

# REAL PROPERTY AND FACILITIES MANAGEMENT ADMINISTRATOR REQUIREMENTS

## Real Property Administrator (RPA®)

6 Mandatory Courses + 1 Elective Course  
+ Ethics is Good Business® ShortCourse™  
+ Experience Requirement

Law & Risk Management  
Budgeting & Accounting •

## Facilities Management Administrator (FMA®)

6 Mandatory Courses + 1 Elective Course  
+ Ethics is Good Business® ShortCourse™

Technologies for Facilities Management •  
Facilities Planning and Project Management

### Required for both RPA® and FMA®

The Design, Operation, and Maintenance of Building Systems, Part I  
The Design, Operation, and Maintenance of Building Systems, Part II  
Real Estate Investment and Finance •  
Environmental Health and Safety Issues •  
Ethics is Good Business® ShortCourse™

### Elective Courses

Asset Management  
Fundamentals of Real Property Administration  
Leasing and Marketing for Property Managers  
Managing the Organization

### Elective Courses

Asset Management  
Fundamentals of Facilities Management  
Managing the Organization

• denotes availability of Canadian version

# SYSTEMS MAINTENANCE TECHNICIAN AND ADMINISTRATOR REQUIREMENTS

## Systems Maintenance Technician (SMT®)

5 Mandatory Courses

## Systems Maintenance Administrator (SMA®)

8 Mandatory Courses

### Required for both SMT® and SMA®

Refrigeration Systems and Accessories  
Air Handling, Water Treatment, and Plumbing Systems  
Electrical Systems and Illumination  
Boilers, Heating Systems, and Applied Mathematics  
Energy Management and Controls

### Required for the SMA®

Administration  
Building Design and Maintenance  
Environmental Health and Safety Issues

SMA® graduates who would like to get their RPA® or FMA® designation are eligible to receive credit for three courses: The Design, Operation, and Maintenance of Building Systems, Part I and Part II, and Environmental Health and Safety Issues. RPA® and/or FMA® graduates who would like to get their SMA® designation are eligible to receive credit for two courses: Building Design and Maintenance, and Environmental Health and Safety Issues.