Earn BOMI Course Credits

BOMI recognizes that many professionals bring to their jobs education and experience that relates to one or more of BOMI's courses. The Competency Program was established as a way for these individuals to apply their industry knowledge directly to BOMI designation programs.

Pursuing competency options enables learners to get a jumpstart on achieving their BOMI credentials.

How Can I Earn Competency Credit?

There are two methods of applying for competency credit.
- Industry Competency. Credit for completion of certain professional training courses or programs relating to the property and facility management industry.
- Academic Competency. Credit for completion of specific academic courses from accredited colleges or universities.

How Many Courses?

Learners can receive competency credit for a maximum of:
- Three (3) courses in the RPA or FMA designation program
- Two (2) courses in the SMT designation program
- One (1) of the remaining SMA courses

BONUS: Some industry credentials qualify you to receive credit for MORE than the maximum number of courses allowed. See the full list on the following pages.

Guidelines

The following guidelines describe specific requirements within each competency option. These requirements are subject to review, further definition, and change. All competency credit is awarded at the final discretion of BOMI's Competency Committee.

Please note that all application fees are non-refundable.

Applicants are strongly encouraged to read the descriptions of the BOMI courses for which they wish to receive credit. BOMI course descriptions can be found at www.bomi.org.

If you have any questions, contact BOMI's Education Coordinator team at 1.800.235.BOMI (2664).

COMPETENCY CREDIT APPLICATION

BŌMĪ

Full Name:

BOMI ID (if available):

Preferred Address: ☐ Home ☐ Work

Company Name:

Home Address (street, city, state, zip code):

Work Address (street, city, state, zip code):

Mobile Phone:

Work Phone:

Home Phone

Email Address:

Learners must be currently enrolled in one of the following BOMI programs, or complete enrollment using this form. Please check the box that applies to you:

☐ BOMI-HP	☐ FMA®	☐ PAC	☐ PMFP	☐ RPA®	☐ SMA®	☐ SMT®

☐	I am currently enrolled in a BOMI program - $0	$0
☐	Enroll in first BOMI program - $225/$270 non-member	
☐	Enroll additional BOMI program - $100/$120 non-member	
	Competency Application Fees (from the pages that follow)	
	TOTAL	

To Process Your Competency Application

- Include payment of the enrollment fee (if applicable) and nonrefundable application fee for the type of competency credit you are pursuing.
- Attach appropriate documentation in support of competency requirements (see the list on next pages).
- Competency guidelines are not flexible, and application fees are non-refundable.
- You must have earned at least a C for any college or university course you wish to use to receive BOMI credit.
- Academic courses completed more than 10 years prior to your application date do not qualify for competency credits.

Payment Options
- Send check or money order payable to BOMI, PO Box 829847, Philadelphia, PA 19182-9847.
- To pay by credit card, please call 1.800.235.2664 (BOMI). All application fees are nonrefundable.

Questions? Email service@bomi.org.

Industry Competency

☑	INDUSTRY COMPETENCY	FEE	COURSE CREDIT AWARDED	VERIFICATION REQUIRED
	Appraisal Institute: Member	$250	Real Estate Investment and Finance	Copy of current membership
	Architect: Licensed	$250	The Design, Operation, and Maintenance of Building Systems, Part I	Copy of current license
	BOMA: eEnergy Training	$250	Energy Management and Controls	Copy of completion certificate
	BOMI: The Design, Operation, and Maintenance of Building Systems, Part I and II with a passing grade	$0	Building Design and Maintenance	None
	BOMI: Completion of Building Design and Maintenance with a passing grade and a current SMT® Designation	$0	The Design, Operation, and Maintenance of Building Systems, Parts I and II	None
	CCIM: Course CI104 Investment Analysis for Commercial Investment Real Estate	$250	Real Estate Investment and Finance	Copy of completion certificate
	CCIM: Certified Commercial Investment Member Designation	$700	Real Estate Investment and Finance, Ethics Is Good Business; Asset Management (completes elective requirement); RPA® Experience Requirement	Copy of current CCIM and copy of all course certificates
	CIH: Certified Industrial Hygienist	$250	Environmental Health and Safety Issues	Copy of current certificate
	CPA: Certified Public Accountant/CGA Certified General Accountant	$250	Budgeting & Accounting	Copy of current CPA/CGA
	CMCP: Successful completion of the CMCP Prep Course and the CMCP Certification	$250	Leasing and Marketing for Property Managers	CMCP Course Certificate and CMCP Certificate
	Engineer: Power Engineer, 1st or 2nd Class	$750	Boilers, Heating Systems, and Applied Mathematics; Refrigeration Systems and Accessories; Electrical Systems and Illumination	Proof of current status
	Engineer: Power Engineer, 3rd or 4th Class	$250	Boilers, Heating Systems, and Applied Mathematics	Proof of current status
	Engineer: Professional Mechanical Engineer	$250	The Design, Operation, and Maintenance of Building Systems, Part I	Copy of current license
	Engineer: Professional Mechanical or Electrical Engineer	$500	Boilers, Heating Systems, and Applied Mathematics; Electrical Systems and Illumination	Copy of current license
	Engineer: EIT - Engineer in Training	$500	Boilers, Heating Systems, and Applied Mathematics; Electrical Systems and Illumination	Copy of current EIT

Industry Competency

☑	INDUSTRY COMPETENCY	FEE	COURSE CREDIT AWARDED	VERIFICATION REQUIRED
	IREM: CPM - Certified Property Manager	$850	Real Estate Investment and Finance; Law and Risk Management; Leasing and Marketing for Property Managers, Ethics is Good Business, RPA® Experience Requirement	Copy of current credential
	ISCS: CLS - Certified Leasing Specialist	$250	Leasing and Marketing for Property Managers	Copy of current credential
	NAPEEF National Association of Power Engineers Education Foundation: Certified Supervising Engineer	$750	Upon registration for the SMA® designation: Boilers, Heating Systems, and Applied Mathematics; Refrigeration Systems and Accessories Air Handling, Water Treatment, and Plumbing Systems; Electrical Systems and Illumination; Energy Management and Controls	Copy of current credential
	NEEC-Northwest Energy Efficiency Council: Building Operator Certification, Level I (BOC I) and Level II (BOC II)	$500	Energy Management and Controls; Electrical Systems and Illumination	Copy of current credentials
	ProFM Institute: ProFM Credential	$250	Fundamentals of Facilities Management	Copy of current credential
	SIOR: Society of Industrial and Office Realtors Designation	$250	Leasing and Marketing for Property Managers	Copy of current credential
	Utah Electrical License: Residential Journeyman, Journeyman, Electrician, Residential Master, or Master Electrician	$250	Electrical Systems and Illumination	Copy of current license
	SEAS Stationary Engineers Apprenticeship School, IUOE New York City Local 94	Contact your union representative	Upon registration for the SMA® designation: Boilers, Heating Systems, and Applied Mathematics; Refrigeration Systems and Accessories Air Handling, Water Treatment, and Plumbing Systems; Electrical Systems and Illumination; Energy Management and Controls	Contact your union representative
	USGBC: LEED Green Associate or LEED-AP	$250	High-Performance Sustainable Building Principles	Copy of current credential

Academic Competency

For academic competency, BOMI requires an official transcript from each institution attended. You must have earned at least a C for any college or university course you wish to use to receive BOMI International credit. Each college or university course may be used only once for BOMI credit. Complete the form on the next page and send it to your college or university. The institution will send official transcripts directly to BOMI.

The application fee is $250 per course. Please note that this fee is non-refundable.

☑	BOMI COURSE	GUIDELINES	ENTER APPLICABLE COLLEGE COURSE CODES AND NAMES
	The Design, Operation, and Maintenance of Building Systems, Part I	Architectural Degree from a four-year accredited college or university.	
	Real Estate Investment and Finance	Six college credit hours of finance courses from an accredited college or university, including the physical and market value in the commercial real estate industry, determining a property's economic value, finance investments and increase value, and a working knowledge of current tax laws, including capital gains and depreciation. MUST INCLUDE A FINANCIAL MANAGEMENT COURSE.	
	Environmental Health and Safety Issues	Six college credit hours of environmental law courses from an accredited college or university, including the regulatory process and compliance with EPA, OSHA, and other regulations; emergency planning for facilities; and mitigating risks related to asbestos, lead, poor IAQ, and underground storage tanks.	
	Law and Risk Management	Three non-introductory college credit hours of law courses and three non-introductory college credit hours of risk management courses from an accredited college or university. Coursework must relate to commercial real estate and address the following topics: • Law courses: real estate conveyance and finance; real property ownership types; business owner/employee relationships; leasing; landlord-tenant relationships; and environmental law and land use regulations. • Risk management: property and business income insurance; general liability; umbrella insurance; workers' compensation; liability for professionals, directors, and officers; and environmental liability.	
	Budgeting and Accounting	Six college credit hours of accounting courses from an accredited college, including financial statements, annual reports, statements of cash flows, revenue and expenditure cycles, and income and expense budgeting, all related to the commercial-built real estate industry, in addition to lease abstracts and rent rolls.	
	Managing the Organization	Six college credit hours in Business Management, Business Administration, and/or Business Communication from an accredited college or university, to include what motivates staff and how to use techniques to influence staff behavior, communication and marketing tools and techniques, framework for organizing the various functions associated with facilities management, and problem-solving tools necessary for facilities managers. At least 3 credit hours must be non-introductory.	
	Electrical Systems and Illumination	Six college credit hours in electrical engineering from an accredited college or university.	
		Non-refundable application fee: $250 x number of courses:	$_____

CONFIDENTIAL TRANSCRIPT REQUEST

To the Learner:
Please complete the following information and forward this form to the registrar of the college or university that you attended. If you attended more than one school, you must send a copy of this form to each college or university.

Be sure to check with your college to determine if you must include payment with this request.

Learner Full Name:

Social Security Number:

Alternate Name (if you attended school under a different name)

Phone:

Home Address (street, city, state, zip code):

College or University Name:

School Attended within College/University (if applicable):

Enrollment Date

Graduation Date:

Degree Earned

Signature (required):

To the College/University Registrar
The above-named person is applying for Academic Competency Credit for one or more courses offered by BOMI. Receipt of an official transcript is a required component of the application process.

Please ATTACH an official copy of the learner's transcript TO THIS FORM and forward it to:
BOMI Professional Development
900 Bestgate Road, Suite 206, Annapolis, MD 21401

A copy of this form must be attached to the transcript when received at BOMI.
Transcripts received without the attachment will be returned to you.
If you have any questions regarding this request, please contact BOMI at 410.974.1410.

A COPY OF THIS FORM MUST BE ATTACHED TO THE TRANSCRIPT WHEN RECEIVED BY BOMI FROM THE COLLEGE/UNIVERSITY