

MEFMA
Muhtarif Award Guide

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Holders of the Muhtarif credential will have to demonstrate their competence across the range of key FM knowledge domains.

Employers can be assured that holders of the MEFMA Muhtarif award are recognized achievers who have earned the credential after passing through a rigorous assessment process. This assessment process is administered by a panel of FM experts who are totally independent from the candidates. Award holders will have to prove their commitment to ongoing continual professional development (CPD). CPD is central to the Muhtarif award program. The Muhtarif award requires holders to maintain membership of MEFMA and submit evidence of CPD activities on a yearly basis. Holders who are not in good standing with MEFMA, or who fail to complete sufficient CPD activities during the review period, will lose their Muhtarif credential.

The Application Process

Muhtarif candidates first submit their application to MEFMA along with the required fees (Currently USD 800). **Candidates should have a minimum experience of 3 years in the facility management industry or FM related industry.**

Candidates then have three months from the date of application to submit their competence statement.

Failure to submit the competence statement within this timeframe will void the application and the candidate will forfeit the application fee. A new application will have to be made and the fee paid again.

As part of the application process, candidates are also required to submit details of their CPD activities covering the 12 months prior to the date of their application.

CPD records should highlight the type of activity undertaken, the title of the activity, date, duration, and a reflective statement describing how each CPD activity has contributed to the candidate's development. An over view of CPD is provided as Appendix A.

Appendix will be available upon registration & payment

Candidates should note that the Muhtarif credential requires ongoing membership of MEFMA and ongoing CPD activities relevant to their career path to retain validity.

Assessments for the Muhtarif award are conducted 4 times per year. On submission of your application documentation, you will be advised of the next assessment date.

Earning the Muhtarif award

The first step on the path to the Muhtarif award is successful completion of MEFMA's foundation in FM course qualification exam (Ta'aseesy). This then satisfies the prerequisite requirements for entry to the professional level Muhtarif course modules. Upon successful completion of all Muhtarif training modules, and becoming members of MEFMA, candidates are eligible to apply for the Muhtarif award.

The Muhtarif award is earned through a process of:

- 1** Competence mapping
- 2** Reference check
- 3** Professional review interview

The above stages are expanded below.

Competence Mapping:

Applicants complete a competence mapping exercise to demonstrate exactly how they meet each of the required FM competences. Candidates are required to detail what they do, or have done, that meets each competence. Achievements and lessons learned will also be documented in the competence mapping exercise, as evidence of professional practice. More detail on the content of the competence mapping submission is provided as Appendix B to this guide. **Appendix will be available upon registration & payment**

Reference Check:

As part of their application, candidates are required to provide details of 2 referees. One referee should ideally be the applicant's line manager, while the other should be someone independent who can support the applicant's achievement claims, such as a client. References will be taken up by MEFMA as part of the assessment process. Candidates should be aware that in the event referees do not support the candidate's submission statements, the candidate's application will be closed and the application fee forfeited.

Professional review interview (PRI):

At the PRI, the candidate will be interviewed by a panel of independent FM industry experts, at least one of whom has expertise in the candidate's specialty domain. The panel will ask the candidates questions related to their application to explore and confirm exactly how the candidate achieved their stated successes. Candidates will also be questioned about their CPD activities. The interview will take around 1 hour to complete.

Upon successful completion of all three assessment stages, the candidate is awarded the coveted MEFMA Muhtarif credential.

Supporting reference material

A list reference material that applicants may find useful is included as Appendix C.

Appendix will be available upon registration & payment

Applicants should note that MEFMA does not supply copies of the listed material.

نموذج تقديم طلب لشهادة مُحترف

Muhtarif Award Application Form



PLEASE NOTE: All fields are mandatory

I would like to apply for MEFMA's Muhtarif award.
I have completed the following prerequisites:

- Ta'aseesy – Foundation in FM.
- Muhtarif – Certified FM Professional Course.
- I have a minimum experience of 3 years in the facility management industry or FM related industry.

Name (to be printed on all certificates)

First Name:..... الاسم الأول:

Last Name:..... اسم العائلة:

Male ذكر Female أنثى

Date of Birth: DD / MM / YYYY: تاريخ الميلاد (سنة / شهر / يوم):

Company Name:..... اسم الشركة:

Designation:..... المسمى الوظيفي:

Phone Number:..... رقم الهاتف:

Mobile Number:..... رقم الجوال:

Email Address:..... البريد الإلكتروني:

Submission Language: English اللغة الإنجليزية Arabic اللغة العربية لغة التقديم:

I acknowledge that to proceed with this application I am required to pay MEFMA's application fee of USD 800.

I further acknowledge that I have 3 months to submit my supporting documentation from the date of payment of the above fee.

In the event that I fail to submit my documentation within the 3-month period, I will forfeit my payment.

Signature..... التوقيع:

Please fill in the form and email it to
info@mefma.org

يرجى ملاحظة: أن جميع الحقول إلزامية

أودّ أن أتقدّم بطلب الالتحاق في برنامج شهادة مُحترف الخاص بجمعية الشرق الأوسط لإدارة المرافق. لقد أكملت المتطلبات الأساسية التالية:

تأسيسي: دورة أساسيات إدارة المرافق.

محترف: دورة مدير المرافق المحترف المعتمدة.

لدي خبرة لا تقل عن ٣ سنوات في مجال إدارة المرافق أو في مجال ذي صلة بإدارة المرافق.

الاسم (يُطبع على جميع الشهادات)

الاسم الأول:

اسم العائلة:

ذكر أنثى

تاريخ الميلاد (سنة / شهر / يوم):

اسم الشركة:

المسمى الوظيفي:

رقم الهاتف:

رقم الجوال:

البريد الإلكتروني:

لغة التقديم: اللغة العربية اللغة الإنجليزية

أقرّ بأنه من أجل التقدم بهذا الطلب ينبغي أن أدفع رسوم الطلب الخاص بجمعية الشرق الأوسط لإدارة المرافق ومقدارها ٨٠٠ دولار أمريكي.

كما أقر بأن أمامي ثلاثة أشهر لتقديم الوثائق الداعمة ابتداءً من تاريخ دفع الرسوم أعلاه.

في حال عدم تقديمي للوثائق خلال فترة الثلاثة أشهر المحددة، لن أستعيد النقود التي دفعتها.

التاريخ:

يرجى تعبئة نموذج التسجيل وإرساله على
info@mefma.org