Registration Process

**PHONE**

**TO REGISTER**
- Call 800.235.2664
- Inform the Education Coordinator that answers that you are with DOD Facilities team so that special pricing is applied
- Provide student ID # if existing. If a new student, complete an enrollment-registration form for proper setup of your new learner profile and a student ID will be assigned
- Required information includes: legal name as it appears on ID (mandatory for testing purposes), preferred mailing and shipping addresses, best email, and contact number
- Provide enrollment and course option: For Enrollment:
  - New learner- program or course only enrollment.
  - Existing learner- no new enrollment, or add a new program enrollment
- For Course Registration: Course title, study method preferred, course material preference
- Credit card information will be taken for payment
- Receipt sent by email within 2-3 business days if requested

**ONLINE**

**TO REGISTER**
- Select your course under the program of your choice
- Select your study method from those available for your selected course. Example: under FMA designation, go to Fundamentals of Facilities Management, then scroll down to view the course schedule.
- Click on the link in the “To Register” column that corresponds with your preferred delivery option (NOTE: BOMA courses are excluded from special pricing and are not processed through BOMI International.)
- Select your enrollment option and course material preferences: For Enrollment: New learner- program or course only enrollment. Existing learner- no new enrollment, or add a new program enrollment
- For Course Materials: when selecting an Online Self-Paced course- a digital book is included, a print book is optional at $50 additional. For all other study methods (Instructor-led Online, Self-study Traditional) learners can choose an eBook, a print book, or both for an additional $50 charge.
- Add item(s) to your cart
- At checkout, there is an option to sign in if you are a returning customer
- During the checkout process, if applicable, be sure to enter your Preferred Pricing or Promotional Code in the “coupon code” field to receive correct pricing
- The final page of checkout asks for the payment information, then click the Place Your Order button
- You will receive your order confirmation number on the next screen

**ONCE REGISTERED**
Within two business days several emails will be sent depending on enrollment and registration preferences
- A welcome packet into the designation program you selected (if applicable)
- An exam eligibility email- for all courses except Ethics
- An exam registration confirmation email- only if registered for Ethics course
- A course registration confirmation email- only if registered for an online accessible course through student portal
- If it’s your first time registering for a course accessible within our new learning portal, a separate email will also be sent containing log-in credentials.