

**YOUR CURRENT CREDENTIALS CAN EARN YOU VALUABLE COURSE CREDITS!**



Independent Institute for Property  
and Facility Management Education

## Competency Credits

### What Is Competency?

BOMI International recognizes that many professionals bring to their jobs education and experience that relates to one or more of BOMI International's courses. The Competency Program was established as a way for these individuals to apply their industry knowledge directly to BOMI International designation programs. Pursuing competency options enables learners to get a jumpstart on achieving their BOMI credentials.

### How Can I Earn Competency Credit?

There are two methods of applying for competency credit.

**Industry Competency:** credit for completion of certain professional training courses or programs

**Academic Competency:** credit for completion of specific academic courses from accredited colleges or universities

### How Many Courses?

Learners can receive competency credit for a maximum of:

- 3 courses in the RPA or FMA program
- 2 courses in the SMT program
- 1 of the remaining SMA courses
- **BONUS:** Some industry credentials qualify you to receive credit for MORE than the maximum courses allowed. See the full list on the following pages.

The following guidelines describe specific requirements within each competency option. These requirements are subject to review, further definition, and change. All competency credit is awarded at the final discretion of BOMI International's Competency Committee. If you have any questions, contact BOMI's Education Coordinator team at 800-235-BOMI (2664).

# Competency Credit Application

## General Information

Your name: \_\_\_\_\_

BOMI ID#: \_\_\_\_\_

home street address \_\_\_\_\_

home phone \_\_\_\_\_

city, state, zip \_\_\_\_\_

mobile phone \_\_\_\_\_

company name \_\_\_\_\_

work phone \_\_\_\_\_

company address \_\_\_\_\_

city, state, zip \_\_\_\_\_

## Application Options

Learners must be currently enrolled in one of the following BOMI International programs, or complete enrollment using this form. Please check the box that applies to you:

<b>STEP 1</b>	Check one	currently enrolled in a program	\$0
	<input type="radio"/> RPA	OR 1 <sup>st</sup> designation enrollment fee	\$225 \$_____
	<input type="radio"/> FMA	OR 2 <sup>nd</sup> or 3 <sup>rd</sup> enrollment fee	\$100
<input type="radio"/> SMA/SMT			
<input type="radio"/> PMFP certificate			
<b>STEP 2</b>	Competency application fee (from worksheet on the next two pages)		\$_____
	<b>TOTAL</b>		\$_____

To process your competency application:

- Include payment of the enrollment fee (if applicable) and application fee for the type of competency credit you are pursuing.
- Attach appropriate documentation in support of competency requirements (see list on next page below).
- Competency guidelines are not flexible, and application fees are non-refundable.
- Academic courses completed more than 7 years prior to your application date do not qualify without a signed confirmation from your supervisor that the knowledge and skills from the course are still relevant to your role.

## Payment Options

Send check or money order payable to BOMI International, PO Box 829847, Philadelphia, PA 19182-9847

To pay by credit card, please call 1-800-235-2664. Questions? Email [service@bomi.org](mailto:service@bomi.org).

# BOMI-Approved Competency Credits

Industry Competency	Fee	Course Credit Awarded	Verification Required
○ Completion of BOMI courses <i>The Design, Operation, and Maintenance of Building Systems, Parts I and II</i> with a passing grade	No Fee	<i>Building Design and Maintenance</i>	None
○ Current BOMI SMT Designation and completion of the BOMI course <i>Building Design and Maintenance</i> with a passing grade	No Fee	<i>The Design, Operation, and Maintenance of Building Systems, Parts I and II</i>	None
○ Licensed Architect	\$225	<i>The Design, Operation, and Maintenance of Building Systems, Part I</i>	Copy of current license
○ MAI Member Appraisal Institute	\$225	<i>Real Estate Investment and Finance</i>	Proof of MAI
○ CCIM Course CI104 Investment Analysis for Commercial Investment Real Estate	\$225	<i>Real Estate Investment and Finance</i>	Course certificate
○ CPA Certified Public Accountant ○ CGA Certified General Accountant	\$225	<i>Budgeting &amp; Accounting</i>	Proof of current CPA or CGA
○ CLS Certified Leasing Specialist	\$225	<i>Leasing and Marketing for Property Managers</i>	Proof of current CLS
○ SIOR Society of Industrial Office Realtors	\$225	<i>Leasing and Marketing for Property Managers</i>	Proof of current SIOR
○ CIH Certified Industrial Hygienist	\$225	<i>Environmental Health and Safety Issues</i>	Proof of current CIH
○ CPM Certified Property Manager (IREM)	\$600	<i>Real Estate Investment and Finance Law and Risk Management Leasing and Marketing for Property Managers Ethics Is Good Business RPA Experience Requirement</i>	Proof of current CPM
○ CCIM Certified Commercial Investment Member	\$450	<i>Real Estate Investment and Finance Ethics Is Good Business Asset Management (completes elective requirement) RPA Experience Requirement</i>	Proof of current CCIM and copy of all course certificates
○ Professional Engineer (Mechanical)	\$225	<i>The Design, Operation, and Maintenance of Building Systems, Part I</i>	Copy of current license
○ Professional Engineer (Mechanical or Electrical)	\$400	<i>Boilers, Heating Systems, and Applied Mathematics Electrical Systems and Illumination</i>	Copy of current license
○ EIT Engineer in Training	\$400	<i>Boilers, Heating Systems, and Applied Mathematics Electrical Systems and Illumination</i>	Proof of current EIT
○ Utah Electrical License ( <i>Residential Journeyman, Journeyman, Electrician, Residential Master, or Master Electrician</i> )	\$400	<i>Electrical Systems and Illumination</i>	Copy of current license
○ BOC I and II—Building Operator Certification, Level I and Level II (Northwest Energy Efficiency Council)	\$300	<i>Energy Management and Controls Electrical Systems and Illumination</i>	Copy of BOC I & BOC II certificates
○ Power Engineer, 1st or 2nd Class	\$600	<i>Boilers, Heating Systems, and Applied Mathematics Refrigeration Systems and Accessories Electrical Systems and Illumination</i>	Proof of current status
○ Power Engineer, 3rd or 4th Class	\$250	<i>Boilers, Heating Systems, and Applied Mathematics</i>	Proof of current status

<ul style="list-style-type: none"> <li>○ SEAS Stationary Engineers Apprenticeship School</li> <li>○ IUOE New York City Local 94</li> <li>○ New Jersey Local 68</li> <li>○ Chicago Local 399</li> </ul>		Upon registration for the SMA designation: <ul style="list-style-type: none"> <li>• <i>Boilers, Heating Systems, and Applied Mathematics</i></li> <li>• <i>Refrigeration Systems and Accessories</i></li> <li>• <i>Air Handling, Water Treatment, and Plumbing Systems</i></li> </ul>	Contact your union representative
<ul style="list-style-type: none"> <li>○ Certified Supervising Engineer through NAPEEF, the National Association of Power Engineers Education Foundation</li> </ul>	\$350	<ul style="list-style-type: none"> <li>• <i>Electrical Systems and Illumination</i></li> <li>• <i>Energy Management and Controls</i></li> </ul>	Proof of current CSE
<ul style="list-style-type: none"> <li>○ E-Energy Training (BOMA)</li> </ul>	\$250	<i>Energy Management and Controls</i>	Copy of completion certificate

## Academic Competency

For academic competency, BOMI requires an official transcript from each institution attended.  
Complete the form on the next page and send it to your college or university.  
The institution will send official transcripts directly to BOMI.

Application fee is \$225 per course.

BOMI course	Guidelines must have been completed within the past 7 years*	Enter applicable college course codes and course names
○ <i>The Design, Operation, and Maintenance of Building Systems, Part I</i>	Architectural Degree from a four-year accredited college or university.	
○ <i>Real Estate Investment and Finance</i>	Six college credit hours of finance courses from an accredited college or university. <b>MUST INCLUDE A FINANCIAL MANAGEMENT COURSE.</b>	
○ <i>Environmental Health and Safety Issues</i>	Six college credit hours of environmental law courses from an accredited college or university, to include the regulatory process and compliance with EPA, OSHA, and other regulations; emergency planning for facilities; and mitigating risks related to asbestos, lead, poor IAQ, and underground storage tanks.	
○ <i>Law and Risk Management</i>	Three non-introductory college credit hours of law courses and three non-introductory college credit hours of risk management courses from an accredited college or university. Coursework must relate to commercial real estate and address the following topics: <ul style="list-style-type: none"> <li>• <b>Law courses:</b> real estate conveyance and finance; real property ownership types; business owner/employee relationships; leasing; landlord-tenant relationships; and environmental law and land use regulations.</li> <li>• <b>Risk management:</b> property and business income insurance; general liability; umbrella insurance; workers' compensation; liability for professionals, directors, and officers; and environmental liability.</li> </ul>	
○ <i>Budgeting and Accounting</i>	Six college credit hours of accounting courses from an accredited college.	
○ <i>Managing the Organization</i>	Six college credit hours in Business Management, Business Administration, and/or Business Communication from an accredited college or university. At least 3 credit hours must be non-introductory.	
○ <i>Electrical Systems and Illumination</i>	Six college credit hours in electrical engineering from an accredited college or university.	
<b>Application fee: US \$225 x number of courses</b>		\$ _____

\*If you completed your college education more than 7 years ago, you may still qualify.  
Contact BOMI International for details at 800.235.2664 or [service@bomi.org](mailto:service@bomi.org)

For internal review

Recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_





## CONFIDENTIAL Transcript Request Form

### To the Learner:

Please complete the following information and forward this form to the registrar of the college or university that you attended. If you attended more than one school, you must send a copy of this form to each college or university.

Be sure to check with your college to determine if you must include payment with this request.

Learner name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Alternate name: \_\_\_\_\_  
(if you attended school under a different name)

Mailing Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Phone #s (list in order of preference): \_\_\_\_\_

Name of College or University: \_\_\_\_\_

School attended within University (if applicable): \_\_\_\_\_

Enrollment Date: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Learner Signature (required): \_\_\_\_\_

### To the College/University Registrar

The above-named person is applying for Academic Competency Credit for one or more courses offered by BOMI International. Receipt of an official transcript is a required component of the application process.

**Please ATTACH an official copy of the learner's transcript TO THIS FORM, and forward it to:**

BOMI International Professional Development  
900 Bestgate Road, Suite 206, Annapolis, MD 21401

A copy of this form must be attached to the transcript when received at BOMI International.  
Transcripts received without the attachment will be returned to you.

If you have any questions regarding this request, please contact BOMI at 410-974-1410.

A COPY OF THIS FORM MUST BE ATTACHED TO THE TRANSCRIPT  
WHEN RECEIVED BY BOMI FROM THE COLLEGE/UNIVERSITY

