

# DESIGNATION PROGRAM REQUIREMENTS

## Real Property Administrator (RPA®)

7 Required Courses + 1 Elective Course +  
Experience Requirement

### Required Courses

*Budgeting and Accounting*  
*Law & Risk Management*  
*Real Estate Investment and Finance*

## Facilities Management Administrator (FMA®)

6 Required Courses + 2 Elective Courses +  
Experience Requirement

### Required Courses

*Facilities Planning and Project Management*  
*Fundamentals of Facilities Management*

### Required Courses for RPA and FMA Designations

*Environmental Health and Safety Issues* \*\*\*  
*Ethics Is Good Business® ShortCourse™* \*  
*The Design, Operation, and Maintenance of Building Systems, Part I* \*\*  
*The Design, Operation, and Maintenance of Building Systems, Part II* \*\*

### Elective Courses (choose one)

*Asset Management*  
*Leasing and Marketing for Property Managers*  
*Managing the Organization* \*\*\*

### Elective Courses (choose two)

*Asset Management*  
*Managing the Organization* \*\*\*  
*Real Estate Investment and Finance*

## Systems Maintenance Technician (SMT®)

5 Required Courses

### Required Courses for SMT and SMA Designations

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

## Systems Maintenance Administrator (SMA®)

8 Required Courses  
+ Experience Requirement

### Required Courses for the SMA Designation

*Building Design and Maintenance* \*\*  
*Environmental Health and Safety Issues* \*\*\*  
*Managing the Organization* \*\*\*