



SMA® Experience Requirement

To earn the **Systems Maintenance Administrator (SMA®) designation**, candidates are required to demonstrate three years of verifiable experience as a stationary engineer or equivalent. This policy ensures that people awarded the SMA® are high-caliber, well-trained professionals—experienced in systems maintenance.

To fulfill the **SMA® Experience Requirement**, the following conditions must be met:

- The experience must be related to a minimum property portfolio of 40,000 square feet.
- The experience must demonstrate that you have met at least 25 of the 35 criteria listed on the enclosed **SMA® Experience Criteria Verification Form**. Criteria may be obtained through more than one employer as long as 25 different criteria are met.
- The experience must be verified by each employer listed on the application.

Follow these instructions to apply for credit toward the SMA® Experience Requirement:

U.S. and Canada Applicants

Complete your employment history on the attached Employment Information Form.

Forward a copy of your completed Employment Information Form and a copy of the Experience Criteria Verification Form to each employer, supervisor, or personnel manager from whom you are requesting SMA® experience credit verification.

Each employer/verifier should review the Experience Criteria Verification Form and check all applicable criteria. Please have each employer/verifier include his or her e-mail address for verification purposes. (In the event that an e-mail address is not available, please ensure that the employers/verifiers include their daytime telephone number.)

Applicants should ensure that they have received ALL completed Criteria Verification Forms from each applicable employer/verifier prior to submitting their complete application to BOMI International for processing. Partial applications cannot be processed. Applications received without all related completed Criteria Verification Forms will be returned to the applicant.

For prompt consideration completed applications should be forwarded, with a PDF of the applicant's resume, to service@bomi.org. Completed applications cannot be mailed or faxed. BOMI is currently waiving the required notary signature.

YOU MUST INCLUDE YOUR RESUME FOR YOUR APPLICATION TO BE PROCESSED.

SMA[®] Experience Requirement - Employment Information

BOMI International ID#: _____ Application Date: _____

Name: _____ E-Mail: _____

Preferred Mailing Address: _____

City, State/Province: _____ Zip/Postal Code: _____

Home Phone: _____

Employment History

List the names and addresses of all places of employment that you are submitting for SMA[®] experience credit. Please list your current employer first and then any additional employers who are providing verification.

(PLEASE NOTE: When combining experience at multiple companies, a separate signed SMA[®] Criteria Verification Form must be submitted from each company.)

1. Current Employer: _____

Name of Verifier: _____ Title: _____

Company Address: _____

City, State/Province: _____ Zip/Postal Code: _____

Phone: _____ Fax: _____

Position(s) at Company: _____

Dates Employed: _____ Number of Years at Company: _____

2. Company Name: _____

Name of Verifier: _____ Title: _____

Company Address: _____

City, State/Province: _____ Zip/Postal Code: _____

Phone: _____ Fax: _____

Position(s) at Company: _____

Dates Employed: _____ Number of Years at Company: _____

3. Company Name: _____

Name of Verifier: _____ Title: _____

Company Address: _____

City, State/Province: _____ Zip/Postal Code: _____

Phone: _____ Fax: _____

Position(s) at Company: _____

Dates Employed: _____ Number of Years at Company: _____

Total Number of Years of Experience
(Must Equal Three or More): _____

SMA® Experience Criteria Verification Form

Duplicate this form for each employer providing verification.

EMPLOYER/VERIFIER: SMA® candidates must demonstrate that they have met 25 of the 35 experience criteria listed below at some point in their employment history. Please check all applicable criteria for the individual listed on the application. For verification purposes, please provide your e-mail address. BOMI International reserves the right to verify all information provided on this form.

Employer/verifier—check all boxes that apply

1. Real Property Administrator (RPA®) designation.
2. Facilities Management Administrator (FMA®) designation.
3. LEED® professional credential.
4. Operating or stationary engineering license from appropriate entity (Boiler, etc.).
5. Graduate apprenticeship of an appropriate skill.
6. Refrigeration certification (CFCs) or Journeyman Refrigeration certificate.
7. Military or Merchant Marine experience as an operating engineer.
8. Other certifications: Certified Energy Manager (Association of Energy Engineers/Canadian Institute for Energy Training), certified pool operator, certified elevator maintenance technician, certified locksmith. .
9. OSHA compliance training (OSHA 10 minimum) or completion of a workplace training program a proved by the appropriate jurisdiction.
10. Perform and/or establish preventive maintenance programs.
11. Perform recordkeeping and work assignments using established building computer programs such as computerized maintenance management systems (CMMS).
12. Operate a building automation system.
13. Benchmark energy use and make changes to improve efficiencies.
14. Input budget data and track/monitor conformance to a budget.
15. Monitor, evaluate, and maintain IAQ operations.
16. Select, order, and maintain service and material parts inventory.
17. Perform tenant services as required for customer satisfaction.
18. Work with or monitor external contract services.
19. Perform supervisory services over fellow employees on behalf of building management.
20. Service, repair, and replace V-belt and/or filter installations.
21. Perform chemical testing of water systems for optimum operation and/or monitor all water treatment contractor services.
22. Operate and maintain refrigeration cooling equipment.
23. Operate and maintain heating equipment.
24. Operate, monitor, adjust, calibrate, and repair temperature control equipment.
25. Inspect, monitor, troubleshoot, and repair plumbing systems and equipment.
26. Operate, monitor, and troubleshoot electric equipment and failures.
27. Apply working knowledge of security services and alarm systems.
28. Apply working knowledge of fire life-safety systems, including sprinkler flow tests.
29. Inspect and/or carry out roof maintenance and/or temporary repairs.
30. Monitor exterior maintenance and repair (landscaping, lawn sprinkler system, exterior building surfaces, parking, and roads).
31. Inspect, monitor, and/or direct housekeeping services.
32. Experience with and/or operation of emergency power generator systems.
33. Perform recordkeeping compliance with environmental standards.
34. Formal confined space training.
35. Proficiency in reading and understanding working drawings.

Company Name: _____
(please print)

SMA® Candidate's Name/Title: _____
(please print)

SMA® Candidate's Signature: _____ Date: _____

Verifier's Name/Title: _____
(please print)

Verifier's Statement: *I, (name) _____ hereby verify that the length of employment reflected on page 1 is accurate and that (number) _____ of 35 boxes are checked on this form, accurately reflecting the named SMA® Candidate's responsibilities at the company I represent here.*

Do you recommend this person for an SMA® designation? Yes No

Verifier's Signature: _____ Date: _____

Verifier's Phone Number (for authentication): _____ E-mail Address: _____

Comments by applicant special comments, extraordinary circumstances:

Please be sure that the verifier of your application has included his or her daytime phone number and e-mail address for authentication.
