

APPA Recertification Matrix

You will be contacted if Support Documentation is needed. It may be necessary to clarify attendance or if you have been selected in the random audit process. You do not have to submit Support Documentation unless you are asked to do so.

Experience/Employment		
Activity	APPA Units	Support Documentation (if needed)
Full-time practicing facility management professional	10 units per year	Provide letter from supervisor or human resources
Part-time practicing facility management professional	5 units per year	Provide letter from supervisor or human resources
Instructor in a college/university facility management program	10 units per year	Copy of course schedule with applicant's name
Full-time facilities management consultant	10 units per year	List of activities and time spent on each
Education		
Activity	APPA Units	Support Documentation (if needed)
Enrollment in a facility management related course at a degree granting institution	30 units per 3 credit hour course	Copy of official transcript
Professional competency programs (e.g. seminars, workshops, (technical training, lunch and learns, safety training, etc.)	1 unit per educational contact hour	Verification of attendance from APPA, Proof of attendance or copy of completion certificate with a brief description of event.
Online programming or self-study programs (e.g. Webinars)	1 unit per educational contact hour	Verification of attendance from APPA, proof of attendance or copy of completion certificate with a brief description of event.
APPA International Conference attendance (e.g. APPA 20XX, etc.)	16 units each conference	Verification of attendance from APPA
Senior Facilities Officer Summit	6 units each summit	Verification of attendance from APPA
Thought Leaders Symposium	10 units per session	Verification of attendance from APPA
APPA U: Institute, Leadership Academy, Supervisor's Toolkit, etc.	30 units per track	Verification of attendance from APPA
Attendance at APPA regional conference	1 unit per hour with maximum of 15	Verification of attendance from APPA, proof of attendance or copy of completion certificate with a brief description of event.
Attendance at APPA chapter/state conference	1 unit per hour with maximum of 10	Verification of attendance from APPA, proof of attendance or copy of completion certificate with a brief description of event.
Other conference attendance directly related to the facility management profession	1 unit per hour with maximum of 10	Proof of attendance or copy of completion certificate with a brief description of event.
Leadership		
Activity	APPA Units	Support Documentation (if needed)
Holding an elected office within APPA or an APPA region, state/chapter	10 units per role per year	Verification from APPA, region or state/chapter.
Member of an APPA International committee	5 units per committee per year	Copy of appointment letter signed by chairperson
Member of an APPA regional or chapter/state committee	5 units per committee per year	Copy of appointment letter signed by chairperson
Serving as a mentor or mentree	5 units per year	Verification from APPA or region
Faculty/Trainer for one (1) session (e.g. Institute, SFO Summit or Drive In Workshop)	5 units per program	Verification from program administrator.
Faculty/Trainer for delivery of a week long program (e.g. APPA U programs, Toolkits, etc)	10 units per program	Verification from program administrator.
Session presenter at a Facilities Management related conference (e.g. APPA International, regional, state/chapter, other)	5 units per program	Verification from conference administrator.
Serving as a Customized Interactive Learning facilitator for APPA	1 unit per live webinar	Verification from APPA
Research/Publication		
Activity	APPA Units	Support Documentation (if needed)
Individual APPA Award Recipient	5 units per award	Copy of award or letter from APPA
FMEP	15 units per visit	Copy of FMEP report verified by APPA's FMEP Administrator.
Published article in any Facilities Management related magazine or journal	5 units per article	Copy of published article
Complete a CFaR (Center for Facilities Research) project	10 units per CFaR project	Copy of completed CFaR project or link to project on APPA site
Author a BOK (Body of Knowledge) chapter	10 units per BOK chapter	Copy of BOK chapter
Author/Co-Author a book (e-book or printed) for the APPA membership	20 units per book	Link to e-book or bibliographic citation
Complete the FPI (Facilities Performance indicators) survey on behalf of your institution	5 units per FPI survey cycle participation/10 units per survey administrator	Verification from APPA of survey completion by survey administrator