Certificate Programs for Public, Private and Independent School Personnel

Offered in partnership with the Nassau County Chapter of the New York State School Facilities Association, Hofstra University Continuing Education is pleased to offer three noncredit certificate programs: School Facilities Management, School Facilities Management Executive and School Emergency Management. These certificate programs are designed to help school personnel keep up with rapid changes in the field, including sustainable practice, safety and emergency management, budgeting, energy management and much more. *Courses may also be taken on an individual basis without participating in the certificate program.*

For more information, call **June Mullan** at **516-463-5014** or email **june.mullan@hofstra.edu.**

HOFSTRA UNIVERSITY.
Hempstead, New York 11549
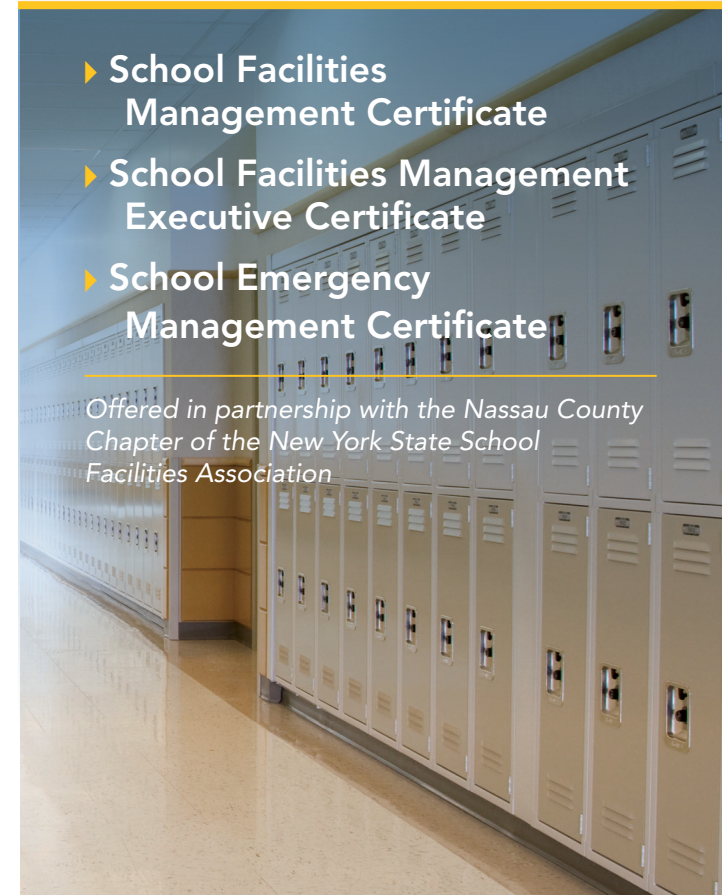

HOFSTRA
UNIVERSITY®
CONTINUING EDUCATION

CERTIFICATE PROGRAMS
For Public, Private and Independent School Personnel

▸ **School Facilities Management Certificate**

▸ **School Facilities Management Executive Certificate**

▸ **School Emergency Management Certificate**

Offered in partnership with the Nassau County Chapter of the New York State School Facilities Association

School Facilities Management Certificate

This program is geared toward members of the school staff aspiring to careers in school facilities management or those pursuing a greater understanding of school facilities. *This two-year certificate program, consisting of two classes per semester for a total of eight courses, focuses on the budgetary challenges and the complex rules and regulations faced by school district leaders. Led by school and industry leaders, the program is sure to add value to the services participants provide to school districts. School district leaders contribute their vast cumulative experience, knowledge, and expertise to this program with planned contributions from superintendents, business officials, Board of Education members, industry leaders, and legal experts.

The School Facilities Management Certificate Program requires successful completion of a prerequisite course plus eight (8) required courses.

*H3420 – **Introduction to School Facilities Management**
(This course is a prerequisite for participants who do not hold an administrative position in the field of school facilities management.)

H3421 – **Building Cleaning and Maintenance**
H3422 – **Management**
H3423 – **Organizational Structure of the School District**
H3424 – **Safety**
H3425 – **Business Functions**
H3426 – **Construction**
H3427 – **Energy Management**
H3428 – **Indoor Air Quality and Green Cleaning**

For complete course descriptions as well as dates and times of courses, visit **ce.hofstra.edu/facilities**.

School Facilities Management Executive Certificate

The School Facilities Management Executive Certificate is being offered by Hofstra University Continuing Education in conjunction with the Nassau County Superintendents of School Buildings and Grounds Association. This certificate program provides additional leadership training to the seasoned director (five years or more) or those who have earned a School Facilities Management Certificate from Hofstra Continuing Education.

The School Facilities Management Executive Certificate Program requires successful completion of six (6) courses.
Prerequisite: Completion of the Hofstra University School Facilities Management Certificate Program or five years' experience as a director of facilities.

H3450 – **Public Speaking, Report Preparation and Accountability**
H3451 – **Impact of Sustainable Practices on Student Health**
H3452 – **Emergency Planning in the 21st Century**
H3453 – **Human Resources**
H3454 – **The Business Office**
H3455 – **Capstone: Field Visits**

For complete course descriptions as well as dates and times of courses, visit **ce.hofstra.edu/execfacilities**.

School Emergency Management Certificate

This 24-hour program covers numerous areas related directly to school emergency preparedness and is for school personnel, board members and Parent-Teacher Association members interested in keeping schools safe for students and staff.

The School Emergency Management Certificate Program requires successful completion of eight (8) required courses.

H3440 – **Overview of Emergency Management in Schools**
H3441 – **Incident Command Center Procedures and Protocol**
H3442 – **After Hours Emergency Preparedness**
H3443 – **Establishing and Implementing a School District Emergency Management Program**
H3444 – **Establishing a School Security Program**
H3445 – **How to Conduct Emergency Preparedness Exercises and Drills**
H3446 – **Police Response: What to Expect**
H3447 – **O.E.M. Role: Before, During and After an Emergency**

For complete course descriptions as well as dates and times of courses, visit **ce.hofstra.edu/schoolsafety**.