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CANADIAN CERTIFIED HEALTHCARE FACILITY MANAGER

1. The CCHFM is a certification program developed by CHES and is intended to ensure that Canadian healthcare facilities are managed by competent individuals. The certification examination is designed to test a well-defined body of knowledge, representative of professional practice in the discipline of healthcare facilities management. Successful completion of a certification examination is an indicator of broad-based knowledge in this field.

2. The CCHFM Examination is based on five (5) core areas of competency:
 - 2.1 Code and Standards Compliance
 - 2.2 Planning, Design, and Construction
 - 2.3 Maintenance and Operations
 - 2.4 Finance Management
 - 2.5 Administration

3. What is Healthcare Facilities Management?
 - 3.1 Healthcare Facilities Management integrates the principles of planning, operations and business management with the engineering and medical services to create and preserve a safe and effective healthcare environment.

4. Why obtain this certificate?
 - 4.1 Recognition as an elite professional in the healthcare industry
 - 4.2 Create a national standard
 - 4.3 Healthcare Facility Manager assessment tool
 - 4.4 Peers realize you know what you are talking about
 - 4.5 Institute a feeling of pride
 - 4.6 Create opportunities for career advancement
 - 4.7 Encourage continued personal and professional growth
 - 4.8 Independent body verifies your qualifications

5. What is involved in getting the CCHFM certification?
 - 5.1 Apply to be accepted for the program and pay the certification fee
 - 5.2 Download and study the Certification Handbook
 - 5.3 Self assessment exam can be purchased to test knowledge prior to applying
 - 5.4 Take the SAQ Demo before purchasing
 - 5.5 Exam must be taken within 3 months of application
 - 5.6 Application must be received at least 30 days in advance of the exam date to be eligible.
 - 5.7 Exam offered at select testing centres across the country beginning December 2015

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6. Certification is valid for 3 years and may be renewed by re-examination or the completion of 45 contact hours of eligible continuing professional education

7. Eligibility:

7.1 There are 3 routes to eligibility to write the exam. To be eligible for the CCHFM Examination, a candidate must fulfill one of the following education and work experience requirements.

7.1.1 Option 1

7.1.1.1 Degree from an accredited college or university

7.1.1.2 Five (5) years of associated facility maintenance/engineering experience

7.1.1.3 Three (3) years in a healthcare setting

7.1.1.4 Three (3) years of healthcare management experience

7.1.2 Option 2

7.1.2.1 Diploma (Technologist, Technician) and/or provincially recognized licensed trade(s)

7.1.2.2 Seven (7) years of associated facility maintenance/engineering experience

7.1.2.3 Three (3) years in a healthcare setting

7.1.2.4 Five (5) years of healthcare management experience

7.1.3 Option 3

7.1.3.1 High school diploma or equivalent

7.1.3.2 Ten (10) years of associated facility maintenance/engineering experience

7.1.3.3 Three (3) years in a healthcare setting

7.1.3.4 Five (5) years of healthcare management experience

8 Membership Status:

8.1 Current members of CHES are eligible to write the CCHFM Examination. Membership must be maintained in order to continue to append the CCHFM designation after your name.

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9 Examination Fees:

- 9.1 CCHFM Examination \$300
- 9.2 Self Assessment Exam \$115
- 9.3 Rescheduling Fee \$100
- 9.4 Retake Fee \$100

10 Complete application with fee must be submitted at least 30 days prior to the requested testing date.

11 Self Assessment Exam:

- 11.1 A self assessment exam (practice test).
 - 11.1.2 CHES has created a practice test, the self assessment exam (SAE), that can help prepare candidates to write the CCHFM. It consists of 100 questions following the same content areas as the actual exam. It can be purchased in addition to the exam.
 - 11.1.2 Special domestic administration – As determined by CHES Board of Directors and the CCHFM Advisory Panel