

ProFMI® Commission

Roles & Responsibilities Overview



The Professional Facility Management Institute® (ProFMI®) is committed to elevating the facility management industry and serving its professionals around the world. We gather FM professionals, top thought leaders, and employers to define the required knowledge and competencies of all facility managers, create and deliver superior education, and evaluate professionals against these standards.

The **ProFMI Commission** is a governance body that serves as an advisory committee for ProFMI activities. The Commission’s mission is to ensure the quality and impartiality of the ProFM credential. A credential is a voluntary program in which an organization grants recognition to an individual after verifying that he or she has met minimum criteria, including participation in a learning event and demonstrating comprehension of the program’s learning outcomes by passing an assessment.

The ProFMI Commission will oversee all aspects of the ProFM credential, including development of the assessment exam scoring, eligibility requirements, and term of validity and renewal requirements. The Commission will be comprised of volunteers who have extensive facility management expertise from organizations around the world. This is a non-compensated volunteer role with a two-year term appointment.

Key Tasks for ProFMI Commission Members

Task	Commission Member Role
<p>Define the Mission of ProFMI</p> <p>ProFMI is responsible to elevate the profession and differentiate the program in the marketplace.</p>	<ul style="list-style-type: none"> Act as the voice of the industry by helping to answer, <i>“What does the market want?”</i> and <i>“What do FMs need?”</i>
<p>Develop the ProFM Credential Body of Knowledge (BOK)</p> <p>A Job Task Analysis (JTA) validates the knowledge and skills required of individuals currently working in facility management related roles. The outcome of this effort is the body of knowledge which serves as the basis for the ProFM credential content. This body of knowledge will be kept up-to-date and relevant to the profession through Global Logical Job Task Analysis (GLJTA) research, conducted every 3 to 5 years based upon industry needs.</p>	<ul style="list-style-type: none"> Actively participate in Logical Job Task Analysis (JTA) research on established intervals with the purpose of reviewing and updating the BOK. Provide critical input and business insight into facility management knowledge, skills and tasks required for success in the role. Review and provide feedback and approval of any major updates to the BOK.

Task	Commission Member Role
<p>Establish Credential Policies</p> <p>It is critical that credentialing organizations develop comprehensive policies and procedures to ensure fair treatment of all candidates, to safeguard the organization from legal challenges, and to prevent negative public relations.</p>	<ul style="list-style-type: none"> ● Actively participate in discussions to develop and update policies and procedures in the following areas: <ul style="list-style-type: none"> ○ Governance structure and function ○ Credential assessment scheme ○ Candidate rights ○ Assessment administration and scoring ○ Candidate processing, records, and security ○ Appeals, complaints and disciplinary action ● Management system review.
<p>Review and Approval of Credential Eligibility Requirements</p> <p>Most credential programs require that applicants meet minimum standards before they can qualify as official candidates. An applicant’s eligibility is generally assessed through a review of a submitted eligibility application and associated documentation. Currently, there are no formal eligibility requirements to pursue the ProFM credential, however a background in ProFM is recommended.</p>	<ul style="list-style-type: none"> ● Actively participate in discussions regarding eligibility requirements for the ProFM credential. ● Review and update credential handbook and the eligibility application as warranted.
<p>Set Assessment Specifications and Scoring</p> <p>Ensure that the credential assessment is fair, valid and reliable (psychometrically sound). It should be unbiased and provide equal probability for success by all qualified individuals tested.</p>	<ul style="list-style-type: none"> ● Review for updates as warranted.
<p>Review Maintenance/Renewal Requirements</p> <p>Candidates must fulfill certain requirements to maintain the credential status, either to measure the competency of individuals or enhance ongoing competence. This may include meeting ongoing competency requirements for a given time period. ProFMI will conduct periodic audits of 10% of the credentialed ProFMs to ensure renewal requirements are met.</p>	<ul style="list-style-type: none"> ● Review requirements as warranted. ● Participate in audits as needed.
<p>Review and Consider Candidate Appeals, Feedback, and Complaints</p> <p>The review and appeal process is available to individuals whose credential status has been denied, expired or revoked.</p>	<ul style="list-style-type: none"> ● Determine the internal review process. ● Participate in review process and render decision on any submitted complaint, feedback or appeal.
<p>Participate in BOK Updates Based on Data Analysis and Feedback</p> <p>Establish and implement test question and overall test performance monitoring/quality assurance measures.</p>	<ul style="list-style-type: none"> ● Analyze program evaluation data in an unbiased manner. ● Use the information gained to set priorities and improve existing program. ● Review suggested BOK updates.

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<p>Maintain Confidentiality and Adhere to Candidate Privacy and Security</p> <p>During the credential process, organizations gather information from applicant candidates that is personal, proprietary, or otherwise sensitive. The negligent release of this confidential information could lead to liability for damages.</p>	<ul style="list-style-type: none"> • Sign confidentiality agreement. • Develop, publish and enforce security, confidentiality, and record retention and destruction policies and procedures.
<p>Earn the ProFM Credential</p>	<ul style="list-style-type: none"> • Work through the ProFM credential components so one can speak confidently about the content, learning activities and two-part final assessment.
<p>Support ProFM Sponsored Activities at Conferences</p>	<ul style="list-style-type: none"> • Participate in ProFM sponsored events, as time permits, such as: <ul style="list-style-type: none"> ○ Videos ○ Booth support ○ ProFM session panelists/speakers ○ FM industry breakfast ○ Meetings with prospective companies and associations ○ Other activities as opportunities arise
<p>Support ProFM Sponsored Webinars</p>	<ul style="list-style-type: none"> • Participate as Industry SME in ProFM sponsored webinars.
<p>Introduce ProFM to Your Network</p>	<ul style="list-style-type: none"> • Leverage your credibility within your network to create opportunities for group interest, help expand awareness and visibility of the ProFM credential worldwide.
<p>Prepare for and Participate in ProFMI Commission Meetings</p> <p>Commission meetings are conducted via telephone or video conference on a quarterly basis. Each quarterly meeting requires a 1-2 hour time commitment (dependent on agenda and/or issues). One in-person meeting will be held annually, typically at NFMT Baltimore. Travel expenses are the responsibility of the ProFMI Commission member for this event.</p>	<ul style="list-style-type: none"> • Actively participate in quarterly calls by phone or video conference. • Attend a one-day face-to-face Commission meeting each year, at the member's expense. • Bring new ideas and opportunities to the group for consideration.

Length of Term

- The ProFMI Commission member term of commitment is two-years. The option for continuation and renewal will be reviewed on an annual basis and based upon the mutual agreement of ProFMI and the Commission member.
- If ProFMI leadership does not appoint new Commission members prior to the expiry of the individual term of appointment, the Commission member may continue in office past the expiry date of appointment to maintain continuity of service until ProFMI makes new appointments.