

***New Jersey Department of Education
Certified Educational Facilities Managers (CEFM) Program
Application Guidance / Instructions***

Requirements

Any person employed by a board of education of a school district as a “buildings and grounds supervisor” is required to be a certified educational facilities manager. An individual seeking to become a certified educational facilities manager must demonstrate compliance with one of the following criteria:

- a) 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; or
- b) 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; or
- c) Has served as a supervisor of buildings and grounds in a district continuously for five years prior to September 1, 2002.

A board of education may hire an individual to fill a vacancy who is not a certified educational facilities manager may be hired on an interim basis, a period not to exceed two years.

A law enacted in May 2013 added a continuing education requirement to the CEFM program. Certified educational facilities managers must obtain twenty Continuing Education Units every three years. Individuals certified in May 2013 or earlier are required to obtain their renewal by May 2016. Individuals certified after May 2013 will have three years from the date of initial issuance to obtain their renewal. The continuing education courses are in fields of study related to school facilities in the State and approved by the Department. This current list of approved courses is available on the website.

How to Obtain CEFM Authorization

Individuals interested in becoming a certified educational facilities manager, after having met one of the three criteria listed above, shall:

- 1) Download the Initial Application (available on this website) to your computer, select “save as” and name the document in the format LASTNAME_FIRSTNAME_CEFM_initial.pdf (e.g. Jones_David_CEFM_initial).
- 2) Complete the Initial Application and select “save.”
- 3) Collect pertinent documentation that corresponds to the criterion you selected on the Initial Application.

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- 4) Create pdf of documentation collected in step 3) above relevant to your qualification and save in the format LASTNAME_FIRSTNAME_Rutgers_Graduation.pdf or LASTNAME_FIRSTNAME_Experience.pdf or LASTNAME_FIRSTNAME_DCAlicense.pdf.
- 5) Submit your application and supporting documentation to the Department of Education. Please refer to the application for submission alternatives. Email applications are preferred. Hard copy applications are acceptable. Please note: if your attachments exceeds 5MB, please submit the file on a CD or thumb drive (nonreturnable).

The Department of Education will review and process your application. If all the requirements are met, the Department will issue a CEFM certificate. The certificate will have a number that will be used for identification purposes. If the application is incomplete, you will be contacted. The certificate will have a number that will be used for identification purposes. Additional information about the required items may be viewed by placing your cursor on the item.

How to Obtain CEFM Renewal

Certified educational facilities managers interested in renewing their authorization as a CEFM shall:

- 1) Download the Renewal Application (available on this website) to your computer, select “save as” and name the document in the format LASTNAME_FIRSTNAME_CEFM_renewal.pdf (e.g. Jones_David_CEFM_renewal.pdf).
- 2) Complete the Renewal Application and select “save.” Your CEFM ID Number and CEFM Expiration Date requested on the application are available on the Master List. You will find that information in the row on the list associated with your name. (If your name or CEFM ID number are not on the list please email a PDF copy of your previously issued DOE certificate to CEFM_app@doe.state.nj.us in the format LASTNAME_FIRSTNAME_Certificatecopy.pdf, or mail a copy to the address on the Renewal application downloaded in 1) above. If mailed please provide a non-work email address. You will be notified when the list is corrected). The number and hours associated with continuing education courses are available on the Master CEU Approved Course Offerings document available on the website.
- 3) Create pdf of documentation of your continuing education credits and save in the format LASTNAME_FIRSTNAME_CE #_Certificate.pdf (e.g. Jones_David_CE000014_Certificate.pdf. This corresponds to the course “Athletic Field Maintenance).
- 4) Submit your application and supporting documentation to the Department of Education. Please refer to the application for submission alternatives. Email applications are preferred. Hard copy applications are acceptable. Please note: if your attachments exceeds 5MB, please submit the file on a CD or thumb drive (nonreturnable).

The Department of Education will review and process your renewal application. If all the requirements are met, the Department will authorize the renewal of your certification for three years from the date of issuance. If the application is incomplete, you will be contacted. The certificate will have a number that will be used for identification purposes. Additional information about the required items may be viewed by placing your cursor on the item.