
- All CDF's must attend at least two New York State School Facilities Managers Annual Professional Development Conference & Expos in a five year period. The conference & expo is worth 5 points toward your continuing education points, for every year you attend. All professional development and/or other activities listed must only be activities performed since the original date of certification or last renewal, whichever is more recent.
- It is important that all relevant information is provided on the form, and appropriate attachments are included. Incomplete applications may be returned for additional information.
- You may reproduce this form on your computer. If needed, you may add supplemental pages.
- You must review and sign a statement agreeing that you will continue to adhere to the NYSSFA Code of Ethics. You must be a member of the New York State School Facilities Association.

PAYMENT

Please enclose payment of \$100.00 along with your recertification form payable to SFMI and return to: SFMI Recertification, 136 Everett Rd, Albany, NY 12205; email sfmi@nyssfafa.com.

(Please make payment in check, money order, credit card or school purchase order.)

For School PO #: _____

Check or PO enclosed in the amount of \$ _____

For credit card use:

Please charge my

Visa MasterCard Discover Card American Express

In the amount of _____

CC Number # _____

Security Code from back of card: _____ Expiration Date: _____

Cardholder Name: _____

Billing Address (if different from above): _____

Card Holder Signature: _____

AGREEMENT

I certify that the attached information is complete and accurate to the best of my knowledge.

I understand that SFMI/NYSSFA reserves the right to revise or update the renewal requirements, Code of Ethics, and other material, and that it is my responsibility to be aware of SFMI/NYSSFA's current requirements. I further understand that I am obligated to inform SFMI/NYSSFA of changed circumstances that may materially affect my renewal application.

I understand and agree SFMI/NYSSFA certification does not constitute SFMI/NYSSFA's warranty or guarantee of my fitness or competency to practice as a Director of Facilities. I authorize SFMI/NYSSFA to include my name in a list of certified individuals and agree to use the CDF designation and related SFMI/NYSSFA trade names, trademarks and logos only as permitted by SFMI/NYSSFA policies. I further understand and agree that SFMI/NYSSFA may also use anonymous and aggregate application and examination data for statistical and research purposes.

Signature: _____ Date: _____

ACCEPTABLE RECERTIFICATION POINTS

The CDF Committee has identified several areas of educational professional development and leadership roles through which renewal may be maintained. They are listed below by categories. The Committee will continuously review other options to identify those activities, which in its judgment merit inclusion.

POINT RATING SYSTEM

The following point rating codes are to be used for professional development:

Description	Point Rating
• Attendance at NYS School Facilities Managers Annual Professional Development Conference & Expo	05
• Attendance at SFA Annual Chapter Workshop	02
• Leadership roles	02
• 3 hour or half-day program	03
• 6-8 hour or full day program	06
• Mohawk Valley Community College or other College course	08
• Instructional presentation or writing	03

I. CONFERENCE PARTICIPATION

- All CDF's must attend at least two NYS School Facilities Managers Annual Professional Development Conference & Expos in a five year period.
- Participation in NYS School Facilities Managers Annual Professional Development Conference & Expo is worth 5 points for every year a CDF attends.

NYS School Facilities Managers Annual Professional Development Conference & Expo

Year: _____

Location: _____

Theme: _____

NYS School Facilities Managers Annual Professional Development Conference & Expo

Year: _____

Location: _____

Theme: _____

NYS School Facilities Managers Annual Professional Development Conference & Expo

Year: _____

Location: _____

Theme: _____

II. CHAPTER WORKSHOP

- Two (2) points will be given for attendance and full participation in any SFA local Chapter Custodial Workshop.

Annual NYSSFA Chapter Custodial Workshop

Title of program: _____

Number of hours: _____

Location: _____

Annual NYSSFA Chapter Custodial Workshop

Title of program: _____

Number of hours: _____

Location: _____

Annual NYSSFA Chapter Custodial Workshop

Title of program: _____

Number of hours: _____

Location: _____

Annual NYSSFA Chapter Custodial Workshop

Title of program: _____

Number of hours: _____

Location: _____

Annual NYSSFA Chapter Custodial Workshop

Title of program: _____

Number of hours: _____

Location: _____

III. LEADERSHIP ROLES

- Two (2) points will be given for each year of service at the state and chapter level as an active officer, committee chairperson, committee member, or CDF mentor.

A. State Level Leadership

Office or position held: _____

Organization: _____

Date of service: _____

Office or position held: _____

Organization: _____

Date of service: _____

Office or position held: _____

Organization: _____

Date of service: _____

B. Chapter Level Leadership

Office or position held: _____

Organization: _____

Date of service: _____

Office or position held: _____

Organization: _____

Date of service: _____

Office or position held: _____

Organization: _____

Date of service: _____

IV. EDUCATIONAL TRAINING/COURSES/PROGRAMS

- Participants in the educational programs at New York State Facilities Managers Annual Professional Development Conference & Expo and other allied or affinity groups and programs of degree granting institutions of higher education, constitutes continuing education, when the subject relates directly to school facility management.
- Participation in other programs and courses that apply to facility management, such as: (a) the Business Officials Management Association; (b) courses through Mohawk Valley Community College; (c) in School Facilities Management Institute training programs; and (d) other independent seminars will count towards meeting the continuing education requirements. Three (3) points will be given for each 3 hour or half day program. Six (6) points will be given for each 6-8 hour or full day program. Eight (8) points will be given for each semester long course taken at Mohawk Valley Community College or other college course. On-line educational programs earn the same number of hours as face to face educational programs. Two (2) points will be given for each course that is instructed by the applicant. Three (3) points will be given for each article, chapter or book written and published.

A. State Level Leadership

Title of program: _____

Number of hours: _____

Location: _____

Title of program: _____

Number of hours: _____

Location: _____

Title of program: _____

Number of hours: _____

Location: _____

Title of program: _____

Number of hours: _____

Location: _____

Title of program: _____

Number of hours: _____

Location: _____

Title of program: _____

Number of hours: _____

Location: _____

Title of program: _____

Number of hours: _____

Location: _____

Title of program: _____

Number of hours: _____

Location: _____

Title of program: _____

Number of hours: _____

Location: _____

B. Instructional Presentation or Writing

Title of program: _____

Number of hours: _____

Location: _____

Title of program: _____

Number of hours: _____

Location: _____

Title of program: _____

Number of hours: _____

Location: _____

V. OTHER PROGRAMS

- Any other programs/activities not listed that apply to Facility Management

Title of program: _____

Number of hours: _____

Location: _____

Title of program: _____

Number of hours: _____

Location: _____

Title of program: _____

Number of hours: _____

Location: _____

VI. ATTACHMENTS

Your professional development activities must be verified by attaching the appropriate documentation.

Please attach program outlines, appropriate affidavit(s), certificates, educational transcript(s), book/ article description or narrative for any/all areas to receive re-certification points. The CDF Committee may contact you for additional information.

CODE OF ETHICS

This code of ethics for members of the New York State School Facilities Association has been adopted to promote and maintain the highest standards of facilities management and personal conduct among its members. Adherence to these standards is expected from members of the Association, and serves to assure public confidence in the integrity and service by Director of Facilities. As a member of the New York State School Facilities Association and Certified Director of Facilities, I pledge myself to:

- I will recognize that management is a call to service with responsibilities to my subordinates, associates, supervisors, employer, community, nation and world.
- I will be guided in all my activities by truth, fair dealings and good taste.
- I will earn and carefully guard my reputation for good moral character and citizenship.
- I will recognize that, as a leader, my own pattern of work and life will exert more influence on my subordinates than what I say or write.
- I will give the same consideration to the rights and interests of others that I ask for myself.
- I will maintain a broad and balanced outlook and will look for value in the ideas and opinions of others.
- I will regard my role as a manager as an obligation to help subordinates and associates achieve personal and professional fulfillment.
- I will keep informed on the latest techniques, equipment and processes associated with the practice of management and the facility in which I am employed.
- I will search for recommend and initiate methods to increase productivity and efficiency.
- I will respect the professional competence of my colleagues in the CDF Program and will work with them to support and promote the goals and programs of the Association.
- I will support efforts to strengthen professional management through example, education, training and a lifelong pursuit of excellence.

Signature: _____ Date: _____