



Move up in the world.

AFFILIATE DEVELOPMENT PROGRAM



A program offered by the School Facilities Management Institute, Inc. in partnership with the NYS School Facilities Association

NYSSFMI.ORG

What are ADC and AADC?

The Affiliate Development Certification (ADC) and the Advanced Affiliate Development Certification (AADC) are the two components of the Affiliate Development Program (ADP). These certificates enable SFA Affiliate Members (those who support the activities of school facilities directors) to broaden their knowledge, sharpen their skills and achieve a key milestone that can move their careers forward. Through ADP, you can prove and build competencies.

Why ADC and AADC?

These certifications upgrade your skills and open doors to other professional development opportunities. With technology changing so fast, and communities demanding more from their facilities, school districts actively seek leaders who have demonstrated their skills, experience and commitment to learning. The ADC and AADC communicate that you are such a leader, making you a more desirable candidate as you seek to move forward. Even in your current position, the knowledge you gain from the ADC and AADC equips you to serve your community – and its children – even better.

ADC competency requirements:

- Budgeting
- Materials Purchasing, Handling & Storage
- Estimating
- Production Management
- Codes/Standards
- Electrical Systems
- Environmental Safety & Health
- Mechanical Systems
- Communications
- Principals of Organizational Management
- Energy Conservation
- Computer Literacy
- Human Resources
- Trade Knowledge
- Education & Training
- Security Systems
- Work Experience

Accreditation Point System

| | | |
|---|--------|---|
| State Conference* | 5 | 1 conference required/maximum 20 points |
| Seminars | 6/day | Facilities related/maximum 30 points |
| SFMI Courses* | 10/day | Minimum 2 courses/no maximum points |
| B.O.C. or Equivalent | 6/day | Maximum 50 points |
| Portfolio* | 50 | Minimum 38 points |
| Leadership | 2 | Per office held per year/maximum 10 points |
| MVCC | 25 | 3-hour course (must be required in FM Syllabus) |
| Other College | 25 | 3-hour course (must be required in FM Syllabus) |
| BOCES Training | 6/day | Maximum 30 points |
| Vendor Training | 4/day | Maximum 20 points |
| NYS Codes Enforcement | 50 | |
| NYS Pesticide | 25 | |
| Certified Pool Operator | 25 | |
| Other Certification (facilities related) | 6/day | Maximum 25 points |
| Interview* | 25 | Minimum score 19 |
| School Facilities | | |
| Managers' Academy* | 100 | |
| Personnel Academy | 50 | |
| Communication Academy | 50 | |
| Security & Emergency Management Academy | 50 | |

*required

AADC thirteen additional competency requirements:

- Architectural Systems
- Civil Structural Systems
- Fire Protection Systems
- Site Systems
- Transportation Systems
- Blueprint Reading
- Principles of Measurement
- Managerial Accounting
- Facility Maintenance Systems
- Real Property Contracts
- Legal Relationships
- Insurance for Vendors
- Occupational Safety and Health

How do I complete the ADP?

- › Complete the attached application or submit it via the online SFMI Accreditation Portal. Be sure to check the box indicating the certificate you wish to pursue.
- › Submit payment for the certification selected. The ADC registration fee is \$100. The AADC registration fee is an additional \$100. Payment of these fees will be applied to your CDF registration fee should you wish to pursue that at a later date.
- › Upon acceptance into the program, begin accumulating points. Candidates have TWO YEARS to reach 300 points for the ADC and an additional TWO YEARS to acquire the additional 150 points for the AADC.
- › Begin tracking your competencies. New ADC candidates will initiate the creation of their Personal Data Portfolio (PDP) within the online Accreditation Portal.
- › Once your competencies, PDP and points are in place, you will be scheduled for an Accreditation Committee interview. Upon successful completion of this interview, a certificate will be awarded.
- › At such time that you become a school facilities director, your ADP can be applied toward the Certified Director of Facilities (CDF) designation.
- › Remember, it is the ADP participant's responsibility to track points earned, maintain all support documentation, and upload it to the Accreditation Portal.

Make the Move.

Start moving your career forward through the ADC and AADC. To find out more, visit www.nyssfmi.org or call 800-359-7242.

Application

- Send me training dates and locations via mail and e-mail on a regular basis so that I can earn points as part of the Affiliate Development Certification and Advanced Affiliate Development Certification.

NAME

TITLE

SCHOOL DISTRICT

ADDRESS

CITY

STATE

ZIP+4

OFFICE PHONE/FAX

EMAIL

Number of years on the job: _____

I am a current member of SFA. yes no

Prerequisites for Application

1. A candidate must be a paid Affiliate Member in good standing of the NYS School Facilities Association Inc.
2. A candidate must be of acceptable character, ability and reputation.

Please send payment with Application

Fees: ADC \$100 AADC \$100

Make checks payable to:
School Facilities Management Institute, Inc.

Please note that these fees will serve as a credit towards
your CDF application fee.

I fully understand that upon receipt of my application, SFMI will notify me of acceptance into the Affiliate Development Certification or Advanced Affiliate Development Certification, and from that date I will have two years to earn the required 300 points for ADC or the additional 150 points for a total of 450 points for the AADC. I understand that it is my responsibility to seek out the necessary programs and activities through which I will earn credits. I also understand that it is my responsibility to track point accumulation and, upon request, make attendance certificates and records available to NYSSFA to support points earned. I further understand and, by my signature, subscribe to the NYSSFA Code of Ethics with the knowledge that any false statement that I may make in the course of this program may disqualify me from further participation in the Affiliate Development Program.

SIGNATURE

DATE

Return to: SFMI • 136 Everett Road • Albany, NY 12205

You've seen the changes in the profession.

Suddenly everyone in school facilities has to expand their skills like never before: Head custodians, mechanics, health and safety officers, architects – you name it.

That's why SFMI offers ADC and AADC: The new path to professional development and career advancement for people like you.



School Facilities Management Institute, Inc.
New York State School Facilities Association

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