

The BOMI Continuing Professional Development (CPD) program requires RPA®, FMA®, and SMA® graduates to acquire 18 credits of continuing education every three years to maintain an ACTIVE designation status. Retaining an ACTIVE designation status demonstrates currency and relevancy to potential employers, peers, and others in your business relationships. All BOMI designees retaining ACTIVE status are acknowledged in the ACTIVE directory on our website at www.boma.org/education.

Managing CPD Requirements

Follow these easy steps to fulfill your CPD requirements.

- Pay the [CPD Administrative fees](#) as outlined in the invoices provided by BOMI.
- Submit CPD credit support documentation to service@bomi.org.
- Receive CPD recognition via an eCertificate once all criteria are met.

CPD Important Facts

The three-year CPD cycle begins on the date graduates attain their first designation.

- Graduates holding multiple BOMI designations must fulfill just one CPD cycle every three years.
- BOMI will send you invoices that highlight outstanding CPD fees and points.

What Qualifies for CPD?

- Completion of any BOMI course you have not previously taken.
- Participation in industry courses or seminars. Training MUST be relevant to approved CRE industry topics: • **1 point per program hour** •

Accounting • Agency • Asset Management • Budgeting • Building Maintenance Systems
Civic Center Management • Civil Engineering • Commercial Property • Computer Science
Construction • Convention Center Management • Disaster Preparation/Recovery
Drafting/CAD Design • Environmental Health & Safety • Ethics • Facilities
Federal/Canadian Laws & Regulations • Finance • General Management/Business
Hospital Management • Hospitality Industry • Human Ecology • Human Resources
Instructor Training/Workshops • Marketing • Mechanical Engineering • Nature Sciences
OSHA • Project Management • Property Insurance • Real Estate • Safety/Workplace
Security • Sustainability • Taxation

- Maintain active membership in an industry association related to the building or facilities industry. • **2 points per membership; max 6 points per cycle** •
- Perform work that advances the industry while serving as a board or committee member for a property/facilities management organization. • **6 points per position per year** •
- Publish industry-related articles or research papers in a national journal. • **2 points per article; max 8 points per cycle** •
- Apply for a BOMA International and/or BOMA Local building award. • **6 points** •
- Participate as a presenter at a regional, national, or international conference on commercial property or a related topic. • **2 points per presentation hour; max 8 points per cycle** •
- Serve as an instructor for any qualifying program. • **2 points per hour of instruction; each course taught may be submitted once per cycle** •
- Serve as an author/reviewer or member of an exam development workshop for any qualifying program. • **2 points per hour committed** •
- Hold an active real estate license. • **18 points** •

Refer to your Graduate ePacket for additional options and details.

**Questions? Contact our Education Coordinator Team at
service@bomi.org or 800.235.2664**