

# Certified Educational Facilities Manager - NJDOE Initial Application v08312015

Applicant's Last Name

Applicant's First Name

Date

Current Employer

E-mail (non-work)

Home Address

City

State

Zip Code

Pursuant to C.18A:17-50, commencing September 1, 2002, no person shall be employed by a board of education of a school district as a buildings and grounds supervisor unless he is a certified educational facilities manager. The Department of Education shall issue an authorization to serve as an educational facilities manager to an applicant who meets the criteria of a certified educational facilities manager as set forth below. A candidate must submit documentation (**A PDF copy of each required document for electronic submission**) demonstrating compliance with one of the following criteria:

**Has completed a minimum of two years experience in the field of buildings and grounds supervision and has graduated from the New Jersey Educational Facility Management Program at Rutgers, the State University, as a certified educational facilities manager, or has graduated from an equivalent program offered at either a regionally accredited institution of higher education or an approved post-secondary institution located within or outside the State.** *(Provide proof of graduation via a copy of transcripts or certificate and proof of two years experience via a letter from the Superintendent or Business Administrator on District letterhead or copies of employment contracts for each year of experience.)*

**Is a code enforcement official licensed by the Department of Community Affairs and was serving as a supervisor of buildings and grounds on January 10, 2000.** *(Provide proof of DCA code official license via a copy of code official license and employment as a supervisor of building and grounds on of January 10, 2000 via a letter from the Superintendent or Business Administrator on District letterhead or copies of employment contracts for each year of experience.)*

**Has served as a supervisor of buildings and grounds in a district continuously for five years prior to September 1, 2002.** *(Provide letter from the Superintendent or Business Administrator on District letterhead or copies of employment contracts for each year of experience.)*

Please review the guidelines and FAQ's on the website at <http://www.state.nj.us/education/facilities/CEFM> for additional information. For questions or to send the pertinent documentation in support of the criteria you indicated above for authorization, please submit to:

E-Mail: **CEFM\_app@doe.state.nj.us** *(Please make all attachments PDF files)*

Mail: **CEFM Program Application  
New Jersey Department of Education  
Office of School Facilities  
P.O. Box 500  
Trenton, NJ 08625-0500**

Overnight Delivery: **CEFM Program Application  
New Jersey Department of Education  
Office of School Facilities  
200 Riverview Plaza, 2nd Floor  
Trenton, NJ 08611-3419**

Save this form in the following format: **LASTNAME\_FIRSTNAME\_CEFM\_Initial.pdf** before printing / emailing.