

ADC 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, New York 12205
sfmi@nyssfa.org



How do I complete the ADC?

- Complete the attached application. Make 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 Certified Director of Facilities (CDF) registration fee.
- Upon acceptance into the program, candidates begin accumulating points. You 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 a Personal Data Portfolio (PDP).
- 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 CDF designation.
- Remember, it is the ADP participant's responsibility to track points earned and maintain all support documentation.

Make the Move.

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



ADC AADC

You've seen the changes in the profession.

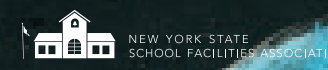
Suddenly everyone in school facilities has to expand his or her skills like never before: The head custodians, mechanics, health and safety officers, architects you name it.

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



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

136 Everett Road • Albany, NY 12205
Telephone: 518.465.0563 • 800.359.7242
Fax: 518.465.0579 • sfmi@nyssfa.com
nyssfmi.org



Move up in the world.

ADC AADC

Affiliate Development Program

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

nyssfmi.org

ADC AADC

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 career forward. Through ADP, you prove and build competencies.

Why ADC and AADC?

Because they upgrade your skills and open doors to other professional development opportunities. With technology changing so fast, and communities asking more of 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.



CDF CORE Competencies

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 career forward. Through ADP, you prove and build competencies.

2.3.1 Management of Personnel in Facility Operations

- 2.3.1.1 Human Relations- Principles of Management
- 2.3.1.2 Communications
- 2.3.1.3 Principles of Organizational Management
- 2.3.1.4 Trade Knowledge
- 2.3.1.5 Education and Training

2.3.2 Technical Systems in School Facility Operations

- 2.3.2.1 Architectural Systems
- 2.3.2.2 Civil/Structural Systems
- 2.3.2.3 Mechanical Systems
- 2.3.2.4 Fire Protection Systems
- 2.3.2.5 Electrical Systems
- 2.3.2.6 Energy Conservation
- 2.3.2.7 Site Systems
- 2.3.2.8 Security Systems
- 2.3.2.9 Transportation Systems

2.3.3 Principles of School Facility Management

- 2.3.3.1 Blueprint Reading
- 2.3.3.2 Principles of Measurement
- 2.3.3.3 Managerial Accounting
- 2.3.3.4 Budgeting
- 2.3.3.5 Material Purchasing, Handling & Storage
- 2.3.3.6 Estimating
- 2.3.3.7 Production Management
- 2.3.3.8 Facility Maintenance Systems
- 2.3.3.9 Computer Literacy
- 2.3.3.10 Project Management

2.3.4 Codes Standards, Administrative & Legal Rules for Facility Managers

- 2.3.4.1 Codes, Standards and Administrative Rules
- 2.3.4.2 Real Property Contracts
- 2.3.4.3 Legal Relationships
- 2.3.4.4 Insurance for Vendors

2.3.5 Environmental and Occupational Safety and Health

- 2.3.5.1 Environmental Safety & Health
- 2.3.5.2 Occupational Safety & Health

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 Relations
- Trade Knowledge
- Education & Training
- Security Systems
- Work Experience

AADC Additional Competencies

- 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

ADC and AADC 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	Maximum 30 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 Code 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	300	ADC
	450	AADC