

WASBO Facilities Manager Certification Program Application

Name _____
Title _____
School Dist./Company _____
Address _____
City/State/Zip _____
Phone _____ Fax _____
Email _____

Certification Program Fees: A fee of \$60 is charged to participate in the WASBO Facilities Manager Certification Program. This fee partially offsets the cost of administering the certification program.

To participate in the Facilities Manager Certification Program you must be a WASBO member in good standing.

I am a WASBO member in good standing.

(Signature)

I am not a current WASBO member and would like to join WASBO. Please consider this my membership application. The membership year is July 1-June 30. I agree to pay \$170 for annual membership.

(Signature)

Please indicate type of membership:

____ Active Member (Employed by school district)
____ Service Affiliate Member (Provide goods and/or services to Wisconsin School Districts.)

Return Application with payment to:

WASBO Foundation - Facilities Manager Certification Program
4797 Hayes Rd., Suite 101, Madison, WI 53704
Phone (608) 249-8588 Fax (608) 249-3163
deimund@wasbo.com www.WASBO.com

Payment

____ Check # _____ enclosed. (Payable to WASBO Foundation)
____ Please bill my school district or company using
purchase order _____

____ Please bill my credit card MasterCard VISA

American Express Discover

Card # _____ Exp. Date _____

Name on Card _____

Billing Address _____

Signature _____

Program Background

The WASBO Facilities Committee began evaluating the merits of a certification program for facilities/building and ground leadership positions in 2002. It began at the 2002 WASBO Spring Conference with a presentation from the Michigan ASBO on the program that they have implemented. The Facilities Committee met over the next year to develop a conceptual outline of a program that was presented at the 2003 WASBO Spring Conference in Green Bay. During that presentation, the Facilities Committee asked each attendee to fill out an interest survey. The results of the survey were an overwhelmingly positive response to develop a WASBO Certification Program. The survey also had the respondents prioritize various curriculum ideas. Since that time, the Facilities Committee has created a Facilities Manager Certification Subcommittee that has worked on the development of the program and the curriculum from the four highest ranked topics identified in the survey. Beginning with the WASBO Facilities Conference in February of 2004, sessions developed around the Facilities Manager Certification Program became the primary focus of the related programs at WASBO conferences.

Revised 1-18-10



WASBO FACILITIES MANAGER CERTIFICATION PROGRAM

Developed by the
WASBO School Facilities Committee
in cooperation with the
Wisconsin Department of Public Instruction

Wisconsin Association of
School Business Officials Foundation
4797 Hayes Road, Suite 101
Madison, WI 53704
Phone (608) 249-8588 Fax (608) 249-3163
www.wasbo.com wasbo@wasbo.com

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 Wisconsin.

Certification

The certification program is offered by WASBO. The WASBO Facilities Manager Certification Program is recognized by the Wisconsin Department of Public Instruction. Certification is the desired end; however it is recognized that some individuals may only take certain courses in the curriculum without obtaining certification. Any level of participation will add to one's experience and knowledge base.

Application

A person must apply to WASBO to enter the program. The applicant must be a WASBO Active or Service Affiliate Member. The cost of the application is a one-time fee of \$60.

Oversight of Program

The certification program is managed by the WASBO School Facility Committee with significant support from the WASBO Executive Director, WASBO staff, and the WASBO Safety Committee. The Facilities Committee identifies topics and speakers, reviews the course materials, and provides feedback to the speakers. The committee is also in the process of developing a Facilities page on the WASBO web site which will serve as a resource to all those registered in the Certification Program. The committee will continue to identify ways to improve the program and is very open to input and ideas from others.

Required Number of Hours for Certification

To obtain certification, an applicant will need to complete 32 hours of the curriculum including all 27 hours of the required curriculum. There will be no "grandfathering" options available in place of attending the training sessions.

Frequency of Course Offerings

Each year courses will be offered at the WASBO Facilities Management Conference, Spring Conference, and Fall Conference. A module and several electives will be offered at each of these conferences. Additional sessions will be offered

at the Custodial & Maintenance Conference. This past year sessions were also offered at the Midwest Facility Masters Conference. In a typical year we will offer approximately 15 to 20 hours of courses, allowing someone to complete the certification in as little as two years.

Maintaining Certification

A Certified WASBO Facilities Manager will be required to attend 8 hours of training over each three-year period following initial certification to maintain their certification. Additional course offerings will be developed over the years, and existing courses will be updated and enhanced in order to provide new and interesting topics. In addition, the WASBO Facilities Committee will evaluate and identify other training opportunities through sources other than WASBO that can be used towards re-certification hours.



Required Courses

Module 1

Introduction to Facilities Management - 1 Required Hour

- Introduction to Facilities Management

Custodial Operations - 4 Required Hours

- Effective Hiring and Orientation Process
- Custodial Staffing Levels
- Custodial Supervision & Evaluation
- Product Equipment & Selection

Module 2

Systems - HVAC & Electrical - 6 Required Hours

- Understanding Your Utility Bills - Part 1
- Understanding Your Utility Bills - Part 2
- Understanding HVAC - Part 1
- Understanding HVAC - Part 2
- Electrical Systems - Part 1: Lighting & Lighting Controls
- Electrical Systems - Part 2: Electronic Systems

Module 3

Environmental Health & Safety - 5 Required Hours (One additional continuing education session is required in Module 3.)

- 20 Areas of Concern & Responsibilities
- Indoor Air Quality - Part 1
- Integrated Pest Management - Part 1: Bugs
- Asbestos - Part 1

Module 4

Maintenance & Operations - 4 Required Hours

- Exterior Building Envelop Maintenance
- Roof Maintenance
- Effective Preventative Maintenance Program
- Comprehensive Facility Planning - Part 1

Module 5

Facility Planning - 2 Required Hours

- Long Range Capital Projects Planning
- Comprehensive Facility Planning

Budgeting - 2 Required Hours

- Budgeting for School Facilities Departments
- Budget Tracking Tools for Operating Budgets and Capital Projects

Module 6

Union Management - 2 Required Hours

- Union Negotiation Tools
- Addressing Grievances & Legal Issues - EEO, Harassment and more

Interaction with the Public - 1 Required Hour

- Interaction with the Public - How to Sell Your Program

Elective Courses

In addition to these 27 required hours, 5 additional continuing education sessions are required to meet certification requirements. Many of these courses are also offered in the areas of:

- Emergency Management/Safe Schools/ Security
- Facilities Design & Construction
- Designing & Maintaining Exterior Envelop
- Purchasing
- Team Leadership
- Energy Management
- New School Construction
- Green Facilities Management

Additional areas may be added as needed.

For More Information Contact:

Jeanne Deimund
deimund@wasbo.com.
608.249.8588
Or visit www.WASBO.com