

## Approved CPD Provider Application

BOMI International provides education to professionals in the property, facilities and systems maintenance industries. Completion of BOMI International's education programs leads to attainment of the Real Property Administrator (RPA®), Facilities Management Administrator (FMA®), and/or the Systems Maintenance Administrator (SMA®) designations.

To maintain active status of these designations, BOMI International graduates are required to meet a Continuing Professional Development (CPD) requirement every three years. CPD requires BOMI International graduates to complete 18 hours of industry related education every three years. This application has been developed to assist your organization in becoming a provider of these valuable credits.

### Approval Guidelines

- I. Approved CPD Providers will be required to provide each BOMI International graduate with a completion certificate, or letter that includes the title of the class, program, or seminar. The certificate should also include the location, dates, number of clock-hours, and verification that the student successfully completed the offering.
- II. CPD points for education are awarded based on the number of clock-hours of instruction (excluding breaks and meals). Self-study or correspondence course offerings will be awarded credit based on the number of clock-hours that the sponsor recommends for completion of the program. *One 60 minute hour of education is equal to one (1) CPD point.*
- III. If the sponsor requires an examination for successful completion, then BOMI International graduates must successfully complete the exam to receive CPD credit. If the sponsoring organization does not require an exam then credit will be awarded based solely on attendance.
- IV. All eligible programs must cover subject matter relevant to the commercial property industry. Acceptable topics include:

Accounting	Agency
Asset Management	Building Maintenance Systems
Civic Center Management	Civil Engineering
Commercial Property	Construction
Convention Center Management	Disaster Preparation/Recovery
Drafting/CAD Design	Environmental Health and Safety/OSHA
Ethics	Facilities
Facility Management Systems	Federal/Canadian Laws and Regulations
Finance	General Management/Business
Hospital Management	Hospitality Industry
Human Ecology	Human Resources
Instructor Training/Workshops	Marketing
Mathematics	Mechanical Engineering
Nature Sciences	Project Management
Property Insurance	Real Estate
Safety/Workplace	Security
Taxation	Technology

## Provider Information

Approved CPD Providers may promote their programs as approved for Continuing Professional Development (CPD) credit toward maintenance of the professional designations offered by BOMI International. *Once approved, your organization will be asked to complete a brief administrative questionnaire every two years to ensure we have the most current information.*

### OFFICIAL LISTING

(Please indicate how you would like your organization to appear in the list **Approved CPD Providers**)

Organization Name	<input type="text"/>	Web Address	<input type="text"/>
Address	<input type="text"/>		
City/Province	<input type="text"/>	State	<input type="text"/>
		Zip/Postal Code	<input type="text"/>
Country	<input type="text"/>		
Phone Number	<input type="text"/>	Fax Number	<input type="text"/>
		email	<input type="text"/>
Contact Person	<input type="text"/>	Title	<input type="text"/>

### Who Should BOMI International Contact Regarding Your Application (if different from above)?

Contact Person	<input type="text"/>	Title	<input type="text"/>
Address	<input type="text"/>		
City/Province	<input type="text"/>	State	<input type="text"/>
		Zip/Postal Code	<input type="text"/>
Country	<input type="text"/>		
Phone Number	<input type="text"/>	Fax Number	<input type="text"/>
e-mail	<input type="text"/>		

The main objective of your organization is

**Please list all programs offered by your organization**

Please check one  Course  Seminar  Workshop  Lecture  Forum

Title

Subject Matter (see page one for list)

Main Objective

Please check one  Course  Seminar  Workshop  Lecture  Forum

Title

Subject Matter (see page one for list)

Main Objective

Please check one  Course  Seminar  Workshop  Lecture  Forum

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Title

Subject Matter (see page one for list)

Main Objective

**Terms and Conditions** - Approved CPD Providers agree to:

1. Provide accurate and true information about their programs.
2. Conduct their educational programs in an ethical manner.
3. Monitor attendance and accurately represent the number of clock-hours of each offering. Additionally, sponsors must provide reporting documentation to attendees, and maintain attendance records for a minimum of five (5) years.
4. Ensure that their programs and learning outcomes are developed by competent personnel.
5. Conduct programs by qualified personnel in an appropriate learning environment.
6. Forward copies of all publications to BOMI International that contain references to BOMI International, the CPD Program, or include the BOMI International's registered logo. Sample statement for promotional purposes: *"This program qualifies for Continuing Professional Development (CPD) credit for graduates of the RPA, FMA, and/or SMA designation programs by BOMI International, the Independent Institute for Property and Facility Management Education."*
7. Report any organizational or material changes that significantly affect their approval as an Approved Provider of CPD.
8. Indemnify, defend, and hold harmless BOMI International, its officers, trustees, employees, and agents from claims, actions, causes of action, demands or liabilities of any nature including judgments, interest, attorney's fees, and other costs, fees, expenses, and charges which BOMI International may incur arising out of provider's unauthorized, dishonest, or fraudulent acts or omissions during performance of the Agreement, or out of the negligence, gross negligence, or willful or wanton misconduct of Providers, its officers, directors, employees, or agents.

**BOMI International may terminate recognition of an organization as an Approved Provider at any time.**

(Name of Organization)  herby agrees with the forgoing terms and conditions of becoming an

Approved Provider of BOMI International's Continuing Professional Development (CPD) requirement.

Authorized Signature \_\_\_\_\_

Date

Printed Name  Title

**Completed applications, with a sample copy of your course completion certificate/letter should be submitted to**

**BOMI International  
Professional Development Department  
One Park Place, Suite 475  
Annapolis, MD 21401  
1-800-235-BOMI(2664)  
Fax: 410-974-1935**