

## All the details for your 7-week coach led ProFM Class

AFD Professional Development is excited to announce a partnership with ProFMI to offer the newest credential in the field of facilities management, the ProFM.

The ProFM is an international credential designed to benefit all facility professionals, regardless of career stage, industry, or country. The ProFM Body of Knowledge defines the 19 functional FM knowledge areas and five cross-functional competencies required of today's facility professionals. [www.profmi.org](http://www.profmi.org)

### Meet Your Instructors

Two highly respected FM professional development educators have teamed up to provide your ProFM training.



**Alana F. Dunoff** ProFM, FMP, IFMA Fellow, has nearly 30 years' experience in strategic facility planning and project management in the corporate commercial, healthcare, and retail industries. She has over 18 years as an FM educator and adjunct professor and currently teaches in the Facility Management Bachelor of Science Program at Temple University. She is a qualified instructor for the IFMA FMP and ProFM.

Alana was the first woman to earn her ProFM certification. Alana earned her B.S. in Psychology from Boston University and her M.S. in Facility Planning & Management from Cornell University.



**James Myers, P.E.** ProFM has decades of experience in energy, engineering, education, and business. For 22 years, he was the Director of the Penn State Facilities Engineering Institute. Mr. Myers has developed and provided customized training for facility professionals for more than 30 years. Mr. Myers received his B.S. in Civil and Environmental Engineering from Cornell University and M.S. in Architectural Engineering from Penn

State University and is a registered professional engineer and one of the first to receive the ProFM certification.



## **Class Structure**

Classes will be conducted as a coach-led model, with 7 - 2 ½ hour virtual classes starting September 23<sup>rd</sup> and finishing on December 16th. Coach-led classes offer a mix of high-level focused content, group activities, practices quizzes, and other study preparation tools. The success of this model relies on students advanced preparation for class. Classes are available to entire departments or individual facility professionals.

## **Class Schedule and Modules**

1. September 23, 2020, 3:00 – 4:30 PM: Course Kick-Off and Introduction
2. October 7, 2020, 3:00 – 5:30 PM: Module 1, Competencies for Facilities Professionals
3. October 21, 2020, 3:00 – 5:30 PM: Module 2, Asset Management
4. November 4, 2020, 3:00 – 5:30 PM: Module 3, Risk Management
5. November 18, 2020, 3:00 – 5:30 PM: Module 4, Business Management
6. December 2, 2020, 3:00 – 5:30 PM: Module 5, Operations and Maintenance
7. December 16, 2020, 3:00 – 4:30 PM: Course Review and Test Preparation

## **FAQ**

**What if I miss a class?** While we encourage students to attend every class, if you miss a class and we are notified in advance of the class, we will do our best to accommodate your needs.

**What is the final assessment for the ProFM?** There are 2 final assessment tests for the ProFM, one is knowledge based it as 75 multiple choice questions, the second is focused on practical application of the material and has 50 questions. Both tests are timed and are inclusive of material from all 5 modules of the Body of Knowledge. Tests can be taken until you pass and passing one test is not dependent on being permitted to take or pass the other first.

**How much does it cost to take the exams?** There are no additional application, administration, or exam fees. Tests may be taken as many times as necessary to pass for a period of one year after registering for the program.



**Once I pass the exams, how do I receive my ProFM Credential?** You will be asked to register your credential and confirm your contact information for an official ProFM certificate to be delivered to you. Once registered, you will be able to save and print a proof of course completion as you await your official certificate and you may immediately begin using “ProFM” in their signature, resume, and CV.

**How long is my ProFM credential valid?** The ProFM credential is valid for three (3) years from date on which you pass the ProFM final assessment. To renew, ProFM credential holders must earn a minimum of 45 continuing education Renewal Credits and pay a nominal fee of \$99.

For more information on the ProFM, please go to [www.profmi.org](http://www.profmi.org)

### **How to Register and Fees**

- Registration includes the 7 virtual classes
- Printed ProFM materials delivered to you directly
- Online access to the ProFM including the body of knowledge material, study resources and the final assessments
- All ProFM fees

The cost for registration is \$2,290 by September 18<sup>th</sup>, 2020.

Early bird discount price is \$1,995 if paid before September 8<sup>th</sup>, 2020.

Register at: [www.afdfacilityplanning.com](http://www.afdfacilityplanning.com)

### **Payment options:**

**In the form of a check:**

AFD Facility Planning  
25 Holly CT  
Lafayette Hill, PA 19444

**Via PayPal (accepts credit cards)**

**Or request for invoice can be sent for payment**

**Cancellation policy** *Cancellation requests for a refund (less \$60 processing fee) must be made by September 16<sup>th</sup>. No refunds will be made after this date. Fees can be credited to another course.*