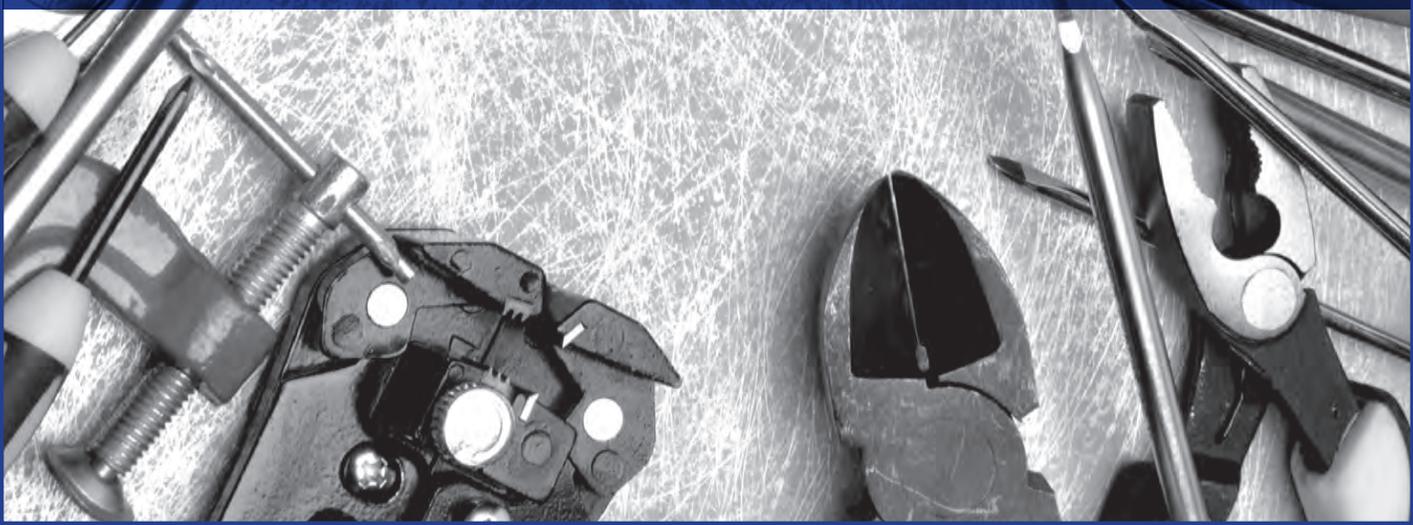


CPS & CPMM

CERTIFIED PLANT SUPERVISOR CERTIFIED PROFESSIONAL MAINTENANCE MANAGER

FACILITIES CERTIFICATION TRAINING

FREQUENTLY ASKED QUESTIONS



APPLYING FOR FACILITIES CERTIFICATION TRAINING

This credential is designed to validate that the certified person possesses the professional expertise and knowledge required to successfully perform plant and facilities supervisor/manager activities.

The process of achieving and maintaining this certification ensures that you are continually improving and refining your skills through an internationally recognized program. When skills are learned by completing and passing either the CPS or CPMM training through Illinois ASBO, it improves overall performance, it certifies you are a qualified expert in the field and it develops necessary skills that improve job performance and school district operations.

WHAT DOES THE EXAM COVER? WHAT IS IT LIKE?

• CPMM (CERTIFIED PROFESSIONAL MAINTENANCE MANAGER)

The CPMM exam has a total of 200 questions in true/false and multiple-choice format. Questions cover maintenance management, preventive maintenance, inventory and procurement, work orders/workflow planning and scheduling, CMMS, training and work cultures, predictive maintenance, reliability centered maintenance, total productive maintenance, maintenance financials and return on investment, safety, indoor air quality, and documentation. A score of 70% is required to pass. The exam is timed, there is a four hour time limit.

• CPS (CERTIFIED PLANT SUPERVISOR)

The CPS exam contains 100 true/false and multiple-choice questions. The exam covers the role of the supervisor, communication skills, interpersonal skills, introduction to finance and budgeting, leadership and motivation, safety, time management and planning, business law, interviewing and hiring, conflict resolution and problem solving and teambuilding. A score of 70% is required to pass. The exam is timed, there is a two hour time limit to this exam.

AM I ELIGIBLE?

Please see the chart below to check your eligibility for either the CPS or CPMM Program.

CERTIFICATION	EXPERIENCE	EDUCATION	PREPARATION	RECERTIFICATION REQUIREMENTS
CPS	Minimum 2 yrs in plant/ facility supervisory capacity (OR) Minimum 3 yrs in field overall	No degree required	4-6 weeks reviewing CPS Review Pak study materials and/or participation in review program	5 Credits in 3 Years
CPMM	Minimum 2 yrs in maintenance management	No degree required	4-6 weeks reviewing CPMM Review Pak study materials and/or participation in review program	5 Credits in 3 Years

DO I NEED TO SHOW PROOF OF MY EMPLOYMENT HISTORY? Yes. An employment verification form needs to be completed by your employer(s) based on your employment history and eligibility. If you have been with several employers within a four-year period, a form from each employer is required.

IS THERE AN APPLICATION OR EXAM FEE? Yes. The CPMM application and exam fee is \$800.00 and the CPS application and exam fee is \$600.00. Please visit the Illinois ASBO website for payment procedures. All fees are non-refundable.

WHAT HAPPENS IF I DO NOT QUALIFY TO TAKE THE EXAM? If AFE (Association for Facilities Engineering) finds you are not eligible for the exam, all fees will be returned and you may reapply when you have reached the minimum of experience or schooling listed above.

DO I HAVE TO BE AN AFE MEMBER TO TAKE THE TEST? No.

DO I HAVE TO BE AN ILLINOIS ASBO MEMBER TO TAKE THE TEST? No. However, the Illinois ASBO facilities operations program is an outstanding counterpart to the CPMM and CPS training that provides the continuing education requirements to maintain the certification. By becoming an Illinois ASBO member, you will be exposed to the many resources available to members that can enhance your knowledge. Illinois ASBO members receive free access to webinars, a searchable electronic library and seminars.

WHAT IS THE TIME FRAME FOR THE CERTIFICATION PROCESS?

An Illinois ASBO Member or Non-Member can only complete the certification process when courses are available to offered (based on number of interested participants).

HOW CAN I PREPARE FOR THE EXAM?

Illinois ASBO offers certification training sessions, which cover 13 units and are in the textbook and the exam. Study tips are available on the Illinois ASBO web site for viewing. These questions will give you an idea of how prepared you are in each unit. Additionally, feel free to reach out to the trainers: Scott Mackall, John Fuhrer, Ron Kay, Kevin Weisenberger and Ken Roiland regarding any questions you may have. They can be reached through the Illinois ASBO main office, who will be able connect you with any of these individuals.

DO I HAVE TO ATTEND A REVIEW SESSION TO TAKE THE EITHER THE CPS OR CPMM EXAM?

Yes. Illinois ASBO requires that you attend the training session. There will be 24 hours of class time devoted to covering the materials and to prepare you for the CPMM exam. The CPMM training will be accomplished through a three-day course where you will review the material and connect with presenters/trainers, before taking the exam. The CPS training will be two days of training over 15 hours of class time We are currently looking into other alternative models for the class, which may include evening sessions if there is enough interest in that model.

Applicants will receive their study material (textbook) approximately four to six weeks prior to the test date to review prior to the group review. This textbook is permanently yours and will allow you to keep all of your notes in it for future reference. This means that prior to the group review; you will want to study individually to be prepared for the group review.

HOW MUCH TIME DO I HAVE TO COMPLETE THE PROCESS OF BECOMING CERTIFIED?

AFE/ Illinois ASBO will approve your application after reviewing your qualifications and verifying your employment. Your window to take the exam expires one year after approval and will be based by availability of number of interested participants.

IS EITHER THE CPS OR CPMM EXAM BROKEN INTO MODULES?

No. The various chapters or units are covered throughout the exam. For the CPMM, the exam time is four hours and has 200 questions; 100 multiple choice and 100 true or false questions and will be an open book format. The CPS exam contains 100 questions; 50 multiple choice and 50 true and false questions and will be an open book format as well.

IF I FAIL, CAN I TAKE THE EXAM AGAIN?

Yes. If you attend the 15 hours of class time (group review) and do not pass the exam, you can retake the test at the next available time and will not be charged a re-test fee.

WHAT HAPPENS IF I PASS THE EXAM?

AFE/Illinois ASBO will notify you of your successful passing. We can also share your success with your boss, to let him/her know of your achievement. You will receive a certificate via mail.

IS MY CERTIFICATION GOOD FOR LIFE OR DOES IT EXPIRE?

Your certification expires every three years and you must earn at least five recertification credits every three years. Three of those credits can come simply from being continuously employed in the plant/facilities field. The other credits will come from professional development seminars (Illinois ASBO Facilities Designation Program). When it is time to recertify, AFE corporate headquarters will send you the recertification guidelines along with the recertification application.

CONTINUING EDUCATION FOR FACILITIES CERTIFICATION PROGRAM

Each year, courses are offered at the Illinois ASBO Annual Conference, Midwest Facilities Masters Conference, individual seminars, Facilities Designation Program Seminars and special events.

REQUIRED HOURS FOR CONTINUED CERTIFICATION

To stay current in the Illinois ASBO CPMM or CPS Certification Program, a participant must complete five (5) credits of Illinois ASBO Continuing Education curriculum within a three year period, after initial certification is received.

Members receive one recertification academic credit for each (10) contact hours of subject material from within the Facilities Designation Program sessions or conference. A one-day course that includes at least four, but less than eight, contact hours (the time spent in actual instruction) in either a class, conference, seminar, or research, will receive one-half (1/2) or 0.5 credit.

CPMM will receive one (1) credit for each year of employment in the facilities engineering or maintenance fields. CPS will receive one (1) credit for each year of continuous employment in the plant/facilities field. The employment year must be after the original certification or last recertification date, whichever came last. The CPMM and CPS will furnish employment verification as requested on the recertification application.

Illinois ASBO is committed to assisting you in achieving your certification goals.

Please contact Laura Turnroth at Iturnroth@iasbo.org or (815) 753-6102 with any questions.

KEEP LEARNING AND GROWING WITH ILLINOIS ASBO

FACILITIES OPERATIONS PROGRAM

The Facilities Operations Program provides a new standard for the development of high quality school facilities professionals. The knowledge base lays the groundwork of what a facility professional needs to know to succeed in their chosen field.

FACILITIES PROFESSIONALS CONFERENCE

Every spring, facilities managers gather to further their knowledge and skills at this packed day of learning! The conference includes both professional development sessions and exhibits.

FACILITIES REGIONAL ORGANIZATIONS

Network and share solutions with other local facility managers! Facilities Regionals are springing up all over the state and provide an additional opportunity to learn and make connections.

**RAISE THE STANDARD OF YOUR PROFESSIONAL DEVELOPMENT:
WWW.IASBO.TOOLS/FACILITYPROFS**



Illinois ASBO

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