



+



# Creating your FMP Study Schedule

## JLL'S FACILITY MANAGEMENT PROFESSIONAL™ (FMP®) PROGRAM

*Set your study schedule so you can be ready for virtual classes and take chapter quizzes and the final assessment on time.*

*While everyone learns at a different pace, this will serve as your guide for staying on schedule with JLL's virtual class schedule and module completion timeline.*

### **Tips for success:**

- **Set a firm schedule of days dedicated to studying.** Block out hours free from outside interruptions.
- **Go through the material and complete a quiz.** Review the materials missed on the quiz and take notes.
- **Once you begin a module, focus on completing that module before moving forward.**
- **You have three attempts to pass your final assessment.** Prior to your third attempt, spend adequate time reviewing the chapters with the most missed questions. (If you fail your third attempt, you will not be able to attempt the final assessment again for 30 days.)



## Creating your FMP Study Schedule (continued)

### QUARTERLY SCHEDULE (EVERY 3 MONTHS)

**Study Chapter 1 over Weeks 1-2.  
Attend the chapter's virtual class.**

**Study Chapter 2 over Weeks 3-4.  
Attend the chapter's virtual class.**

**Continue this pattern with all  
module chapters.**



**Before the last virtual class of the quarter, take the final assessment.**

- If you pass, you'll have completed the final assessment early. (Win!)
- If you don't pass, you'll have a deeper understanding of what material you need to cover with your instructor in the last virtual class of the quarter.
- You can take the final assessment up to three times. If you don't pass on the third attempt, a 30-day break is implemented and you are able to re-test once those 30 days are over.

**When you've passed the final assessment, celebrate finishing the modules and submit your application to become an FMP!**



Get more details about submitting your application in your JLL FMP Hub:  
<https://pages.ifma.org/jll-fmp-resource-center>