

# Your Life-Long Learning Partner for Property and Facility Management Education



1.800.235.BOMI

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

## 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.

# BOMI<sup>®</sup>

INTERNATIONAL

Independent Institute for Property and Facility Management Education

## 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, 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

### 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

## 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 (3 or 4-day course)
- Instructor-Led Online (15-week course)
- Self-Study (self-paced course)
- Semester-Length Classroom (varies per course)
- Corporate Onsite Instruction (varies per client)

For more details on Course Delivery Options visit:

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

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

\*\* Ethics Is Good Business ShortCourse is the only exam 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:
  - Electrical Systems & Illumination
  - Air Handling, Water Treatment, and Plumbing Systems
  - Energy Management and Controls

APPLY THIS CERTIFICATE: SMT & SMA

## ARE YOU READY TO GET STARTED?

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

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

Call **1.800.235.BOMI**  
or visit [www.bomi.org](http://www.bomi.org).

Canadian students, please call BOMI  
Canada at 1.888.821.9319 to register,  
or visit [www.bomicanada.com](http://www.bomicanada.com).

**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

\*\*\* Each designation program has a unique set of Experience Requirement criteria. More information is available at [www.bomi.org/Designations.aspx](http://www.bomi.org/Designations.aspx).

## CHOOSE BOMI INTERNATIONAL AS YOUR TRAINING PARTNER



### 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.

Offering a variety of course delivery options (Classroom, Instructor-Led Online, Self-Study, 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](mailto:service@bomi.org) today to find out how we can support your organization's training goals.

## 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

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 RPA®

BOMI SMA®

BOMI FMA®

BOMI SMT®

BOMI HP™