

## Quick and Easy Reference to CPD

The BOMI Continuing Professional Development (CPD) program requires **RPA**<sup>®</sup>, **FMA**<sup>®</sup>, and **SMA**<sup>®</sup> graduates to acquire 18 credits of continuing education every three years to maintain an ACTIVE designation status. Retaining an ACTIVE designation status demonstrates currency and relevancy to potential employers, peers, and others in your business relationships. All BOMI designees retaining ACTIVE status are acknowledged in the ACTIVE directory on our website at [www.bomi.org](http://www.bomi.org).

### Managing CPD Requirements:

1. Pay the CPD Administrative fees as outlined in the invoices provided by BOMI.
2. Submit CPD credit support documentation to [service@bomi.org](mailto:service@bomi.org).
3. Receive CPD recognition via an eCertificate once all criteria are met.

### What qualifies for CPD?

- **Completion of any BOMI International course** you have not previously taken.
- **Participation in industry courses or seminars.** (1 point per program hour)  
Training **MUST** be relevant to approved CRE industry topics:  
Accounting • Agency • Asset Management • Budgeting • Building Maintenance Systems • Civic Center Management • Civil Engineering • Commercial Property • Computer Science • Construction • Convention Center Management • Disaster Preparation/Recovery • Drafting/CAD Design • Environmental Health & Safety • Ethics • Facilities • Federal/Canadian Laws & Regulations • Finance • General Management/Business • Hospital Management • Hospitality Industry • Human Ecology • Human Resources • Instructor Training/Workshops • Marketing • Mechanical Engineering • Nature Sciences • OSHA • Project Management • Property Insurance • Real Estate • Safety/Workplace • Security • Sustainability • Taxation
- **Maintain active membership** in an industry association related to the building or facilities industry. (2 points per membership; max 6 points per cycle)
- **Perform work that advances the industry while serving as a board or committee member** for a property/facilities management organization. (6 points per position per year)
- **Publish industry-related articles or research papers** in a national journal. (2 points per article; max 8 points per cycle)
- **Apply for a BOMA International and/or BOMA Local building award.** (6 points)
- **Participate as a presenter** at a regional, national, or international conference on commercial property or a related topic. (2 points per presentation hour; max 8 points per cycle)
- **Serve as an instructor** for any qualifying program. (2 points per hour of instruction; each course taught may be submitted once per cycle)
- **Serve as an author/reviewer** or member of an exam development workshop for any qualifying program. (2 points per hour committed)
- **Hold an active real estate license.** (fulfills all 18 points)

Refer to your Graduate ePacket for additional options and details.

### CPD Tips:

- The three-year CPD cycle begins on the date graduates attain their first designation.
- Graduates holding multiple BOMI designations must fulfill **just one** CPD cycle every three years.
- BOMI will send you invoices that highlight outstanding CPD fees and points.
- For questions related to CPD credit and cycles, please contact our Education Coordinator Team at [service@bomi.org](mailto:service@bomi.org) or call 1.800.235.2664.