



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

1.800.235.BOMI (2664)

# eCatalog

**BOMI**  
INTERNATIONAL

Independent Institute for Property  
and Facility Management Education

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# Why BOMI International?

## WHO WE ARE

BOMI International is a nonprofit, founded in 1970 to fulfill the need for a higher level of training and expertise in the property and facility management professions. Over the years, we have become the trusted source for:

- Employee training by the world’s most recognized organizations—many of which mandate our credentials.
- Continuing education and professional development by over 84,000 property and facility professionals.

## WHAT WE OFFER

As the Independent Institute for Property and Facility Management Education, we offer a wide range of courses and programs, designed by leading industry experts, to deliver the applications and best practices property, facility, and building systems personnel need to achieve professional and company goals.

All of our courses may be applied toward one or more of our industry-specific certificate or designation programs, making it easy to:

1. START WITH A COURSE.
2. EARN A CERTIFICATE.
3. ACHIEVE YOUR DESIGNATION.



**98% of graduates said BOMI International courses have enabled themselves or their employees to be more efficient.**

**94% of graduates agree that their BOMI International education has helped them better position their employer for success.**

Statistics are based on a recent graduate survey.

## HOW WE OFFER IT: COURSE DELIVERY OPTIONS

We provide several course delivery options, giving you the option to study in a way that fits your learning needs.

### 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

### 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

### Self-Study

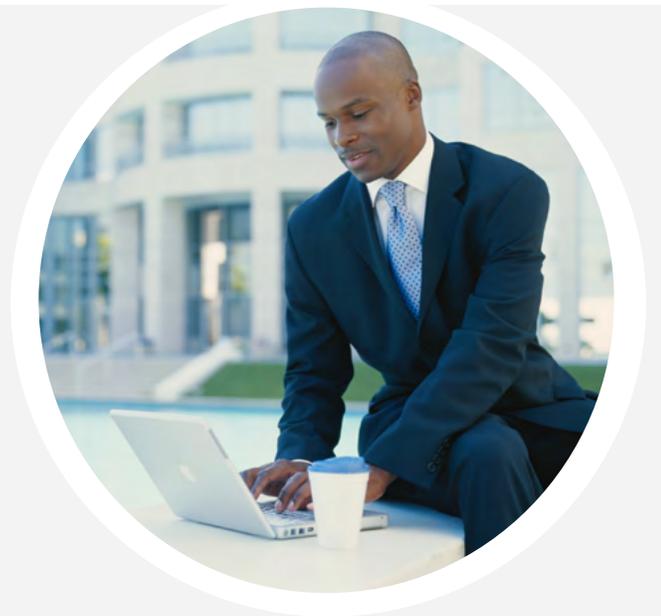
#### LENGTH: SELF-PACED OVER 6-MONTH PERIOD

- Available for most BOMI International courses
- Study independently and at your own pace
- Fits into any lifestyle

### 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
- Live Collaborative Learning Sessions encourage you to apply course concepts to real-world situations



### 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



**MAKE IT CLICK**  
LIVE COLLABORATIVE LEARNING SESSION

BOMI International Classroom courses are also offered across the US through a partnership with Building Owners and Managers Association (BOMA) Locals.

# General Information

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## COURSE/PROGRAM EXAMS

To receive credit for a course or to apply the course toward a BOMI International program, students are required to successfully pass an exam (with a 70% or higher) at the end of the course.

With the exception of *Ethics Is Good Business*® *ShortCourse*™, all exams are administered via Computer-Based Testing (CBT) through our testing provider, Pearson VUE, at a secure Pearson VUE owned or authorized location.

## COURSE/PROGRAM INSTRUCTORS

All of our instructors are accomplished leaders in property and facility management and undergo an extensive review to ensure they have a high level of technical competence in the subject matter to be taught.

## COURSE/PROGRAM LENGTH

Courses range from 24-30 hours and may be taken in the order and via the delivery option you prefer.

The length of a program depends on its requirements, how often a course is taken, and the delivery option. There is no time limit in which you must finish a program.

## COURSE/PROGRAM FEES

The total cost of a course/program varies according to the course delivery option, as well as the following.

### **I Only Want to Take a Course or Courses**

Those who take courses without joining a certificate or designation program must pay an Enrollment and a Registration Fee for EACH course taken.

### **I Want to Earn a Certificate or Designation**

The first time you sign-up for a program, you must pay a one time Enrollment Fee for the program and a Registration Fee for the program course you have selected.

### **I'm Already Enrolled in a Certificate or Designation**

After you are enrolled in a program, you will only have to pay a Registration Fee for each additional course needed to complete the program.

**For a list of current Policies and Fees, click the button below. Please note that Fees are subject to change without notice.**

LEARN MORE



## FREQUENTLY ASKED QUESTIONS

Please note that additional FAQs are available on BOMI International's website: [www.bomi.org](http://www.bomi.org).

### **Can I apply college credit or work experience toward a BOMI International program?**

This depends on the program. Students enrolled in the RPA, FMA, or SMA Designation Programs are eligible to apply for Transfer and Competency Credits. Credits for courses awarded through competency do not qualify for most certificate programs.

### **Can I apply BOMI International courses toward other continuing education credit?**

The US Green Building Council (USGBC) has approved several BOMI International courses for GBCI CE Hours toward the LEED Credential Maintenance Program. Many BOMI International courses have also been approved toward maintaining the CFM, CPM, CCIM, and many other industry credentials.

**To learn more about Transfer and Competency Credits, click the button below.**

LEARN MORE



### **How do I get started with a course or program?**

There are several ways to enroll and register, for individual BOMI International courses, or for certificate and designation programs.

For additional information and instructions, please review [Page 10 of this eCatalog](#).

### **Whom should I contact with additional questions?**

Our Education Coordinator Team may be reached at 1.800.235.BOMI (2664), Monday through Friday between 9:00 a.m. and 5:00 p.m. ET.

You may also send an e-mail [service@bomi.org](mailto:service@bomi.org).

## 1. START WITH A COURSE

Apply new concepts to your job right away and earn course credit that can be applied toward a BOMI International certificate or designation.

# Courses

### 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

#### Ethics Is Good Business® ShortCourse™

- Conflict management
- Proper record keeping and fund usage

APPLY THIS COURSE: RPA & FMA

#### Environmental Health and Safety Issues

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

APPLY THIS COURSE: RPA, FMA, & SMA

#### 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 Investments

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

APPLY THIS COURSE: HP, RPA|HP, & FMA|HP

#### High-Performance Sustainable Building Practices

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

APPLY THIS COURSE: HP, RPA|HP, & FMA|HP

#### High-Performance Sustainable Building Principles

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

APPLY THIS COURSE: HP, RPA|HP, & FMA|HP

#### Law and Risk Management

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

APPLY THIS COURSE: RPA

#### 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

#### 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

### 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: 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: SMT & SMA

#### Energy Management and Controls

- Control system applications
- Determining energy consumption

APPLY THIS COURSE: SMC, SMT, & SMA

#### Refrigeration Systems and Accessories

- Refrigeration cycles and principles
- Mechanical components of refrigeration systems

APPLY THIS COURSE: SMC, SMT, & SMA

## 2. EARN A CERTIFICATE

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

### 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 DESIGNATION**

### 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 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 DESIGNATION**

### 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 DESIGNATIONS**

# Certificate Programs

### High-Performance Certificate (HP)

A subset of skills required for professionals responsible for the operation and maintenance of high-performance sustainable buildings and facilities.

- **Complete 3 Required Courses:**

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



**APPLY THIS CERTIFICATE: RPA|HP & FMA|HP DESIGNATIONS**

## HIGH-PERFORMANCE PROGRAM

This new three-course comprehensive program delivers an integrated and practical curriculum that encompasses virtually every aspect of a sustainable built environment.

These courses provide professionals with the tools and advanced knowledge necessary for understanding, creating, and applying sustainable initiatives; optimizing current and future high-performance building operations; maximizing cost-savings and environmental stewardship; and reaching individual professional development goals.

**The new program offers professionals the opportunity to obtain a High-Performance Certificate, or to earn an enhanced RPA|HP or FMA|HP Designation.**



### 3. ACHIEVE YOUR DESIGNATION

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

## Designation Programs

#### 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

#### NEW! RPA High-Performance (RPA|HP)

Education for property managers responsible for the operation and maintenance of high-performance sustainable buildings.

- **Complete all RPA Requirements**
- **Complete 3 Additional Courses:**
  - High-Performance Sustainable Building Investments
  - High-Performance Sustainable Building Practices
  - High-Performance Sustainable Building Principles



#### NEW! FMA High-Performance (FMA|HP)

Education for facilities managers responsible for the operation and maintenance of high-performance sustainable facilities.

- **Complete all FMA Requirements**
- **Complete 3 Additional Courses:**
  - High-Performance Sustainable Building Investments
  - High-Performance Sustainable Building Practices
  - High-Performance Sustainable Building Principles



#### Systems Maintenance Technician (SMT)

Education for hands-on 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

## EXPERIENCE REQUIREMENTS

To earn the RPA Designation, you must have at least three years of verifiable experience as a property manager. This experience must be performed for a portfolio or building 50,000 square feet or larger. Work-related experience must include responsibility in 24 of 33 categories.

Students who enroll in the FMA Designation Program on or after July 1, 2013 are required to demonstrate at least three years of verifiable facilities management experience or equivalent. The experience must be performed for a portfolio or building 50,000 square feet or larger. Work-related experience must include responsibility in 28 of 41 categories.

To earn the SMA Designation, you must have at least three years of verifiable experience as a stationary engineer or equivalent. This experience must be performed for a minimum property portfolio of 40,000 square feet. Work-related experience must include responsibility in 25 of 35 categories.

**Each designation has its own Experience Criteria Form, Forms are available on our website.**

# CPD

## CONTINUING PROFESSIONAL DEVELOPMENT

Meeting the requirements of the Continuing Professional Development (CPD) Program is an obligation accepted by each BOMI International graduate upon earning the RPA, FMA, or SMA Designation.

Participation in the program helps graduates keep pace with the latest developments while enhancing their career and increasing the professionalism of the entire property and facility management industry.

BOMI International offers a variety of ways for today's busy professionals to earn CPD points, including courses and seminars, real estate license renewal, and industry experiences such as participating in trade associations, publishing an article, or presenting a paper.

**CPD Requirement information is sent upon completion of the RPA, FMA, or SMA Designation Program.**

# How to Enroll/Register

## ENROLLMENT/REGISTRATION STEPS

1. Select a certificate or designation program, or skip to step 2 if you wish to take an individual course without enrolling in a program.
2. Choose a course and select an offering [here](#).
3. Register via:

**Online**—Click the link in the “To Register” column for the offering you have chosen and proceed to the checkout steps. If you need an invoice, select the “check” payment option when prompted and you will receive an invoice via e-mail.

**Fax**—Complete the Enrollment and Registration Form found [here](#) and fax it to 410.974.1935.

**Phone**—Call 1.800.235.BOMI (2664) to speak with an Education Coordinator.

Canadian students, please visit [www.bomicanada.com](http://www.bomicanada.com).

## ARE YOU INTERESTED IN EDUCATION OPPORTUNITIES FOR A GROUP OF 10 OR MORE?

E-mail us today at [service@bomi.org](mailto:service@bomi.org) to find out how we can support your organization's training goals!



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