
The Pennsylvania Association of School Business Officials

Pennsylvania Certified School Facilities Manager (PCSFM) Program Guide



Pennsylvania Association of School Business Officials
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REQUIREMENTS FOR INITIAL FACILITIES CERTIFICATION

All applicants for initial certification under the PASBO Facilities Certification Program shall meet the following requirements:

- Current “Active” or “Life” PASBO membership
- Three years of previous facilities-related employment in a public school system or comparable educational institution
- Minimum of an Associate’s Degree in an accredited institution of higher learning **or** successful completion of the four courses in the Wilkes University School Business Concentration (SBC) program **or** ten years leading a facilities program with two courses in the Wilkes University School Business Concentration (SBC) program.
 - The Wilkes University School Business Concentration (SBC) program can be found here: <https://wilkes.edu/academics/colleges/sidhu-school-of-business-leadership/business-majors/abba/school-business-concentration.aspx>. The four eligible courses for this certification can be found under “Course of Study”, then “School Business Official Certificate Courses”. They are listed below.
 - ABBA 398 Information Technology for Schools
 - ABBA 398 Analyze/Present School Business Data/Statistics
 - ABBA 398 Optimizing School Support Operations
 - ABBA 398 Strategic Decision Making for School Business
- Completed application, with signed statement from applicant and the qualifying employer’s chief school administrator, confirming relevant employment history
- Completed 46 CEUs in PASBO professional development workshops within three years of the application date. Credits earned must be a combination of the core requirement (24 CEUs) and the elective requirement (22 CEUs). These workshops will be labeled with CFM after the title. Please see below for more details.

CORE REQUIREMENT (24 CEUs)

Applicant shall complete 6 of the 7 following PASBO workshops (4 CEUs each) to satisfy the core requirement of 24 CEUs. These PASBO workshops will require completion of a non-graded assessment and must be completed within three years of the application date.

- *The Elements of Leadership, Management, and Supervision*: Currently in place as a workshop offering and also available on-line (4 CEUs) (Note: *PASBO’s Effective Supervision of Support Staff* is a qualifying substitute)
- *The Elements of Budgeting and Planning*: Currently in place as a workshop offering and also available on-line (4 CEUs)
- *The Elements of Facility Management*: Currently in place as a workshop offering and also available on-line (4 CEUs)
- *The Elements of Purchasing*: Currently in place as a workshop offering and also available on-line (4 CEUs)

- *The Elements of Human Resources*: Currently in place as a workshop offering and also available on-line (4 CEUs)
- *Custodial Training*: Currently in place as a workshop offering (4 CEUs)
- *Required Facilities Inspections Workshop*: Currently in place as a workshop offering (4 CEUs)

If credit is claimed for a course taken during the three-year period prior to program announcement or the applicant's intent to file for certification, the applicant must also complete and submit the core-course assessment.

ELECTIVE REQUIREMENT (22 CEUs)

Applicant shall complete additional PASBO workshops, webcast recordings, and/or conference seminars to satisfy the elective requirement of 22 CEUs.

- A current list of upcoming PASBO workshops can be found on our website. Go to <https://www.pasbo.org/workshops> and look for workshops with (CFM) after the title. Successful completion or presentation of one of these workshops will earn two (2) CEUs.
- CEUs will be offered for selected seminars at PASBO's annual Facilities, Transportation and Safety Conference and PASBO's Annual Conference. Attended or presented, these seminars will earn one (1) CEU each.
- Elements of Risk Management (4 CEUs)
- The Award of Excellence in School Facilities (4 CEUs)
- PASBO has an inventory of webcast recordings that address specialized and advanced topics. The purchase and successful viewing of one recording, with CFM after the title, will earn two (2) CEUs. Go to https://www.pasbo.org/store_home.asp for the full listing.

REQUIREMENTS FOR RENEWAL FACILITIES CERTIFICATION

Each certification shall be valid for a period of four years from the date granted. All applicants for renewal certification under the PASBO Facilities Certification Program shall meet the following requirements:

- Current “Active” or “Life” PASBO membership since their last certification date.
- Completed application, with signed statement from the applicant and the qualifying employer’s chief school administrator, confirming relevant employment history
- Completed 32 elective CEUs in PASBO professional development workshops during the previous four-year period. These CEUs will be earned in pre-designated workshops. Please see “Elective Requirement” below.

ELECTIVE REQUIREMENT

Applicant shall complete PASBO workshops, webcast recordings, and/or conference seminars to satisfy the elective requirement of 32 CEUs.

- A current list of upcoming PASBO workshops can be found on our website. Go to <https://www.pasbo.org/workshops> and look for workshops with (CFM) after the title. Successful completion or presentation of one of these workshops will earn two (2) CEUs.
- CEUs will be offered for selected seminars at PASBO’s annual Facilities, Transportation and Safety Conference and PASBO’s Annual Conference. Attended or presented, these seminars will earn one (1) CEU each.
- Elements of Risk Management (4 CEUs)
- The Award of Excellence in School Facilities (4 CEUs)
- PASBO has an inventory of webcast recordings that address specialized and advanced topics. The purchase and successful viewing of one recording, with CFM after the title, will earn two (2) CEUs. Go to https://www.pasbo.org/store_home.asp for the full listing.

QUESTIONS?

- Contact Dr. Wayne McCullough, PCSBA, Executive Director (wmccullough@pasbo.org) or Stephanie Stehman, Operations Coordinator (sstehman@pasbo.org) by email or phone at (717) 540-9551.
- Go to <https://www.pasbo.org/profcert> to access the application and other important information regarding this certification program.
- Join our PASBOLink community called [Pennsylvania Certified School Facilities Managers](#). Your PASBO login is required.