



CEFP Commission Charter

✓ **Adopted by the APPA Board of Directors on July 14, 2026.**

⚠ **Amendments require BOTH bodies (Section X):** a majority vote of the APPA Board of Directors **and** a two-thirds majority vote of the Commissioners then in office. Neither body can amend this charter on its own.

CEFP Commission Charter

APPA: The Association of Higher Education Facilities Officers

I. Name, Nature, and Purpose

The name of the commission is the CEFP Commission ("Commission"). The Commission is an independent certifying body of APPA: The Association of Higher Education Facilities Officers ("APPA"). The Commission awards the Certified Educational Facilities Professional ("CEFP") credential and is solely responsible for the development, operation, and oversight of the CEFP program ("Program").

II. Mission

The mission of the Commission is to advance the professional discipline of educational facilities management by enhancing and sustaining the integrity and quality of the CEFP credential.

III. Authority

Except as expressly set forth in this section and Sections VI and VII herein, the Commission has all rights, duties, and powers necessary and related to the Program, including, but not limited to, sole and final authority over all essential certification decisions for the Program. All policy decisions relating to CEFP or the

Program shall be the sole and exclusive decision of the Commission and shall not be subject to review, ratification, or approval by any other body. The Commission shall neither require membership in APPA, nor give preference to members of APPA, in order to apply for, obtain, or maintain the CEFPP credential.

The Commission shall: (i) set the strategic direction for the Program; (ii) have exclusive legal responsibility for the duties of care, loyalty, and obedience for the Program; (iii) establish, monitor, and revise, as needed, the standing rules, policies, and procedures related to the Program; (iv) initiate periodic job analysis studies and utilize the results to keep the CEFPP examination specifications current; (v) establish, monitor, and revise, as needed, the CEFPP initial application criteria and forms; (vi) establish the passing score for each exam; (vii) establish dates and set fees for the CEFPP examination and Program; (viii) ensure adequate monitoring of CEFPP exam administrations for the purposes of policy compliance and Program improvement; (ix) confer CEFPP designations on qualified candidates and revoke CEFPP designations as appropriate; (x) hear appeals brought before the Commission in accordance with policy; (xi) establish and maintain a Code of Professional Conduct for certificants; (xii) establish, monitor, and revise, as needed, the CEFPP recertification requirements and process; and (xiii) establish and conduct disciplinary procedures, including the establishment and imposition, where appropriate, of sanctions.

The Commission may adopt, amend, or repeal rules, policies, and procedures not inconsistent with this Charter for the organization and management of the affairs of the Commission, and its officers, employees, and agents.

IV. Governance

The Commission shall be composed of not less than five (5) nor more than eleven (11) voting members ("Commissioners") who shall represent the primary stakeholder groups, including: CEFPPs; APPA; and the public. The exact number of Commissioners shall be determined by the Commission by policy. The Commission may define additional primary stakeholder groups by rule.

Each primary stakeholder group's interest shall be represented on the Commission, subject to the foregoing: (i) a majority of the Commissioners shall hold and maintain the CEFPP credential; (ii) one (1) Commissioner shall be nominated by the APPA Chair to represent the APPA membership subject to

appointment by the Commission; and (iii) one (1) Commissioner may be a non-CEFP credential holder consumer/public representative. The Commission may establish eligibility requirements for Commissioners that do not contravene this section.

The Commission shall appoint all Commissioners in accordance with and pursuant to its rules, policies, and procedures. Commissioners shall assume office on July 1 subsequent to their appointment and shall hold said office for a term of three (3) years and until his or her successor shall have been appointed, unless his or her service is earlier terminated because of death, resignation, or removal. The terms of Commissioners shall be staggered so that the term of no more than one-half (1/2) of Commissioners shall expire in any given year. Commissioners may serve for two (2) consecutive terms.

A Commissioner may resign at any time by giving written notice thereof to the Chair or Secretary of the Commission. Such resignation shall take effect when accepted by the Commission.

A Commissioner may be removed for cause by the affirmative vote of two-thirds (2/3) of the Commissioners then in office.

Vacancies resulting from the death, resignation, or removal of a Commissioner shall be filled by an affirmative vote of the majority of the Commissioners then in office within sixty (60) days at a regular or special meeting of the Commission. An individual selected to fill a vacancy shall serve until the expiration of the term of the Commissioner whose position he or she was appointed to fill. If less than two (2) years remains on the current term, said term shall not count towards the limit on consecutive terms.

V. Officers

The Commission shall have the following officers: Chair, Chair-Elect, and Immediate Past Chair.

Officers shall be elected by the Commission by the affirmative majority vote of the Commissioners then in office. Officers shall serve for a term of one (1) year and until their successor shall have been appointed, unless their service is earlier terminated because of death, resignation, or removal. The removal of an officer shall not affect his or her term as a Commissioner.

The Commission may adopt such rules, policies, and procedures governing the officers of the Commission not inconsistent with this section as it shall deem necessary or appropriate.

VI. Relationship to APPA

The Commission operates under APPA for general support, staffing, financial, and legal purposes. APPA provides staff support, facilities, services, and resources to the Commission.

The APPA Chief Staff Officer shall designate an APPA staff member to serve as Staff Liaison to the Commission. The Staff Liaison provides administrative and operational support to the Commission and serves as the primary point of contact between the Commission and APPA staff.

VII. Fiscal Management

The Commission shall follow APPA policies for fiscal management. Absent mutual written agreement by APPA and the Commission, fiscal operations of the Program shall be conducted by APPA staff. The activities of the Commission are funded by the budget of APPA, which shall include adequate resources to conduct Program activities. Program revenues and expenses shall be tracked and reported separately within APPA's financial statements and reports and shall be provided to the Commission upon request.

VIII. Conflict of Interest

Commissioners shall comply with the Conflict of Interest and Code of Conduct of APPA. The Commission retains the right to develop conflict of interest policies that differ from those of APPA to maintain the independence, quality, and integrity of the Program. When such variance is deemed necessary by the Commission, a stated rationale shall be provided to APPA by the Commission.

IX. APPA; Prohibitions; Reporting

Commissioners shall not serve on the APPA Board of Directors, or any committee thereof, during their term of office. The Chair of the Commission shall receive

notice and shall have the right to attend regular meetings of the APPA Board of Directors in an advisory capacity.

The Commission shall report on its activities at each regular meeting of the APPA Board of Directors. Said report may be provided in writing or presented in person by the Chair of the Commission at such meeting.

X. Amendment

Any alteration, amendment, or repeal of this Charter, or any provision hereof, shall require the affirmative vote of a majority of the APPA Board of Directors then in office **and** the affirmative two-thirds (2/3) majority vote of the Commissioners then in office.