

WASBO

**Facilities Manager Core Certification
and Facilities Manager Continuing
Education Program**

**New, Updated
Curriculum**



**Unlock Your Professional
Potential with Knowledge**

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

Wisconsin Association of School Business Officials
4797 Hayes Road, Suite 101 • Madison, WI 53704
608.249.8588 • WASBO.com



WASBO Facilities Manager Core Certification

Purpose of Program

To develop a knowledge base for Building & Grounds/Facilities leaders to provide safe and healthful educational facilities in the State of Wisconsin.

Certification

The WASBO Facilities Manager Certification Program is offered by the Wisconsin Association of School Business Officials and is recognized by the Wisconsin Department of Public Instruction. Certification is the preferred end; however, individuals may take selected courses in the curriculum without obtaining Certification. Any level of participation will add to one's experience and knowledge base. Those completing the Facilities Manager Core Certification program requirements are recognized at the WASBO Spring Conference.

Application

A person must apply through WASBO to enter the program. The applicant must be a WASBO member in good standing and maintain WASBO membership throughout the course of the program. The cost of program application is a one-time fee of \$100.

Program Oversight

The Certification program is managed by the WASBO School Facilities Committee with support from the WASBO Executive Director and staff and the WASBO Safety & Risk Management Committee. The Facilities Committee identifies topics and speakers, reviews the course materials, and provides feedback to the speakers.

Required Hours for Certification

To obtain core Certification, an applicant must complete 32 hours of the WASBO Facilities Manager Core Certification curriculum.

Frequency of Course Offerings

Each year courses are offered at the WASBO Facilities Management Conference, Spring Conference, Fall Conference and Midwest Facility Masters Conference. A complete module is offered at each of these conferences. Additional sessions are offered at the Custodial & Maintenance Conferences. In a typical year, WASBO offers approximately 15 to 20 hours of courses, or 3-4 Modules, allowing a participant to complete the Certification in as little as two years.

Required Curriculum

The Core curriculum is divided into seven modules and one introductory course. Each session in each module is required to achieve Certification.

So You Want to Be a Facilities Manager (1 Hour)

Core Module 1: Custodial Operations (4 Hours)

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

Core Module 2: Building Systems (4 Hours)

- Energy Accounting & Education
- Understanding HVAC
- Electrical Systems: Lighting
- Electrical Systems: Power and Low Voltage Systems

Core Module 3: Environmental Health & Safety (6 Hours)

- 20 Areas of Safety Concern & Responsibilities
- Indoor Environmental Quality
- Integrated Pest Management
- Asbestos
- Life Safety & Building Codes
- Employee Health & Safety

Core Module 4: Maintenance & Operations (4 Hours)

- Exterior Building Envelope Maintenance
- Roof Maintenance
- Effective Preventative Maintenance Program
- Building Automation Management Systems

Core Module 5: Facility Life Cycle & Budgeting (4 Hours)

- Managing Sports Fields - Grass, Turf, & Synthetic Surfaces
- Budgeting for School Facilities Departments
- Capital Planning
- The Realities of Referendum Projects

Core Module 6: Leadership (4 Hours)

- Hire Retire & Everything In-Between
- Interaction with the Public: How to Sell Your Program
- How to Identify & Communicate Success
- Excelling as a Leader

Core Module 7: Emergency Management, School Safety & Security (5 Hours)

- Emergency Planning
- Security Assessment
- After Hours Emergencies: How to Plan
- Continuity Planning & Disaster Recovery
- How are Wisconsin School Districts Preparing for Threats?

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WASBO Facilities Manager Continuing Education Program

Purpose of Program

To continually add to a knowledge base for Building & Grounds/Facilities leaders to provide safe and healthful educational facilities in the State of Wisconsin.

Continuing Education

A Certified WASBO Facilities Manager is required to attend 12 hours of training over each three-year period following initial Core Certification. The WASBO Facilities Committee stresses the value of ongoing education to stay current and relevant in the ever-changing field of school facilities management.

Application

Upon achievement of the WASBO Facilities Manager Core Certification, participants are enrolled in the Facilities Manager Continuing Education Program. There is no enrollment fee. To maintain Certification, one must be a WASBO member in good standing.

Program Oversight

Oversight of the Continuing Education Program is the same as the Core Certification Program.

Required Hours for Continuing Education

To stay current in the Facilities Manager Continuing Education Program, a participant must complete 12 hours of the WASBO Facilities Manager Continuing Education curriculum within a three-year time period.

Frequency and Content of Course Offerings

Each year, courses are offered at the WASBO Facilities Management Conference and Midwest Facility Masters Conference. Sessions may also be offered at the Spring and Fall Conferences. Courses could cover topics from the 10 continuing education modules or emerging subjects.

Continuing Education (CE) Curriculum

CE Module 1: Custodial Operations

- Report Card of Building Cleanliness
- Custodial Equipment Maintenance
- Custodial Impact
- Cleaning Science

CE Module 2: Building Systems

- The 5 Things HVAC Manufacturers Won't Tell You
- Sound Principles of HVAC Equipment Classroom Acoustic Technical Guide
- Implementing Wireless Controls for Lighting and HVAC
- How Light Affects Student Performance & Energy Conservation

CE Module 3: Environmental Health & Safety

- Environmental Issues for Today's Schools
- Health Schools: Improving Indoor Environmental Quality
- Breathe Easier - Healthy Air Quality for Your Indoor Pool Environment
- Basics of Displacement Ventilation and the Effects of IAQ on Staff and Students

CE Module 4: Maintenance & Operations

- How to Manage Your Parking Lots and Other Pavements
- Facilities: Considerations for Closing, Consolidating and Managing
- Giving Your Building a Tune-Up

CE Module 5: Facility Life Cycle and Budgeting

- Benchmarking for Cost Savings
- \$3.2M in Reductions While Improving B&G
- Long Range Planning for School Facilities

CE Module 6: Leadership

- Bring Facilities Certification to Your District
- Leadership Under Fire: Managing Without Conflict
- Understanding the Three Critical Thresholds to Measure Referendum Success
- Preventing Sexual Harassment and Accusations in Your School District
- Training Facilities Department Staff to Better Understand Their Job as a Customer Service Position

CE Module 7: Emergency Management, School Safety & Security

- Preparing for the Unthinkable
- The Circle of School Security
- Prepared Not Scared: Dealing with Targeted Violence/Active Shooter Crisis
- Safety and the Aging Workforce

CE Module 8: Facilities Design & Construction Series

- Transforming Today's Classroom for Tomorrow's Learners
- Critical Decisions Before and During Construction: Our Best Practice Advice
- Acoustics in Schools
- Learned the Hard Way: Facility Design & Construction

CE Module 9: Energy Conservation & Green Schools

- Steering Your District Towards Sustainability: What's in it for us?
- Making the Grade - Improving Efficiency of Your School District
- Recognizing Excellence: Green & Healthy/Green Ribbon Schools in Wisconsin

CE Module 10: Designing and Maintaining Exterior Envelopes

- Beyond 20 Years - Keys to a Successful Long Term Roofing Plan
- Building Envelope Transitions: Key to Success or Failure

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WASBO School Facilities Committee Chair

Joe Ledvina, Supervisor
of Buildings and Grounds,
LaCrosse School District

Dave Hoh, Custodial
Supervisor, Oshkosh Area
School District



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Benefits and Enrollment

School District Benefits

- Knowledge of current and changing legislation and regulations
- Savings through efficiencies of operation, energy use and effective labor management
- Improved safety for students, staff and community
- Savings through fewer claims
- A healthy and safe learning environment
- Increase in public confidence
- Effective facility planning and budgeting

Personal Professional Benefits

- Increase in knowledge which leads to increased confidence in your abilities
- Recognition in your district and by your peers
- Knowledge gained from a network of school facility managers and industry professionals
- Familiarity with current topics, trends and legislation affecting school facilities management
- Improved employment options
- Enhanced leadership skills

Who Should Participate

The Facilities Manager Core Certification and Facilities Manager Continuing Education Programs benefit facilities directors, business managers, district administrators, maintenance supervisors or anyone who has director or supervisory responsibility for the operations of school facilities.

To Enroll

An online application for the Core Certification Program can be found at WASBO.com. The cost of the application is a one-time fee of \$100. Individuals who have completed the Core Certification Program are automatically enrolled in the Continuing Education Program. Participants in both the Facilities Manager Core Certification Program and the Facilities Manager Continuing Education Program must be WASBO Members in good standing.

To Receive Credit

At each course, a sign-in sheet is circulated during the session. To receive credit for your attendance, find or add your name to the list. Your signature will verify your attendance. This is our only record of your attendance and must be recorded during session attendance to receive credit.

For More Certification Information

Contact Kaitlyn Peters, kaitlyn.peters@wasbo.com, 608.249.8588 or visit WASBO.com.

To Participate on the WASBO School Facilities Committee

If you would like to share your time and expertise with your colleagues, consider joining the WASBO School Facilities Committee. Contact the WASBO office at 608.249.8588 to learn more.