

APPLICATION
For
CERTIFIED EDUCATIONAL FACILITIES MANAGER

Applicant's Name (Print Clearly)

Date

Address

Social Security Number

City, State and Zip Code

Telephone Number

Pursuant to N.J.A.C. 6A: 26-16.1(a), in order to be employed by a district board of education to supervise buildings and grounds as a certified educational facilities manager, a candidate must submit documentation demonstrating compliance with one of the following criteria:

_____ **Has completed a minimum of two years experience in the field of buildings and grounds supervision and has graduated from the New Jersey Educational Facility Management Program at Rutgers, the State University, as a certified educational facilities manager, or has graduated from an equivalent program offered at either a regionally accredited institution of higher education or an approved post-secondary institution located within or outside the State.** *(Provide proof of graduation via a copy of transcripts or certificate and proof of two years experience via a letter from the Superintendent or Business Administrator on District letterhead or copies of employment contracts for each year of experience.)*

_____ **Is a code enforcement official licensed by the Department of Community Affairs and was serving as a supervisor of buildings and grounds on January 10, 2000.** *(Provide proof of DCA code official license via a copy of code official license and employment as a supervisor of building and grounds on of January 10, 2000 via a letter from the Superintendent or Business Administrator on District letterhead or copies of employment contracts for each year of experience.)*

_____ **Has served as a supervisor of buildings and grounds in a district continuously for five years prior to September 1, 2002.** *(Provide letter from the Superintendent or Business Administrator on District letterhead or copies of employment contracts for each year of experience.)*

Please submit the pertinent documentation in support of the criteria you indicated above for review and authorization to:

New Jersey Department of Education
Office of School Facilities Financing
P.O. Box 500
329 West State Street
Trenton, New Jersey 08625-0500
Attention: Bernard Piaia