

fm.training

## HOW TO TAKE A CREDENTIAL

**Step 1** – From the Training Dashboard, select the Credentials tab to locate your credential path.

Click on continue.

Current	Completed	Submissions	Credentials	Essent
Search Credentials	(	λ -		
1 Credential				
	Facility Management Pro	fessional® (FMP®)	Registere	d on 10/28/202
INTERNAL IN			③ 715 days	left to complete
	In Progress			Continue >
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**Step 2** – In the Required Course area your courses will be located here for your Credential.

- Select the course you wish to take and click the Enroll button.
- Launch your course from here or the Current tab.

Required 4 rtems	can be completed in any order	
PINANCE A DID	IFMA's Finance and Business Course	2 Launch
LLADERSHIP STATEDY MI	IFMA's Leadership and Strategy Course	C Launch
CONTRACTOR	IFMA's Operations and Maintenance Course	C Launch
PROJECT MANAGEMENT	IFMA's Project Management Course	E Launch

- **Step 3** Accept the Terms and conditions.
- **Step 4** Navigate your course by clicking Next on the course player at the bottom of the screen or by clicking on each page or folder in the Content Navigation section.

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IFMA's Leadership and Strategy Course	IPMA's Leadership and Strategy Course
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- As you progress through your course you will see instructions on each of the pages and folders. Please take a few minutes to read through these instructions.
- We encourage you to work through the chapters and then take the corresponding quiz before moving to the final assessment.
- When you are ready to take the final assessment please read over the instructors on the Pass your Test page so that you understand the grading policy and the time restrictions for the test.

Pa	iss your Test
Tes	st Yourself. Successfully complete the final assessment. You must achieve a score of <u>24</u> questions answered rrectly out of <u>31</u> total questions to pass the final assessment.
Fin	al Assessment questions are unique and have not been seen in any other test, they cover the course content across chapters.
Ab	out the Final Assessment:
	It's a timed test – you must complete the test in 70 minutes. Questions are multiple choice (one answer only) You must complete the test in one-sitting. Unanswered questions will be considered incorrect. You will not see correct or incorrect answers. Only a score. You will not see any feedback rationale.
f y	portant - You have 3 retakes to pass the Final Assessment. ou do not pass on your 3rd attempt, your final assessment will go into a 30-day hold. After the 30-day hold is over, ar final assessment will become available for 3 more retakes. This process repeats until you pass your final ressment, or your course expires.

• When you pass the test, your evaluation will become available. We ask everyone to please complete the evaluation as this will help us improve our courses and content.

## **Step 5** – View Completion and Print Certificate

- Upon completion of both the final assessment and the evaluation you can click on Exit to go back to your training dashboard. Here you can click on the Completed tab to locate and print your certificate of completion.
- Click on View Certificate to download and print your certificate of completion for the course.

Current	Completed	Submissions	Credentials	Essentia
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0	IFMA's Leadership and S	trategy Course		Satisfied or

- **Step 6** You will now need to go back to your Credential tab to launch your next course in your Credential path.
- Step 7 Submit Application
  - The picture below shows that you have completed all courses for your Credential. The status will change from ineligible to a completed status and to Proceed To Application. You will need to check the box Confirm Application Completion then click on Submit Your Application. You will also receive an email to Apply for the Credential.

Submit Application					
100%	Proceed To Application Completed	Submit Your Application			
Completion date:	10/20/2020 15:46				
Confirm Application Completion:	$\checkmark$				

## **CONTACT INFORMATION**



Contact customer support if you need any assistance.

Corporateconnections@ifma.org

Phone: +1-800-963-6900 or +1-713-623-4362

7:15 a.m. – 5:45 p.m. CT (US)