



RECERTIFICATION WORKSHEET



- This worksheet can be used to help track CEFP Recertification information before entering it into your account at <https://credentialing.appa.org>.
- List your information below using the Matrix in Recertification Handbook.
- Specific documentation is required upon request for some categories. (See the Matrix in Recertification Handbook) This Recertification Worksheet is NOT a substitution for that documentation.

EMPLOYMENT/EXPERIENCE

<i>Experience serving in Facilities Management, Instructor in a college or university or a Facilities Management Consultant (enter each year separately)</i>				
Date	Title	Designation	Full-time/Part-time	APPA Units
1/1/2015 - 12/31/2015	Sample: Facilities Supervisor Title	Professional	Full-Time	10
1/1/2016 - 12/31/2016	Sample: Facilities Supervisor Title	Professional	Full-Time	10
Employment/Experience Total				0

EDUCATION

<i>Continuing Education (minimum of 40 hours of approved APPA Units required) Content must be specific to facilities management.</i>				
Date	Title and Description	Presented by	Hour/Credit/CEU	APPA Units
7/28/2015-7/31/2015	Sample: APPA Conference	APPA		16
6/1/2016	Sample: Other training related to FM	My FM Training Dept.	2 Hours	2
Education Total				0

LEADERSHIP

Leadership For Example: Holding office or presenting at a conference or as APPA Faculty.

Date	Title and Description	Location/Offering	Hour/Credit/CEU	APPA Units
7/30/2015	Sample: Presented "Stormwater Management	APPA 2015 Chicago		5
10/14/2015 - 10/10/2016	Sample: Historian for TNAPPA	Tennessee APPA		10
Leadership Total				0

RESEARCH/PUBLICATIONS

Research projects, publish articles, chapters or book related to facilities or completed the FPI (Facilities Performance Indicators) survey.

Date	Title and Description	Location/Offering	Hour/Credit/CEU	APPA Units
3/2/2015	Sample: published FPI for our university	Our University		2
5/4/2016	Sample: completed CFaR project	see attached		10
Research/Publication Total				0

Total APPA Units	0
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Name

Date

School/Company

Email