

# BOMI

Building Owners and Managers Institute

## REAL ESTATE'S LEARNING LAB



### ABOUT US

BOMI is the number one commercial real estate education provider in North America. With 400,000+ courses taken, and 43,000 credentials earned, BOMI has delivered more educational value than any other CRE provider in every asset class.

### OUR SPECIALITIES

- Property Management
- Facilities Management
- Systems Maintenance
- Sustainability

BOMI RPA®

BOMI FMA®

BOMI SMT®

BOMI SMA®

BOMI HP®

CONTACT US



[bomi.org](http://bomi.org)



[service@bomi.org](mailto:service@bomi.org)



800.235.BOMI

# BOMI

Building Owners and Managers Institute

## WORKFORCE DEVELOPMENT

### Maintaining Organizational Excellence



# 93%

93% of employees say they would stay at a company longer if it invested in furthering their careers.

-LinkedIn Workforce Learning Report



# #1

Inadequate career development is the leading reason people leave their jobs, with 21% of those interviewed citing it as the driving factor.

- The Work Institute

### REDUCE TURNOVER

Research shows that as the labor market tightens – and the shelf life of skills shrinks – employees not only value education as a benefit, they are more likely to stay when they receive it.

### REMAIN COMPETITIVE

Organizations are competing not only for market share, but also for employees. Employees want to work for an employer who will upgrade their skills to keep them competitive with peers from other companies.

- Society for Human Resource Management (SHRM)

BOMI RPA®

BOMI FMA®

BOMI SMT®

BOMI SMA®

BOMI HP®

CONTACT US

 [bomi.org](http://bomi.org)

 [service@bomi.org](mailto:service@bomi.org)

 800.235.BOMI



### Property & Facilities Management Courses

#### Asset Management

- Strategic planning, investing, and operating
- Property acquisition and disposition

APPLY THIS COURSE: PMFP, RPA, & FMA

#### Budgeting and Accounting

- Creating/managing budgets
- Compiling lease abstracts and preparing rent rolls

APPLY THIS COURSE: PAC, PMFP, & RPA

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

- Building design and construction basics
- Managing/operating cost-effective building systems

APPLY THIS COURSE: PAC, FMC, RPA, & FMA

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

- Proper building/facility maintenance techniques
- Increasing occupant safety and comfort

APPLY THIS COURSE: PAC, FMC, RPA, & FMA

#### Environmental Health and Safety Issues

- Regulatory overview, audits, and legal issues
- OSHA and EPA regulations

APPLY THIS COURSE: RPA, FMA, & SMA

#### Ethics Is Good Business® ShortCourse

- Conflict management
- Proper record keeping and fund usage

APPLY THIS COURSE: RPA & FMA

#### Facilities Planning and Project Management

- Specifications for facilities performance
- Design development and review

APPLY THIS COURSE: FMA

#### Fundamentals of Facilities Management

- Managing the many duties of a facilities manager
- Principles of information management

APPLY THIS COURSE: FMC & FMA

#### High-Performance Sustainable Building Practices

- Implementing high-performance sustainable initiatives
- Sustainable building interior and exterior practices

APPLY THIS COURSE: BOMI-HP

#### High-Performance Sustainable Building Principles

- Sustainability in the built environment
- Justifying high-performance initiatives

APPLY THIS COURSE: BOMI-HP

#### High-Performance Sustainable Building Investments

- Cap-ex finance and portfolio management
- Advanced commissioning and technologies

APPLY THIS COURSE: BOMI-HP

#### Leasing and Marketing for Property Managers

- Market analysis, survey conditions, and planning
- Ownership, investments, and tenant satisfaction

APPLY THIS COURSE: RPA

#### Managing the Organization

- Effective decision making and problem solving
- Improving team communication and motivation

APPLY THIS COURSE: RPA, FMA, & SMA

#### Real Estate Investment and Finance

- Asset valuation, appraisal, and enhancement
- Measuring cash flow and life-cycle costs

APPLY THIS COURSE: PMFP, RPA, & FMA

#### Law and Risk Management

- Properly addressing legal and risk management issues
- Torts, contracts, and property rights

APPLY THIS COURSE: RPA

#### OPTIONAL:

- RPA® Capstone Experience Prep Course
- FMA® Capstone Experience Prep Course

### Systems Courses

#### Air Handling, Water Treatment, and Plumbing Systems

- HVAC, fire protection, and alarm systems
- Air cleaning devices and indoor air quality (IAQ)

APPLY THIS COURSE: BEC, SMC, SMT, & SMA

#### Boilers, Heating Systems, and Applied Mathematics

- Inner workings of boilers, burners, controls, etc.
- Mechanical components of heating systems

APPLY THIS COURSE: SMC, SMT, & SMA

#### Building Design and Maintenance

- Building foundation materials and systems
- Grounds maintenance and inspection

APPLY THIS COURSE: SMA

#### Electrical Systems and Illumination

- Electrical safety, operation, and maintenance
- Different sources of electricity

APPLY THIS COURSE: BEC, SMT & SMA

#### Energy Management and Controls

- Control system applications
- Determining energy consumption

APPLY THIS COURSE: BEC, SMC, SMT, & SMA

#### Refrigeration Systems and Accessories

- Refrigeration cycles and principles
- Mechanical components of refrigeration systems

APPLY THIS COURSE: SMC, SMT, & SMA

### COURSE LENGTH AND COST

Courses range from 24-30 hours. The total duration and cost depends on the course delivery option(s) chosen and if a course is taken individually or as part of a program.

### COURSE EXAMS

To apply a course toward a BOMI program, students must pass an exam with a 70% or higher at the end of the course. Course exams are administered online through the BOMI Learning Portal.\*\*

### COURSE DELIVERY OPTIONS

BOMI offers the following study methods:

- Online Self-Paced (at your own pace)
- Collaborative Virtual Learning (4-week course)
- Accelerated Review (3 or 4-day course)
- Semester-Length Classroom (varies per course)
- Corporate Onsite Instruction (varies per client)

For more details on Course Delivery Options visit: [www.bomi.org/CourseDeliveryOptions.aspx](http://www.bomi.org/CourseDeliveryOptions.aspx).

\* Only a few key topic areas (concepts) are listed for each course. Full course descriptions are available online at [bomi.org](http://bomi.org).

\*\* All course exams are administered online through the BOMI Learning Portal. The RPA® and FMA® Capstone Exams are administered at a Pearson VUE testing center. More details are provided at the time of registration.



Gain recognition from employers and coworkers for your expertise in key subject areas and begin your journey toward earning a BOMI designation.

### Property Management Financial Proficiency Certificate (PMFP)

A subset of skills required for property and asset managers. Learn to make confident investment decisions that enhance portfolios and company profitability.

• Complete 3 Required Courses:

- Asset Management
- Budgeting and Accounting
- Real Estate Investment and Finance

APPLY THIS CERTIFICATE: RPA

BOMI PAC

### Property Administrator Certificate (PAC)

A subset of skills required for property managers. Learn to apply accounting and financial best practices that maximize the productivity and overall value of a portfolio.

• Complete 3 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

APPLY THIS CERTIFICATE: RPA

BOMI PMFP

### Building Systems Maintenance Certificate (SMC)

A subset of skills required for building operators. Learn to efficiently manage key building systems to create a productive and comfortable indoor environment.

• Complete 2 Required Courses:

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

• Choose/Complete 1 Elective Course:

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

APPLY THIS CERTIFICATE: SMT & SMA

BOMI SMC

### Facilities Management Certificate (FMC)

A subset of skills required for facilities managers. Learn to support the processes needed to optimize overall productivity and reduce operating expenses.

• Complete 3 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

APPLY THIS CERTIFICATE: FMA

BOMI FMC

### Building Energy Certificate (BEC)

A subset of skills required for those in operational roles. Learn to support the processes needed to maximize energy savings by reducing building energy consumption.

• Complete 3 Required Courses:

- Electrical Systems and Illumination
- Air Handling, Water Treatment, and Plumbing Systems
- Energy Management and Controls

APPLY THIS CERTIFICATE: SMT & SMA

BOMI BEC

## ARE YOU READY TO GET STARTED?

Call one of our Education Coordinators today to develop your personalized learning program.

Your experience and comprehensive BOMI education equal a designation—a mark of distinction and excellence in the property and facility management industries.

### Real Property Administrator (RPA®)

Education for property managers. Learn to optimize all operating aspects of a commercial building to maximize net income while minimizing risk.

- Meet Experience Requirement \*\*\*



- Complete 7 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

- Choose/Complete 1 Elective Course:

Asset Management  
 Leasing and Marketing for Property Managers  
 Managing the Organization

- Upon Course Completion: Take the Capstone Experience Exam  
 Optional RPA® Capstone Experience Prep Course available

### Facilities Management Administrator (FMA®)

Education for facilities managers. Learn to effectively lead the daily operations and maintenance efforts needed for a facility to function at peak efficiency.

- Meet Experience Requirement \*\*\*



- Complete 6 Required Courses:

Environmental Health and Safety Issues  
 Ethics Is Good Business® ShortCourse  
 Facilities Planning and Project Management  
 Fundamentals of Facilities Management  
 The Design, Operation, and Maintenance of Building Systems, Part I  
 The Design, Operation, and Maintenance of Building Systems, Part II

- Choose/Complete 2 Elective Courses:

Asset Management  
 Managing the Organization  
 Real Estate Investment and Finance

- Upon Course Completion: Take the Capstone Experience Exam  
 Optional FMA® Capstone Experience Prep Course available

### Systems Maintenance Technician (SMT®)

Education for hands-on technicians/building engineers. Learn to increase the operating effectiveness of building systems.

- No Experience Requirement



- Complete 5 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

### Systems Maintenance Administrator (SMA®)

Education for building operators/engineers. Learn to create a safe workplace for energy-efficient building systems.

- Meet Experience Requirement \*\*\*



- Meet all SMT Requirements

- Complete 3 Additional Courses:

Building Design and Maintenance  
 Environmental Health and Safety Issues  
 Managing the Organization

### High-Performance Sustainable Buildings (BOMI-HP®)

Education for practitioners with the goal of achieving high-performance sustainable buildings.

- No Experience Requirement



- Complete 3 Additional Courses:

High-Performance Sustainable Building Principles  
 High-Performance Sustainable Building Practices  
 High-Performance Sustainable Building Investments

Call **1.800.235.BOMI**  
 or visit **bomi.org**

\*\*\* Each designation program has a unique set of Experience Requirement criteria. More information is available at [www.bomi.org/Designations.aspx](http://www.bomi.org/Designations.aspx).

# BOMI

Building Owners and Managers Institute

## THE BOMI DIFFERENCE

### Why BOMI?



97%

of our learners said they've improved their job performance and overall career with BOMI programs



94%

of our learners say BOMI programs met or exceeded their expectations



99%

of our learners would recommend BOMI programs to a colleague

#### ONE SOURCE FOR CRE EDUCATION

BOMI is the ONLY organization that offers property, facility, and building management education in every asset class.

#### STACKABLE CREDENTIALS

Our stackable credentials build on each other, reduce redundancy, and provide the critical knowledge and skills needed for personal and organizational success.

400,000+ courses taken  
43,000+ credentials earned

CONTACT US

 [bomi.org](https://bomi.org)

 [service@bomi.org](mailto:service@bomi.org)

 800.235.BOMI