

# AFE Certified Plant Supervisor Program

## Application Packet

### Benefits of Certification

- Improve your professional qualifications
- Increase your skills and knowledge
- Earn a higher salary
- Raise your professional self-esteem



**Learn. Lead. Influence.**

Association for Facilities Engineering  
12801 Worldgate Drive, Suite 500  
Herndon, Virginia 20170

Phone: (571) 203-7171 | Fax: (571) 766-2142

Web: [www.AFE.org](http://www.AFE.org)

Email: [certification@AFE.org](mailto:certification@AFE.org)

# FAQS

Applying for CPS - Certified Plant Supervisor  
These frequently asked questions will assist  
you in submitting your application.

## **What does the exam cover? What is it like?**

The exam – which you have up to four hours to complete –has a total of 100 questions in multiple-choice format. Questions cover the role of the supervisor; communication skills, interpersonal skills, introduction to finance and budgeting, leadership and motivation, safety, time management and planning, business law, interviewing and hiring, conflict resolution and problem solving and teambuilding. A score of 70% is required to pass.

## **Is there an application or exam fee?**

Yes. There is an application and exam fee, please see application for pricing. All fees are non-refundable. If AFE finds you are not eligible for the exam fees will be returned.

**Am I eligible?** You are eligible if you have a minimum of 2 yrs in plant/facility supervisory capacity (OR) minimum 3 yrs in field overall.

## **Do I need to show proof of my employment history?**

Yes. Included in this packet is an Employment Verification form. This needs to be completed by your employer(s) based on your employment history and eligibility (i.e. If you have been with your current employer for 3 or more years, one form is required. If you have been with several companies with over a 3-year period, a form from each employer is required).

## **Do I have to be an AFE member to take the test?**

No. However, exposure to many resources available to AFE members certainly enhances your knowledge of the plant/facilities field.

## **How can I prepare for the exam?**

AFE offers a CPS Review Pak, (please see application for pricing) which covers the 11 topics contained in the exam. Assessment tests are available on our web site. These tests can give you an idea of how prepared you are in each subject matter. If you do not wish to attend a seminar or review you can do self study and prepare on your own.

## **How much time do I have to complete the process of becoming certified?**

Once you have submitted your application and it is approved by AFE, you will be notified and you have one year to prepare for and complete the certification examination.

**What happens if I wait longer than one year to take the exam?** If it has been more than a year since you applied for the CPS and you have not taken the exam, you will need to re-apply and submit the necessary fees and required paperwork.

# FAQs

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in submitting your application.

## **Where is the exam given?**

You can take the CPS exam at either (1) a national review program site or (2) at your workplace, using a proctor from your employer's human resources. If that is not an option, a boss or supervisor may act as your proctor. If you take the exam at your facility you have two options you can take it in either paper-based or on-line format. Test materials are forwarded to the proctor one day in advance of your exam date. Upon completion of the exam, the proctor will return the materials to the certification department for grading.

## **If I fail, can I take the exam again?**

Yes, however you are subject to a re-test fee. If you attend a review program and do not pass the exam you will not be subjected to a re-test fee. Please see application for fees.

## **If I pass, what happens?**

Several things. You will be notified by AFE's certification department and so will your boss. We do this because we think you deserve congratulations and your boss deserves to know what you have achieved to become a more valuable employee. Also, you will receive a certificate and a CPS identification card.

## **Is my certification good for life or does it expire?**

You must earn at least five recertification credits every three years. Three of those credits come simply from being continuously employed in the plant/facilities field. The other credits will come from professional development seminars, workshops etc. When it is time to recertify you will be notified by AFE national and you will be sent the CPS recertification guidelines along with the recertification application.

**OVERVIEW**

Supervisors must demonstrate proficiency in varying roles within the plant/facility workplace that include a blend of technical know-how and interpersonal skills. Basic supervision requires individuals that understand what to do in the face of change, be effective communicators, empower employees and enable them to overcome the daily challenges they face. Most importantly, create an atmosphere where each employee has the opportunity to contribute to the success of the organization. As more plant and facilities personnel move into leadership roles, they find they must clearly demonstrate their expertise. The CPS credential is designed to validate that you, as a certified individual, possess the professional expertise and knowledge required to successfully perform plant and facilities supervisory activities. Becoming a Certified Plant Supervisor will leave no doubts about your ability to provide first-line supervision within the organization.

**OBJECTIVES OF THE PROGRAM**

- To provide a standard of professional competence in the field of plant/facility supervision.
- To identify and recognize those individuals who, by passing an examination and fulfilling requirements of experience, responsibility and conduct, meet that standard.
- To encourage plant/facility supervisory professionals or those aspiring to promote to supervision in a continuing program of professional development.
- To stimulate and provide a standard for the development of educational curricula and degree programs for plant/facility supervisory professionals.
- To enhance the status of plant/facilities supervision as a unique discipline and profession by demonstrating that a realistic standard of professional competence can be clearly defined.

**AFE Certified Plant Supervisor Application Instructions:**

Each application must meet the following requirements before processing. This application must be filled out completely and signed. All application and exam fees must be included. Please print or type all information. Upon submission of this application, you will receive employment verification forms. All fees are non-refundable. Applicants who meet the eligibility requirements must complete the application enclosed and mail it to: AFE, 12801 Worldgate Drive, Suite 500, Herndon, Virginia 20170.

**PERSONAL DATA**

Name:  Mr  Mrs  Ms  Miss \_\_\_\_\_

Title \_\_\_\_\_ Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ DOB \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Preferred Mailing Address:  Company  Home AFE Member:  Yes  No

**FEES**

Filing fees for the CPS application are \$275 for AFE member and \$460 for non-members. Testing fee: \$(5 per initial exam.

Review Materials: CPS Review Pak  AFE member rate (\$%), includes \$15 shipping)  AFE non-member rate (\$1) \$, includes \$15 shipping)

DYUj' WccgY Yh Yf 7 Uggcca FYj JYk 'cf J Jfh U' FYj JYk '

7 Uggcca .  \$1095 member  \$1295 non-membef  \$1145 member \*late  \$1345 non-member \*late \*2 weeks prior to start date

J Jfh U.' ; ~ -+) 'a Ya Wf'' ; ~%+) 'bcb!a Ya Wf'

A check is enclosed for \$ \_\_\_\_\_ PO # \_\_\_\_\_ or please charge \$ \_\_\_\_\_ to mM  Visa  MasterCard  AmEx

Acct # \_\_\_\_\_ Exp Date \_\_\_\_\_ Signature \_\_\_\_\_

**EDUCATION:**

Highest Level Completed:  High School  College exp. - No degree  Vocational/Associate  Bachelor's  Master's  Doctorate

**HEADQUARTERS USE ONLY:**

Membership ID # \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Application #: \_\_\_\_\_ Reference #: \_\_\_\_\_ Certification #: \_\_\_\_\_

Certification Date: \_\_\_\_\_ Approved By: \_\_\_\_\_

# EMPLOYMENT DATA

Please complete the following in reverse chronological order, beginning with your present position. If further space is required to explain job responsibilities or to provide additional work experience, please list this information on a separate sheet of paper and attach it to the application.

## CURRENT EMPLOYMENT

From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_

Employer's Name and Location \_\_\_\_\_

Immediate Supervisor's Name and Title \_\_\_\_\_

Your Title \_\_\_\_\_

Number of Years of Plant Engineering/Facilities Management Experience: \_\_\_\_\_

Number of Years of Maintenance Experience: \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_

\_\_\_\_\_

From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_

Employer's Name and Location \_\_\_\_\_

Immediate Supervisor's Name and Title \_\_\_\_\_

Your Title \_\_\_\_\_

Number of Years of Plant Engineering/Facilities Management Experience: \_\_\_\_\_

Number of Years of Maintenance Experience: \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_

\_\_\_\_\_

From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_

Employer's Name and Location \_\_\_\_\_

Immediate Supervisor's Name and Title \_\_\_\_\_

Your Title \_\_\_\_\_

Number of Years of Plant Engineering/Facilities Management Experience: \_\_\_\_\_

Number of Years of Maintenance Experience: \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_

\_\_\_\_\_

## AFE Certified Plant Supervisor Certificat Affidavit and Pledge:

The applicant acknowledges that the Certification Board of the Association for Facilities Engineering, by its usual standards and procedures, will investigate and compile a record with respect to all aspects of the applicant's career. The applicant agrees to provide any additional information in connection with the investigation as may be required. In consideration of the services to be rendered by the Certification Board, the applicant hereby releases, discharges and exonerates the Certification Board of the Association for Facilities Engineering, its officers directors and agents from any and all liability of every kind and nature arising out of the procedures, information transmitted concerning the application, or action of the Board in approving or disapproving applications.

I hereby attest that the above information and its attachments are true and complete. I understand that the Association for Facilities Engineering certification programs will not discriminate among applicants as to age, sex, race, color, religion, national origin, disability, citizenship status or veteran status. I further pledge to maintain the highest ethical standards of practice in carrying out my assigned duties with regard to this certification.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Certification Exam**

Applicants will be allotted four hours to complete a comprehensive multiple choice exam covering role of the supervisor, communication skills, interpersonal skills, introduction to finance and budgeting, leadership and motivation, industrial workplace safety, time management and planning, business and industrial law, interviewing and hiring, conflict resolution, and problem solving and teambuilding.

You are permitted to use reference materials common to your on-the-job function.

You may take the exam at an AFE CPS Review program or have the exam scheduled at your place of employment at your convenience.

## **Conducted by Plant Supervisors for Plant Supervisors**

AFE's Certified Plant Supervisor program is conducted by your colleagues in plant engineering and facilities management who serve of AFE's Certification Board and Board of Directors. AFE's Certification Board has the sole authority to approve individual applications, using the policies and procedures approved by AFE's Board of Directors.

## **Exam Review Materials**

A comprehensive booklet outlining all the topics covered on the CPS exam has been developed. Designed to assist individuals in preparing for the CPS exam, the booklet includes sample test questions and can also serve as a desk reference. The prices of the booklet are \$125 for AFE members, \$150 for non-members.

## **Review Program**

To prepare applicants for the CPS exam, AFE offers national review sessions. This is a four-day review and the exam is offered on the fifth day. Contact AFE at (571) 203-7171 for more information.

## **Exams**

Exams are conducted regularly at live courses, held by AFE or an AFE Chapter. Exams are also available on-line or Exams may be proctored under the supervision of an accredited educational institution (high school, community college, university) or proctored by the human resources department of your employer.

Exams may be delivered in paper or electronic form. For more information, visit the professional development section at [www.AFE.org](http://www.AFE.org).

## **Recertification**

AFE's CPS certification program is currently based on three-year periods. At the end of three years, you must submit a recertification application in order to continue to use the CPS designation. Recertification maintains the integrity of the CPS program by requiring that the Certified Plant Supervisor maintains on-going employment in the field and participates in continuing education or professional activities. For details on the kinds of courses and professional activities that qualify for recertification credit, contact AFE.

## **Fees**

A fee of \$275 for AFE members or \$460 for non-members is required when you submit your application. These fees help defray the costs of administering the program. The fee for re-examination is \$75. All fees are non-refundable.

## **Eligibility**

To be eligible to sit for the CPS exam, you must currently be employed as a plant/facility professional and have at least two or more years of experience in a plant/facility supervisory capacity; OR you must have three or more years of experience in plant/facility, or related and/or equivalent employment. Eligibility is confirmed by submitting an application to AFE.

## REQUEST FOR VERIFICATION OF EMPLOYMENT

This form needs to be completed by your employer(s) based on your employment history and eligibility (i.e. If you have been with your current employer for 3 or more years, one form is required. If you have been with several companies within a 3-year period, a form from each employer is required).

Applicant's Address: \_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

I am applying to the Association for Facilities Engineering to become a Certified Plant Supervisor (CPS). In this regard, I authorize the release of the requested information enclosed which verifies my employment and duties from the period \_\_\_\_\_ to \_\_\_\_\_.

Please furnish the requested information as completely as possible, and return to the AFE Certification Board.

The receipt of replies will be reported by AFE, but under no circumstances will the information be divulged to me, or used for any purpose except to validate my application for Certified Plant Supervisor.

\_\_\_\_\_  
*Applicant's Signature*

## REQUEST FOR VERIFICATION OF EMPLOYMENT

To Be Completed  
By Applicant

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Letter of Employment Verification

To Be Completed  
By Employer

The following information verifies the employment and duties of the above applicant for AFE's Certified Plant Supervisor Program:

Employer

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employment  
Period

The above named applicant was (has been) employed by our company from \_\_\_\_\_ to \_\_\_\_\_. He/she has held the following positions:

Title: \_\_\_\_\_ Dates: \_\_\_\_\_

Title: \_\_\_\_\_ Dates: \_\_\_\_\_

Title: \_\_\_\_\_ Dates: \_\_\_\_\_

Job Function

Please describe in full the responsibilities of the applicant and identify those positions which were (are) classified as: (Attach descriptions if necessary to answer fully.)

To your knowledge, has action ever been taken against the applicant because of violations of the standards of professional practice, or to the rules and regulations of your firm?

Yes  No If yes, please explain: \_\_\_\_\_

Affidavit

To the best of my knowledge and our employment records, I hereby attest that the above information is true and correct.

Name of person supplying information: \_\_\_\_\_

Official Title of Respondent: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to : AFE Certification Board | 12801 Worldgate Dr., Suite 500, Herndon, Virginia 20170  
(571) 203-7171 | FAX (571) 766-2142 | www.AFE.org

AFE HEADQUARTERS USE ONLY: Date Received: \_\_\_\_\_ File Number: \_\_\_\_\_