WHO WE ARE
BOMI International was founded in 1970 as a non-profit, independent educational institute to fulfill the need for a higher level of training and expertise in the property and facility management profession.

WHAT WE DO
We teach the skills property and facility managers need to reduce expenses and liabilities, maintain high-performance sustainable environments, and increase overall operational and financial efficiencies.

www.bomi.org
1.800.235.BOMI
## 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

**The Design, Operation, & 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, & Maintenance of Building Systems, Part II**
- Proper building/facility maintenance techniques
- Increasing occupant safety and comfort
  
  APPLY THIS COURSE: PAC, FMC, RPA, & FMA

**Environmental Health and Safety Issues**
- Regulatory overview, audits, and legal issues
- OSHA and EPA regulations
  
  APPLY THIS COURSE: RPA, FMA, & SMA

**Ethics Is Good Business® ShortCourse™**
- Conflict management
- Proper record keeping and fund usage
  
  APPLY THIS COURSE: RPA & FMA

**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 Practices**
- Implementing high-performance sustainable initiatives
- Sustainable building interior and exterior practices
  
  APPLY THIS COURSE: BOMI-HP

**High-Performance Sustainable Building Principles**
- Sustainability in the built environment
- Justifying high-performance initiatives
  
  APPLY THIS COURSE: BOMI-HP

**High-Performance Sustainable Building Investments**
- Cap-ex finance and portfolio management
- Advanced commissioning and technologies
  
  APPLY THIS COURSE: BOMI-HP

**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

**Real Estate Investment and Finance**
- Asset valuation, appraisal, and enhancement
- Measuring cash flow and life-cycle costs
  
  APPLY THIS COURSE: PMFP, RPA, & FMA

**Law and Risk Management**
- Properly addressing legal and risk management issues
- Torts, contracts, and property rights
  
  APPLY THIS COURSE: RPA

## 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: BEC, 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: BEC, SMT & SMA

**Energy Management and Controls**
- Control system applications
- Determining energy consumption
  
  APPLY THIS COURSE: BEC, SMC, SMT, & SMA

**Refrigeration Systems and Accessories**
- Refrigeration cycles and principles
- Mechanical components of refrigeration systems
  
  APPLY THIS COURSE: SMC, SMT, & SMA

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**COURSE LENGTH AND COST**

Courses range from 24-30 hours. The total duration and cost depends on the course delivery option(s) chosen and if a course is taken individually or as part of a program.

**COURSE EXAMS**

To apply a course toward a BOMI International program, students must pass an exam with a 70% or higher at the end of the course. Exams are administered via computer at a Pearson VUE testing center.**

**COURSE DELIVERY OPTIONS**

BOMI International offers the following study methods:

- Accelerated Review
- In-Person Review
- In-Person Self-Study
- Semester-Length Classroom
- Online Self-Paced
- Corporate Onsite Instruction
- Live Virtual Learning

*Only a few key topic areas (concepts) are listed for each course. Full course descriptions are available online at www.bomi.org.

**Ethics Is Good Business ShortCourse and Online Self-Paced course exams are not administered at a testing center. More details are provided at the time of registration.

**Ethics Is Good Business® ShortCourse and Online Self-Paced course exams are not administered at a testing center. More details are provided at the time of registration.
Gain recognition from employers and coworkers for your expertise in key subject areas and begin your journey toward earning a BOMI International 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*

### 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*

### 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*

### 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*

### Building Energy Certificate (BEC)

A subset of skills required for those in operational roles. Learn to support the processes needed to maximize energy savings by reducing building energy consumption.

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

*APPLY THIS CERTIFICATE: SMT & SMA*

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**ARE YOU READY TO GET STARTED?**

Call one of our Education Coordinators today to develop your personalized learning program.

[www.bomi.org](http://www.bomi.org)
Your experience and comprehensive BOMI International education equal a designation—a mark of distinction and excellence in the property and facility management industries.

### 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 facilities 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 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

### High-Performance Sustainable Buildings (BOMI-HP®)

Education for practitioners with the goal of achieving high-performance sustainable buildings.

- No Experience Requirement ***
- Complete 3 Additional Courses:
  - High-Performance Sustainable Building Principles
  - High-Performance Sustainable Building Practices
  - High-Performance Sustainable Building Investments

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**Call 1.800.235.BOMI or visit www.bomi.org.**

Canadian students, please call BOMI Canada at 1.888.821.9319 to register, or visit www.bomicanada.com.

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*** Each designation program has a unique set of Experience Requirement criteria.
Benefits for Employees and Employers

As the Independent Institute for Property and Facility Management Education, BOMI International is dedicated to advancing the careers of property and facility management employees and adding value to their employers by delivering a selection of high quality courses and programs that immediately impact skills, knowledge, and job performance.

BOMI INTERNATIONAL COURSES
IN YOUR CITY

Our Nationwide Partners: BOMA Locals

With strong roots as a spinoff from the Building Owners and Managers Association (BOMA), we maintain a close, symbiotic relationship with BOMA Local organizations across the US and Canada. Each year, these Locals sponsor more than 200 classes using BOMI International coursework—which is applicable to BOMI International certificate and designation programs.

Offering a variety of course delivery options (Classroom, Instructor-Led Online, Self-Study, Online Self-Paced, Live Virtual Learning, and Corporate Onsite Instruction) that complement all types of learning preferences, schedules, and budgets, BOMI International makes it easy for employees to select a study method that fits into their lifestyle and convenient for employers to train their staff.

Have a group of 10 or more?
E-mail service@bomi.org today to find out how we can support your organization’s training goals.

Please note schedules and fees for BOMI International courses sponsored by BOMA Locals may vary.

Want additional information?
Call 1.800.235.BOMI (2664) now to learn more about BOMI International courses near you.

BOMI INTERNATIONAL
Building Know-How.