



**AFE**  
**Certified Professional Supervisor**  
**Application Packet**



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

# Frequently Asked Questions

## ***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 years in a supervisory capacity (OR) minimum 3 years 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, you must be an AFE member to renew your certification when it expires in three years.

## ***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. If you do not wish to attend a review session 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.

## ***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 CPS certificate.

## ***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 renew you will be notified by AFE national and you will be sent the CPS recertification guidelines along with the recertification application.

# The CPS Program

## ***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 Professional Supervisors for Professional Supervisors***

AFE's Certified Professional 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) 395-8777 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 Professional 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.

## ***Eligibility***

To be eligible to sit for the CPS exam, you must either be currently employed as a plant/facility professional with at least two or more years of experience in a plant/facility supervisory capacity, 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.

## 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 Professional 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.

Each application must meet the following requirements before processing. This application must be filled out completely and signed. The employment verification form needs to be completed by your employer(s) based on your employment history and eligibility. Applications will not be processed until all supporting documentation has been received by AFE. All fees are non-refundable. Mail completed application to: AFE, 1901 N Fort Myer Drive, Suite 500, Arlington, Virginia 22209 or email to info@afe.org or fax to 571.766.2142

## PERSONAL DATA (please type or print legibly)

Mr.  Mrs.  Ms. Name: \_\_\_\_\_ DOB: \_\_\_\_\_

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

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

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

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Mailing Address:  Home  Company \_\_\_\_\_ Course Location: \_\_\_\_\_

## EDUCATION

Highest level Completed:  HS  College exp- no degree  Vocational/Associate  Bachelor's  Master's  Doctorate

## FEES

(pick self-study OR live instruction)	Member	Non-Member	
	<input type="checkbox"/> SELF-STUDY		
Application/Exam	\$575	\$760	
Review Material	\$125	\$150	
<b>Total</b>	<input type="checkbox"/> \$700	<input type="checkbox"/> \$910	
<i>*Retake Fee is \$100*</i>			
	<input type="checkbox"/> LIVE INSTRUCTION		
Early Bird Registration = 45 days prior to course start day	<input type="checkbox"/> \$829 (early bird registration)	<input type="checkbox"/> \$1295	<input type="checkbox"/> \$1050 (early bird registration) <input type="checkbox"/> \$1595

## PAYMENT INFORMATION (please select one payment option)

Credit Card:  MasterCard  Visa  American Express  Discover

Account #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVC: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

PO #: \_\_\_\_\_

Check \_\_\_\_\_

**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.

**From (Mo/Yr):** \_\_\_\_\_ **To (Mo/Yr):** *Current*

**Current Employer's Name and Location:** \_\_\_\_\_

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

**Your title:** \_\_\_\_\_

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

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

**Duties and Responsibilities:** \_\_\_\_\_

***AFE Certified Professional Supervisor Certificate Affidavit and Pledge:***

*The applicant acknowledges that the Certification Board of the Association for Facilitates 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:** \_\_\_\_\_

# 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:

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Dear \_\_\_\_\_,

I am applying to the Association for Facilities Engineering to become a Certified Professional 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 Professional 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 Professional 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 | 1901 N Fort Myer Drive, Suite 500, Arlington, Virginia 22209 | Fax (571) 766-2142