



Continuing Professional Development (CPD) Verification Form



Please refer to instructions included in this document before completing this form. If you have any questions, please contact a Customer Representative at 1.800.235.BOMI (2664). Submit this Verification Form when the entire 18-point requirement has been completed and **attach supporting documentation**. All documented CPD points must be completed during your current cycle dates .

Mrs. Ms. Miss Mr.

First Name **Middle Name** **Last Name**

BOMI ID# Preferred E-mail Other e-mail

Preferred Address Home Business

Please fill out BOTH addresses

HOME

OFFICE

Your Title Home Address

Company Name Line 2

Company Address City State Zip/Postal Code

City State Zip/Postal Code

Home phone Office phone Fax Number

Cycle Start Date: Cycle End Date:

Date of Points	Number of Points	Description (Course Name, Membership, Organization, Accomplishment, License State)
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NOTE: You may print and submit your verification form and required documents via e-mail to service@bomi.org. An e-mail will be sent confirming receipt of documents within 2 business days.

CONTINUING PROFESSIONAL DEVELOPMENT VERIFICATION INSTRUCTIONS

Address/Contact Information - Please enter both home and business address and indicate which is the preferred address. Enter phone number(s) and e-mail address(es).

Cycle Start/End Dates - Please enter the start and end dates of your current cycle. Please refer to your invoice for your current cycle dates.

Date of Points - Enter date(s) points were acquired.

Number of Points - Enter total number of points.

Description - Enter option from list below. Verification must be enclosed. Please refer to the CPD brochure for more detailed information.

1) Real Estate License - Enter state of real estate license. Eighteen (18) CPD points if continuing education is required to maintain active status of license.

2) Education Credit - Enter name of industry-related course. One (1) CPD point awarded for each hour of instruction. For courses with exam component required for successful completion, graduate must pass exam.

3) Professional Accomplishment

a. Publications - Publish an original article or research report in an industry-related national journal. A copy of the article must be attached. Two (2) CPD points awarded for each article, with a maximum of eight (8) CPD points per three-year cycle.

b. BOMA Building Award - Participate as an active team member to submit a BOMA International or Local Building Award(s). Six (6) CPD points awarded.

c. Instruction - Teach courses or seminars related to commercial property on topics included on the list of CPD Approved Disciplines. Two (2) CPD points awarded for each hour of lecture.

d. Exam Author or Reviewer - Serve as an author, reviewer, or member of examination development workshop for an approved provider. Two (2) CPD points awarded for each research/writing hour.

e. Presentations - Regional, national, and international conference presentations on commercial property or related topic. Two (2) CPD points awarded for each presentation hour, with a maximum of eight (8) CPD points per three-year cycle.

4) Board/Committee Membership - Serve as a board or committee member for one or more organizations related to commercial property. Six (6) CPD points awarded for each year you serve in each organization.

5) Association/Professional Memberships - Maintain active membership in an industry association related to commercial property. Two (2) CPD points awarded for each year of membership in each organization, with a maximum of six (6) points per three-year cycle.

Your completed verification form must be received at BOMI within two weeks after your cycle end date. The CPD administrative fee may be submitted separately. Please refer to our website www.bomi.org for the current fee schedule.

Submit this verification form after the full 18 points have been completed and **attach supporting documentation as listed above.**

Points submitted must have been acquired during your CPD cycle dates and cannot be carried over into your next cycle.

Completed verification forms and supporting documentation can be e-mailed to service@bomi.org or mailed to BOMI. Canadian payments must be submitted to BOMI Canada.

BOMI
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