



# School Facilities Certification Program

NHASBO

## Two Certifications for School Facilities Operations

### Level 1 - Certified School Facility Specialist (CSFS)

This certification is ideal for facility maintenance staff, lead custodians, and those wishing to advance their career. The CSFS will require the completion of seven (7) courses including:

- Basic Systems Overview
- Intro to Plant Maintenance and Operations
- Custodial Staffing and Understanding/Applying Building Energy Technology
- Environmental and Regulatory Compliance
- Management of Maintenance Activities
- Business Ethics

### Level 2 - Certified School Facility Manager (CSFM)

This certification is ideal for facility directors and managers and those wishing to advance into management positions. The CSFM will require three years of approved supervisory experience, completion of the Level 1 CSFS certification, plus an additional seven (7) courses including:

- Budget and Financial Planning for Maintenance and Operations
- Human Resource Management for Maintenance and Operations
- Safety and Security Management of School Facilities
- Long-Range Maintenance and Operations Planning
- Planning & Administering School Construction Projects
- Approaches to Leadership and Management
- Effective Communications

## Course Information

All Course material is modified for New England School Operations. Courses are expected to take 6 to 8 hours for self-directed completion through on-line access. Assistance is available from both Texas ASBO for system support and NHASBO for questions about course content. Your course facilitator will be available via email.

## Maintaining Certification

After achieving certification, you will be a recognized leader in your field. You will re-certify every three (3) years, and stay current on ever-changing regulations and best practices along the way. You will be required to meet re-certification requirements of thirty (30) hours of professional development every three (3) years. Fifteen (15) of those hours must be from NHASBO sponsored activities (e.g. Facilities Masters Conference, Tri-State ASBO Conference, Best Practices, applicable NHASBO monthly meetings).

## FIND OUT MORE!

If you or any of your School Facilities staff are interested in further information, please email: [Certification@nhasbo.org](mailto:Certification@nhasbo.org) and a representative will reach out to you! Check out our website at [www.nhasbo.org](http://www.nhasbo.org) for current certification information as well.

NHASBO has partnered with the Texas Association of School Business Officials to bring this new certification program to New England. Program begins in early 2017!

[www.nhasbo.org](http://www.nhasbo.org)

NHASBO



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