

# REAL PROPERTY AND FACILITIES MANAGEMENT ADMINISTRATOR REQUIREMENTS



## Real Property Administrator (RPA®)

6 Mandatory Courses + 1 Elective Course  
 + Ethics is Good Business® ShortCourse™ ■  
 + Experience Requirement

- Law & Risk Management
- Budgeting & Accounting

## Facilities Management Administrator (FMA®)

6 Mandatory Courses + 1 Elective Course  
 + Ethics is Good Business® ShortCourse™ ■

- Technologies for Facilities Management
- Facilities Planning and Project Management

### Required for both RPA® and FMA®

- ▲ The Design, Operation, and Maintenance of Building Systems, Part I
- ▲ The Design, Operation, and Maintenance of Building Systems, Part II
- Real Estate Investment and Finance
- ▲ Environmental Health and Safety Issues
- Ethics is Good Business® ShortCourse™

### Elective Courses

- Asset Management
- Fundamentals of Real Property Administration
- Leasing and Marketing for Property Managers
- Managing the Organization  
(Pilot available)

### Elective Courses

- Asset Management
- Fundamentals of Facilities Management
- Managing the Organization  
(Pilot available)

• denotes availability of Canadian version

▲ approved for 18 GBCI CE Hours towards the LEED® Credential Maintenance Program



■ approved for 6 GBCI CE Hours towards the LEED® Credential Maintenance Program



# SYSTEMS MAINTENANCE TECHNICIAN AND ADMINISTRATOR REQUIREMENTS



## Systems Maintenance Technician (SMT®)

5 Mandatory Courses

## Systems Maintenance Administrator (SMA®)

8 Mandatory Courses  
 + Experience Requirement\*

### Required for both SMT® and SMA®

- ▲ Refrigeration Systems and Accessories
- ▲ Air Handling, Water Treatment, and Plumbing Systems
- ▲ Electrical Systems and Illumination
- ▲ Boilers, Heating Systems, and Applied Mathematics
- ▲ Energy Management and Controls

\* Applies to students who enroll 1/1/2011 and after

### Required for the SMA®

- ▲ Building Design and Maintenance
- ▲ Environmental Health and Safety Issues
- and one of the following:  
 Administration or  
 Managing the Organization  
 (Pilot available)

SMA® graduates pursuing their RPA® or FMA® designation are eligible to receive additional credit for two courses: The Design, Operation, and Maintenance of Building Systems, Part I and Part II. RPA® and/or FMA® graduates pursuing their SMA® designation are eligible to receive additional credit for Building Design and Maintenance. Completion of Environmental Health and Safety Issues applies to the RPA®, FMA®, and SMA® programs.