

DESIGNATION & CERTIFICATE PROGRAMS

BOMI
INTERNATIONAL

Phone 1.800.235.BOMI (2664)

410.974.1410

Fax 410.974.1935

www.bomi.org



CONTENTS

Why BOMI International 2

Certificate Programs 4

Designation Programs 6

Course Descriptions 8

General Information 10

FAQs 11

Enrollment/Registration 12

TAKE YOUR CAREER AND YOUR ORGANIZATION TO A HIGHER LEVEL OF PERFORMANCE

Now is the time to accelerate your career by expanding the knowledge and skills of either yourself or your staff through BOMI International's education.

Choose from a wide range of programs, including certificates, designations, and continuing professional development courses designed by and for property and facility management professionals.

Those who complete our programs gain a deep understanding of how to increase the value of properties and/or operate facilities at peak efficiency. A BOMI International education is a win-win for everyone.

"It is imperative for continued career growth that one keeps pace with industry changes. A BOMI International education keeps you informed so you can get ahead."

Greg Grainger
RPA, CPM, CCIM, Managing Director

THE PROOF IS IN THE NUMBERS

Statistics are based on a 2010 survey.

92% of BOMI International students said that BOMI International courses have enabled themselves or their employees to be more efficient.

77% of students who have earned a BOMI International designation and/or certificate agree that they have helped better position their corporation or organization for success.

38% of graduates reported a salary increase or promotion after completing their BOMI International designation.

65% reported that their designation brought them recognition by leaders and colleagues within the industry.

CERTIFICATE PROGRAMS

If you would like to gain knowledge and recognition or establish a foundation for a future designation program, a BOMI International certificate program is right for you.

Ideal for students who are new to the commercial real estate industry or are upgrading their skills, the certificate programs provide credit for academic accomplishments and are a good way to begin your journey toward earning a BOMI International designation.



Property Administrator Certificate (PAC)

Provides information needed to manage the ongoing operation and maintenance of building systems and to maximize building efficiency and cost-effectiveness. All PAC courses can be applied towards the Real Property Administrator (RPA®) designation.

PAC Required Courses

Budgeting and Accounting
The Design, Operation, and Maintenance of Building Systems, Part I
The Design, Operation, and Maintenance of Building Systems, Part II

Property Management Financial Proficiency Certificate (PMFP)

Provides the essential foundation needed to be a successful manager. The program will help you take control of your assets, improve overall operational efficiencies, gain confidence in all elements of investment strategy, and attain the know-how to interpret financial statements and construct property/facility budgets. This program is specifically designed for people who manage real estate assets. All PMFP courses can be applied towards the RPA designation.

PMFP Required Courses

Asset Management
Budgeting and Accounting
Real Estate Investment and Finance

Facilities Management Certificate (FMC)

Provides an overview of management information that is important to operate an efficient, cost-effective facility. All FMC courses can be applied towards the Facility Management Administrator (FMA®) designation.

FMC Required Courses

Fundamentals of Facilities Management
The Design, Operation, and Maintenance of Building Systems, Part I
The Design, Operation, and Maintenance of Building Systems, Part II

Building Systems Maintenance Certificate (SMC)

Provides in-depth information on key building principles, including efficient energy management and water treatment. You'll gain an understanding of HVAC, plumbing, and other building systems that work together to provide a comfortable indoor environment. All SMC courses can be applied towards the Systems Maintenance Administrator (SMA®) designation.

SMC Required Courses

Air Handling, Water Treatment, and Plumbing Systems
Energy Management and Controls

SMC Elective Courses (choose one)

Boilers, Heating Systems, and Applied Mathematics
Refrigeration Systems and Accessories

DESIGNATION PROGRAMS

Our designation programs are recognized as marks of distinction and excellence throughout the property and facility management industries.

Each program offers time-tested courses with a proven curriculum that will help you successfully tackle the demands of an increasingly complex profession with confidence and authority.

The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for all BOMI International designation courses.

For more information, visit the ACE CREDIT website at <http://acenet.edu/acecredit>. The *Managing the Organization* course is currently under review.

Additionally, 10 courses have been approved by the United States Green Building Council (USGBC) for the LEED® Credential Maintenance Program (CMP).



*EXPERIENCE REQUIREMENT

To earn the Real Property Administrator (RPA®) designation, you must have at least three years of verifiable experience as a property manager. This experience must be performed for a portfolio or building 40,000 square feet or larger. Work-related experience must include responsibility in 18 of the 33 categories detailed on the RPA Experience Criteria form located on our website.

To earn the Systems Maintenance Administrator (SMA®) designation, you must have at least three years of verifiable experience as a stationary engineer or equivalent. This experience must be performed for a minimum property portfolio of 40,000 square feet. Work-related experience must include responsibility in 25 of the 35 categories detailed on the SMA Experience Criteria form located on our website.

Real Property Administrator (RPA®)*

The RPA designation program serves the educational needs of both third-party property managers and corporate property managers. By familiarizing you with the many aspects of operating a commercial building, the program helps you integrate these issues into the broader task of property management. The program teaches you to maximize a building's net income while minimizing risks.

Facilities Management Administrator (FMA®)

The FMA designation program teaches you valuable skills in strategic planning, project management, corporate finance, capital investment, and physical asset management. Whether you're a new or experienced facilities manager, or someone in a related profession who will benefit from knowing how to create a quality work environment that maximizes productivity, this program is right for you.

Systems Maintenance Technician (SMT®)

The SMT designation program helps you increase the operating effectiveness of your building. You'll gain career-building skills and knowledge, as well as recognition as an integral part of your facilities team.

Systems Maintenance Administrator (SMA®)*

The SMA designation program is designed to meet the needs of hands-on technicians and building engineers. The courses show you how to manage energy-efficient, environmentally sound, cost-effective building systems.

RPA Required Courses

Budgeting and Accounting
Environmental Health and Safety Issues
Ethics Is Good Business® ShortCourse™
Law and Risk Management
Real Estate Investment and Finance
The Design, Operation, and Maintenance of Building Systems, Part I
The Design, Operation, and Maintenance of Building Systems, Part II

RPA Elective Courses (choose one)

Asset Management
Fundamentals of Real Property Administration
Leasing and Marketing for Property Managers
Managing the Organization

FMA Required Courses

Environmental Health and Safety Issues
Ethics Is Good Business® ShortCourse™
Facilities Planning and Project Management
Real Estate Investment and Finance
Technologies for Facilities Management
The Design, Operation, and Maintenance of Building Systems, Part I
The Design, Operation, and Maintenance of Building Systems, Part II

FMA Elective Courses (choose one)

Asset Management
Fundamentals of Facilities Management
Managing the Organization

SMT Required Courses

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

SMA Required Courses

Air Handling, Water Treatment, and Plumbing Systems
Boilers, Heating Systems, and Applied Mathematics
Building Design and Maintenance
Electrical Systems and Illumination
Energy Management and Controls
Environmental Health and Safety Issues
Managing the Organization
Refrigeration Systems and Accessories

COURSE DESCRIPTIONS

Listed in alphabetical order.

Air Handling, Water Treatment, and Plumbing Systems

(applies to SMC, SMA, and SMT)

- HVAC, fire protection and alarm systems
- Air cleaning devices and Indoor Air Quality (IAQ)
- Plumbing, water conditioning and treatment

Asset Management

(applies to PMFP, RPA, and FMA)

- Strategic planning, investment and operation analysis
- Property acquisition and disposition
- Retaining and attracting tenants

Boilers, Heating Systems, and Applied Mathematics

(applies to SMC, SMA, and SMT)

- Heating system operations
- Mechanical components of heating systems
- Thermodynamics as applied to heating systems

Budgeting and Accounting

(also offered in Canadian version) (applies to PAC, PMFP, and RPA)

- Record keeping and budgeting requirements
- Revenue and expenditure cycles
- Financial statements and annual reports
- Lease abstracts and working with capital

Building Design and Maintenance

(applies to SMA)

- Building foundation materials and systems
- Curtain walls and windows
- Roofing systems
- Flooring, interior walls, and ceilings
- Vertical transportation
- Grounds maintenance and inspection
- Reading, scaling, interpretation, care, and use of construction documents

Electrical Systems and Illumination

(applies to SMA and SMT)

- Sources of electricity
- Electrical safety, circuits, and meters
- Cables, terminations, and conduits
- Light sources, fixtures, and maintenance
- Electric motor basics and maintenance

Energy Management and Controls

(applies to SMC, SMA, and SMT)

- Control system basics
- Auxiliary and electronic controls
- Computerized automatic control systems
- Factors determining energy consumption
- Preventive maintenance measures
- Energy management control system applications

Environmental Health and Safety Issues

(also offered in Canadian version) (applies to RPA, FMA, and SMA)

- Regulatory overview, audits, and legal issues
- OSHA and EPA regulations
- Hazard communication and hazardous waste
- Emergency response
- Asbestos and lead management
- Office and industrial ergonomics
- IAQ, air emissions, and pollution control
- Storage tanks
- Site assessment

Ethics Is Good Business® ShortCourse™

(applies to RPA and FMA)

- Tenant relations and conflicts of interest
- Recordkeeping and proper use of funds
- Trade secrets and confidentiality

Facilities Planning and Project Management

(applies to FMA)

- Value of planning and organizing
- Identifying and rating user needs
- Owned vs. leased developed facilities
- Classifying facilities projects
- Specifications for facilities performance
- Design development and review
- Implementing projects
- Project closeout

Fundamentals of Facilities Management

(applies to FMC and FMA)

- Principles of information management
- Investment, costs, and budgeting strategies
- Operating levels of facilities activities
- Outsourcing principles
- Benefits of leasing vs. ownership

Fundamentals of Real Property Administration

(applies to RPA)

- Ethics and responsibilities of property managers
- Asset management and economics
- Owner/tenant relations and contracting services
- Retention, improvements, marketing, and leases
- Safety and security
- Reporting and control systems
- Environmental issues

Law and Risk Management

(also offered in Canadian version) (applies to RPA)

- Conveying and financing real estate
- Contracts and property interests
- Premises liability and loss exposures
- Environmental law and concerns
- Employment relationships, benefits, and agency
- Introduction to risk management
- Principles of insurance and insurable risk

Leasing and Marketing for Property Managers

(applies to RPA)

- Market analysis, survey conditions, and planning
- Ownership and investment
- Renewal and tenant satisfaction
- The leasing plan, including lease negotiations
- Public relations and advertising
- Tenant prospecting and space allowance

Managing the Organization

(applies to RPA, FMA, and SMA)

- Managerial roles and leadership skills
- Effective group/team management
- Decision making and problem solving
- Improving communication and motivation
- How to implement change successfully
- Sustainable strategies for building operations

Real Estate Investment and Finance

(also offered in Canadian version) (applies to PMFP, RPA, and FMA)

- Asset valuation, appraisal, and enhancement
- Costs, cash flow measurement, and taxes
- Capitalization and lending practices
- Site and building analysis
- Ownership vehicles

Refrigeration Systems and Accessories

(applies to SMC, SMA, and SMT)

- Refrigeration cycles and principles
- Mechanical components of refrigeration systems
- Systematic troubleshooting
- General maintenance procedures

Technologies for Facilities Management

(also available in Canadian version) (applies to FMA)

- The growth of technology in the workplace
- CAFM (computer-aided facility management)
- LANs (local area networks)
- CAD (computer-aided design) systems
- Telecommunications systems
- Power, wiring, and flooring
- HVAC, lighting, and ceilings
- Technology-intensive spaces
- Management of security systems

The Design, Operation, and Maintenance of Building Systems, Part I

(applies to FMC, PAC, RPA, and FMA)

- Building design and construction
- Construction materials
- Building envelope and structural systems
- Heating, ventilating, and air conditioning
- Building system controls
- Life-cycle costing
- Roofing
- Interior walls, ceilings, and flooring

The Design, Operation, and Maintenance of Building Systems, Part II

(applies to FMC, PAC, RPA, and FMA)

- Security and fire protection systems
- Electricity applications and energy management
- Pest control and solid waste management
- Vertical transportation systems and parking
- Architectural metal maintenance



GENERAL INFORMATION

Length of Programs

The duration of our certificate and designation programs depends on how often you take a course, as well as the course delivery options chosen. There is no set time limit in which you are required to complete a program.

Courses range from 24-30 hours (with the exception of *Ethics Is Good Business® ShortCourse™*, which is six hours). Our certificate programs require successful completion of three courses. These programs may be completed in one year if completing one course per quarter. Our designation programs require successful completion of eight courses, except the SMT designation program, which requires the completion of five courses. The eight-course designation programs may be completed in two years if completing one course per quarter.

Cost of Programs

Costs for the programs vary according to the course delivery options chosen. Please note: BOMI International courses are offered throughout the country through partnerships with local Building Owners and Managers Associations (BOMA Locals). BOMA Locals that sponsor BOMI International courses set their own prices, so if you register for a BOMA Local course, prices may vary.

For more details please refer to our policies and fees available [here](#).

Course Delivery Options

We offer a variety of study options, giving you the flexibility to fit the education you want into your schedule. The following are the delivery options available:

Instructor-Led Online (6-15 weeks per course)

- 24/7 online access including mobile connectivity
- Available anytime/anywhere to fit your schedule
- Daily interaction with expert instructors
- Live web review sessions to clarify key concepts

Accelerated Review (3-4 days per course)

- Face-to-face interaction with expert instructors
- 3-4 day courses for quick learning
- Network with local industry professionals

Self-Study (self-paced course)

- Study independently and at your own pace
- Fits into any lifestyle

Semester-Length Classroom (varies depending on course)

- Face-to-face interaction with expert instructors
- Traditional classroom setting, which allows extensive review of the material increasing retention rates

Corporate On-Site Group Classes (varies depending on course)

- Education held at your own facility
- Saves time and costs
- Face-to-face interaction with expert instructors
- Course schedules are customized to meet organization's needs

FREQUENTLY ASKED QUESTIONS (FAQs)

Q: What are the key advantages of having a certificate or a designation from BOMI International?

A: Many students have found that a certificate program is a great starting point for a BOMI International education, as it sets the foundation for a future designation. Those who complete a designation program gain a better understanding of a variety of challenges, such as ways to save energy, retain tenants, and properly plan and maintain workflow. All these factors directly correlate to bottom-line results, making the education from BOMI International a great addition to a staff member or employer.

Q: Which course should a student take first?

A: There is no set order in which to take our courses. They may be taken in the order, and via the delivery method you prefer. We suggest that you first determine which certificate and/or designation program fits your professional needs and goals, and choose a course that complements your immediate responsibilities.

Q: Are students required to take exams?

A: Yes. In order to obtain a BOMI International certificate and/or designation, students are required to successfully complete an exam at the end of each course. With the exception of *Ethics Is Good Business® ShortCourse™*, all exams will be administered through our testing provider, Pearson VUE. You will be required to test at a Pearson VUE owned or authorized, secure location.

Q: Who should students contact with additional questions?

A: We are happy to help you find an educational path that fits your needs. If you have questions, please contact our Customer Development Representative team, and they will be glad to assist you. Our Customer Development Representative team is available Monday-Friday between 9:00 a.m. and 5:00 p.m. ET and may be reached at 1.800.235.BOMI (2664), or at service@bomi.org.

ENROLLMENT/ REGISTRATION

1. Determine which certificate or designation program is right for you.
2. Choose a course and select an offering [here](#).
3. Register via:

Online—after selecting an offering in step 2, simply proceed through the checkout steps.

Fax—fill out the Enrollment and Registration Form found [here](#), print it, and fax it to 410.974.1935

Phone—call 1.800.235.BOMI (2664) and speak to one of our Customer Development Representatives.

Canadian students please visit www.bomicanada.com.



Phone 1.800.235.BOMI (2664)
410.974.1410

Fax 410.974.1935

www.bomi.org