

www.bomicanada.com
1.888.821.9319

BOMI
CANADA



WELCOME TO OUR: CERTIFICATE
PROGRAMS



Dear Program Enrollee:

Welcome to BOMI Canada, a leader in providing Canadians commercial property education for more than 35 years.

Your decision to enrol in one of our certificate programs is a positive step toward increasing your skills and knowledge, gaining recognition in the industry, and enhancing your career.

This packet contains important certificate program information for your review, including links to our website, where further detail is provided. Please refer to the content listing to the right for easy navigation.

If you have questions regarding our certificate programs, we are available Monday–Friday between 8:30 am and 4:30 pm ET to assist you. Please contact us at 1.888.821.9319, or locally at 416.977.8700. You may also e-mail us at admin@bomicanada.com.

We commend you for your commitment to enhancing your education and wish you great success in your certificate program, as well as your professional endeavors.

Sincerely,

BOMI Canada

Education for Property and Facility Management Professionals

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In order to earn our certificates, a few requirements must be successfully met. A basic description of these elements can be found to the right.

Additional information is available at www.bomicanada.com.



COURSE REQUIREMENTS

Our certificate programs require successful completion of three courses. Courses range from 24-30 hours and may be taken in the order and via the course delivery options you prefer. Below is a listing of the courses for our certificate programs.

Property Administrator Certificate (PAC)

- **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

Property Management Financial Proficiency (PMFP)

- **Complete 3 Required Courses:**
 - Asset Management
 - Budgeting and Accounting
 - Real Estate Investment and Finance

Facilities Management Certificate (FMC)

- **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

Building Systems Maintenance Certificate (SMC)

- **Complete 2 Required Courses:**
 - Air Handling, Water Treatment, and Plumbing Systems
 - Energy Management and Controls
- **Complete 1 Elective Course:**
 - Boilers, Heating Systems, and Applied Mathematics
 - Refrigeration Systems and Accessories

Building Energy Certificate (BEC)

- **Complete 3 Required Courses:**
 - Air Handling, Water Treatment, and Plumbing Systems
 - Electrical Systems and Illumination
 - Energy Management and Controls

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PROGRAM INFORMATION

To the right are important items to expect, or keep in mind, when registering for your certificate program courses.

Additional information is available at www.bomicanada.com.



WHAT TO EXPECT

COURSEBOOK

BOMI Canada ships course materials within approximately one business day of course registration. Students typically receive course materials within a few days of shipment, depending on location.

EXAM ELIGIBILITY

All of our course exams, except for *Ethics Is Good Business® ShortCourse™*, are administered through Computer-Based Testing (CBT).

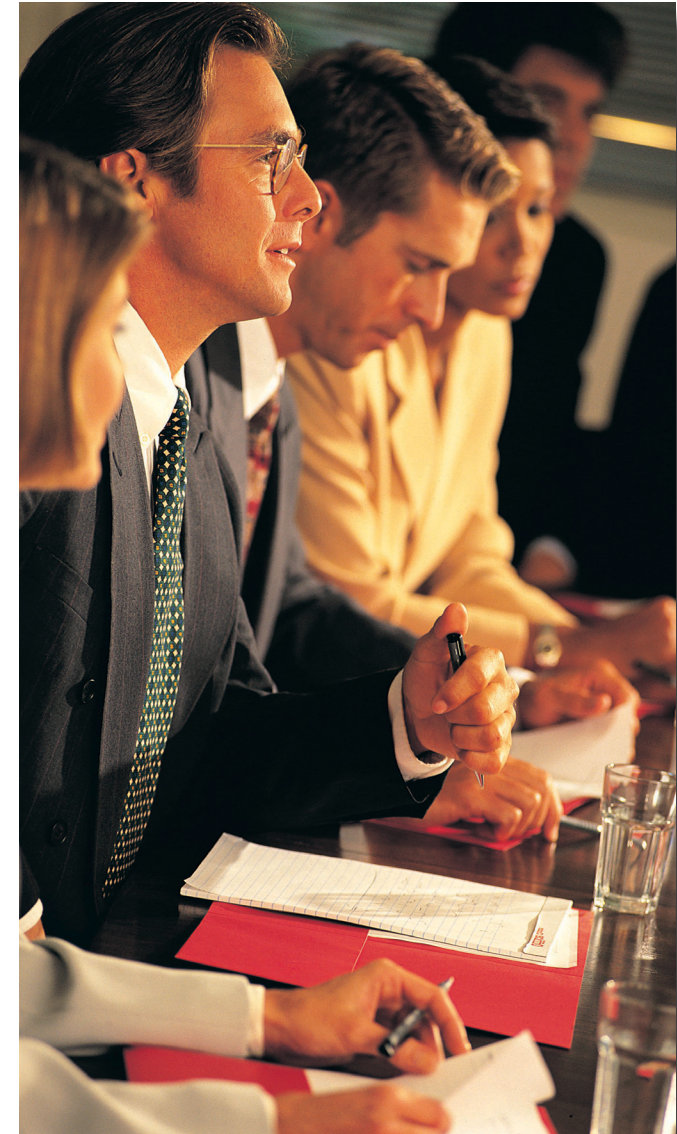
The course registration fee provides for one testing session during the eligibility period, which can be scheduled at your convenience at a Pearson VUE testing center of your choice.

You will receive an eligibility letter, via e-mail or mail, within approximately two days of course registration providing notification of your eligibility period and instructions on how to schedule the exam appointment. This communication will include your name, eligibility ID, course name, and eligibility start and end dates.

LOG-IN INFORMATION

Within two business days of registering for an Instructor-Led Online or Online Self-Paced course, you will receive an e-mail confirmation of your registration, including information on how to access the online course.

Please be sure to note and retain your Student ID Number and log-in information as you will need to refer to it when registering for courses.



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DELIVERY OPTIONS

There are a number of delivery options available to students. From Self-Study to Classroom sessions, there is an option that meets the needs of your busy schedule.

Additional information is available at www.bomicanada.com.



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- **Online Self-Paced**
LENGTH: SELF-PACED OVER 6-MONTH PERIOD
Learn conveniently when/where you want 24/7
Study independently and at your own pace
Fits into any lifestyle
- **Accelerated Review Classroom ***
LENGTH: 3-4 CONSECUTIVE DAYS PER COURSE
Face-to-face interaction with expert instructors
Learn in a fast-paced classroom setting
Network with local industry professionals
- **Semester-Length Classroom ***
LENGTH: VARIES DEPENDING ON COURSE
Face-to-face interaction with expert instructors
Learn in a traditional classroom setting
Extensive material review, increases retention rates
- **Corporate Onsite Instruction**
LENGTH: VARIES DEPENDING ON COURSE/CLIENT
Instructed by qualified industry experts
Education held at your own facility
Save on training time and costs
- **Instructor-Led Online**
LENGTH: 15 WEEKS PER COURSE
Learn conveniently when/where you want 24/7
Led by qualified industry experts
Network/share knowledge with peers
- **Self-Study**
LENGTH: SELF-PACED OVER 6-MONTH PERIOD
Available for all BOMI International courses
Study independently and at your own pace
Fits into any lifestyle



MAKE IT CLICK
LIVE COLLABORATIVE LEARNING SESSION

Our Instructor-Led Online courses also include Live Collaborative Learning Sessions, which encourage you to apply course concepts to real-world situations.

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ADDITIONAL EDUCATION OPPORTUNITIES

Since you may take your courses in any order, consider taking courses that apply to another certificate program first.

Once you have earned your certificate, take advantage of opportunities to further increase your knowledge and value with a designation.

CONTINUE YOUR LEARNING, EARN A DESIGNATION

After earning a BOMI International certificate, you can easily earn one of the following designations by taking between three and five additional courses.

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

Facilities Management Administrator (FMA®)

Education for facility 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

Systems Maintenance Technician (SMT®)

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



- **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 (HP) Sustainable Buildings (BOMI-HP®)

Education for operators/engineers responsible for the operation/maintenance of high-performance sustainable facilities.



- **Complete 3 Courses:**
 - High-Performance Sustainable Building Investments
 - High-Performance Sustainable Building Practices
 - High-Performance Sustainable Building Principles



Listed to the right are the most commonly asked questions regarding our certificate programs.

Additional information is available at www.bomicanada.com.



Q: How long will it take me to complete a certificate program?

A: The duration of the certificate program is up to you. The length of the program depends on how often you wish to take a course, as well as the course delivery options you choose. There is no time limit in which students are required to complete their certificate. However, a certificate program can be completed in one year based on completing one course per quarter for a total of three courses.

Q: How long will it take me to complete a course?

A: The duration of a single course depends upon the course delivery option you choose. Online Self-Paced and Self-Study courses are self-paced and may be completed at your convenience. Instructor-Led Online courses run 15 weeks. Accelerated Review courses generally run four days.

Students who have not completed the course within six months from the registration or class start date will incur an additional Exam Administration fee for the course and will be required to purchase updated course materials if applicable.

Q: Which course should I take first?

A: There is no set order in which to take our courses. We suggest that you determine your professional needs and goals, and choose a course that complements your immediate responsibilities.

It is also recommended that you consider taking the courses that you may apply toward an additional certificate or designation as previously mentioned in the *Additional Education Opportunities* section of this packet.

Q: Will I be required to take an exam?

A: Yes. In order to obtain a certificate, students are required to successfully complete an exam at the end of each course. For applicable exams, you will be required to test at a Pearson VUE owned or authorized, secure location.

Additional information on exams may be found in the *Computer-Based Testing* section of this packet.

Q: Can I apply college credits or work experience towards the certificate programs?

A: No. Courses awarded through a competency option do not qualify for certificate programs, with the exception of Budgeting and Accounting for the Property Management Financial Proficiency (PMFP) and Property Administrator Certificate (PAC) Programs.

However, we do offer options for obtaining credit for experience through our designation programs. Please see the *Competency and Transfer Credits* section of this packet for additional information.

On the right, please find information on policies and fees that are pertinent to our certificate programs.

Additional information is available at www.bomicanada.com.



FEES

All fees are subject to change without notice. A complete list of course fees can be found on our website. Please note: BOMA Locals that sponsor BOMI courses set their own prices, so if you register for a BOMA Local course, prices may vary.

COURSE PROMOTIONS

BOMI Canada offers promotions throughout the year. Further information can be found on our website. Please note: if you register for a BOMA Local-sponsored course, course promotions may vary.

PROCESSING

Orders will be processed within approximately one business day. Only orders with payment can be processed.

REFUNDS

We guarantee course materials for up to 30 days. If you are not satisfied with our course materials, return them to BOMI Canada along with a coursebook return form within 30 days of receipt for a full refund.

If you wish to return course materials for an Accelerated Review or Instructor-Led Online class, you must return the materials 30 days before the class start date to receive a full refund. Additional details are available by contacting BOMI Canada.

To obtain a coursebook return form, please call BOMI Canada at 1.888.821.9319.

Computer-Based Testing (CBT) is provided through Pearson VUE. This allows us to continue to maintain the high standards of the examination process while adding numerous benefits for both candidates and their employers. This method of testing also allows us to demonstrate our commitment to providing stakeholders with the highest levels of service and security.

Listed to the right are the most commonly asked questions regarding CBT.

Additional information is available at www.bomicanada.com.



Q: What will my computer-based exam entail?

A: All certificate program course exams, except for *Ethics Is Good Business® ShortCourse™*, include 100 multiple-choice questions, administered via computer, at a secure Pearson VUE owned or authorized location. You must score 70% or higher to pass the exam. Additional exam instructions will be provided at the time of course registration.

Q: Is there a testing fee?

A: The testing fee is included in the registration fee.

Q: How long do I have to take my exam after I complete a course?

A: There is a six-month eligibility period to schedule and take an exam; this begins on the date of registration for Online Self-Paced and Self-Study courses and the first day of class for classroom courses. If you don't test during this time, you must pay an Exam Administration Fee to begin a new six-month eligibility period. You will receive a letter via e-mail or mail, notifying you of your eligibility period and providing instructions on how to schedule your appointment.

Q: How long is the exam session?

A: 2 ½ hours; 30 minutes for pre-test items and two hours for the exam. Be sure to review the non-disclosure agreement prior to your exam. This agreement is available on our website under the Take Your Exam/Exam Policies tab.

Q: What materials do I need to take to the test center on the day of my test?

A: Students must bring two forms of identification, including one form of government-issued photo identification. **It is extremely important to ensure the name you provide at registration matches your photo identification card EXACTLY**; otherwise, you will not be allowed to take your exam. You will be required to leave personal belongings in a secure location during your appointment.

Students taking the *Real Estate Investment and Finance* exam must bring a hand-held financial calculator that cannot be programmed in scientific mode for use during the exam.

Q: When can I expect to receive my test results?

A: You will receive an unofficial score at the test center after the exam. An official score will be distributed within five business days of receiving the test results and reviewing the testing session data, including any incident reports.

Students may visit www.pearsonvue.com/bomi/, or contact a Pearson VUE agent at 866.998.2664 for more information about CBT.

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ADMINISTRATIVE INFORMATION

COMPETENCY AND TRANSFER CREDITS

We realize that what you have learned on the job or at other educational institutions is valuable. Therefore, we offer options for obtaining credit for that experience.

PMFP and PAC Certificate Program enrollees are eligible to apply for competency credit for the *Budgeting and Accounting* course.

Additional information is available at www.bomicanada.com.



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ADMINISTRATIVE COMPETENCY

An application process by which a student is given credit for specific courses from accredited colleges and universities, or from specific professional credentials, including the CCIM, CPM, CSM, PE, SIOR, and more.

TRANSFER CREDITS

To transfer credits between designation programs, contact BOMI Canada for a Transfer Credit Application.

PROFESSIONAL CREDITS

The US Green Building Council (USGBC) has approved several BOMI courses for GBCI CE Hours towards the LEED Credential Maintenance Program.