

# 2008 BOMA Course Schedule



*Learn. Grow. Succeed. Register for a Class Today!*

Below is the 2008 BOMA Greater Cleveland Classroom Offerings. BOMA Greater Cleveland appreciates your support and commitment to our education program and is looking forward to having another successful year.

## Asset Management (RPA Elective)

Instructor: -----Tom Kroth  
Date: ----- Thursday's – Jan. 3 – March 13  
Time: ----- 5:30 – 8:30 pm  
Location: ----- Key Tower

## Refrigeration Systems & Accessories (SMT/SMA Mandatory)

Instructor: ----- Bob Ensworth  
Date: ----- Wednesday's – Jan. 9 – March 12  
Time: ----- 5:30 – 8:30 pm  
Location: ----- Beacon Building

## Air Handling, Water Treatment & Plumbing Systems (SMT/SMA Mandatory)

Instructor: ----- Bob Ensworth  
Date: ----- Tuesday's – March 18 – May 20  
Time: ----- 5:30 – 8:30 pm  
Location: ----- Beacon Building

## Design Operation & Maintenance of Building Systems I (RPA, FMA Mandatory)

Instructor: ----- Bob Ensworth  
Date: ----- Wednesday's – March 26 – June 11  
Time: ----- 5:30 – 8:30 pm  
Location: ----- Beacon Building

## Ethics is Good Business (RPA, FMA Mandatory) *Canceled for 2008*

Instructor: ----- Tom Kroth  
Date: ----- Friday – April 11  
Time: ----- **1 day only** 8:00 – 5:00 pm  
Location: ----- Key Tower

## Real Estate Investment and Finance (RPA, FMA Mandatory)

Instructor: ----- Paul Misterka  
Date: ----- Wednesday's – June 25 – Sept. 10  
Time: ----- 5:30 – 8:30 pm  
Location: ----- Beacon Building

## Electrical Systems & Illumination (SMT/SMA Mandatory)

Instructor: ----- Ed Prabucki  
Date: ----- Tuesday's – July 29 – Sept. 30  
Time: ----- 5:30 – 8:30 pm  
Location: ----- Beacon Building

## The Design Operation & Maintenance of Building Systems II (RPA, FMA Mandatory)

Instructor: ----- Keith Masters  
Date: ----- Wednesday's – Sept. 24 – Dec. 10  
Time: ----- 5:30 – 8:30 pm  
Location: ----- Beacon Building

## Energy Management & Controls (SMT/SMA Mandatory)

Instructor: ----- Bob Ensworth  
Date: ----- Tuesday's – Oct. 7 – Dec. 9  
Time: ----- 5:30 – 8:30 pm  
Location: ----- Beacon Building

## MEMO

Advance preparation is necessary to effectively participate in BOMA Courses. To ensure that you have sufficient time to prepare, you should be registered **10 business days** prior to the class start date. A \$100 late fee will be applied to registrations received thereafter.

BOMA Institute, U.S. courses are recommended for college credit by the American Council on Education, CREDIT Recommendations Service. The ACE college credit for these courses can be found online at [www.bomi.org](http://www.bomi.org). Most courses are 2 semester hours.

BOMA graduates can fulfill 18 Continuing Professional Development (CPD) points by attending these courses (exception: Ethics is Good Business is 6 CPD points) and completing and passing the exam. You may enroll in 1 CPD course every 3 years.

The State of Ohio may recognize these courses for the completion of continuing education credits. Contact **VICKI NEECE** at (216)575-0305 or via e-mail at [admin@bomacleland.org](mailto:admin@bomacleland.org) for more details.

BOMA courses are recognized by many other professional organizations such as IREM, IFMA, IUOE, AIA, and more. Credits from these organizations may apply as well.

## DESIGNATION & COURSE ENROLLMENT FEES

There is a \$75 enrollment fee for individual courses (those taken separately from a designation program). If you have taken an individual course, then decide to enroll in a designation program, the \$75 fee from your first course (only) may be applied toward the \$175 enrollment fee for your first designation program. There is a \$75 enrollment fee for students enrolling in a second or third designation program. Fees are nonrefundable and must be paid with or before enrolling in a course or designation program.

## COURSE MATERIALS

Course materials include:

- Textbook
- Key Concept Study Guide (KCSG)
- Exam

When course materials are available, students will be notified by BOMA Greater Cleveland staff.

## PAYMENTS

BOMA Greater Cleveland accepts checks and credit cards for student classroom study payments. Make checks payable to BOMA Greater Cleveland. Send checks to:

BOMA Greater Cleveland  
200 Public Square, Suite 209  
Cleveland, OH 44114

Credit Card payments may be faxed to (216)575-0233 (*include registration form with payment*) or call the BOMA Center with credit card information (216)575-0305.

# 2008 BOMI Course Registration Form



*Learn. Grow. Succeed. Register for a Class Today!*

Fill out form and fax to (216)575-0233 or mail to: BOMA Greater Cleveland, 200 Public Square, Suite 209, Cleveland, OH 44114.  
For more information call (216)575-0305 or email [admin@bomacleveland.org](mailto:admin@bomacleveland.org).

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

**OFFICE ADDRESS**

(PLEASE FILL OUT BOTH ADDRESSES & CHECK PREFERRED MAILING LOCATION)

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**HOME ADDRESS**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Enrollment Fees & Options

### **Current Students:**

#### **My BOMI ID #: \_\_\_\_\_**

- a.  I am already enrolled in the BOMI Institute's designation program.  
Circle one: RPA FMA SMA/SMT
- b.  I am a BOMI designation holder who wants to enroll in a second or third designation program and I agree to pay the **\$75** fee.
- c.  I am a BOMI designation holder who wants to take a BOMI course for CPD credit (max. 1 course per 3 years). **NO ADDITIONAL ENROLLMENT FEE.**

### **New Students:**

- d.  I am a new student who wants to enroll in BOMI's designation program. I agree to pay the **\$175** fee.  
Circle one: RPA FMA SMA/SMT
- e.  I am a new student who wants to take an individual course only and I agree to pay the \$75 fee. If I take an individual course, then decide to enroll in a designation program, the **\$75** fee from the first course (only) may be applied toward the \$175 enrollment fee for my first designation program.

## Course Registration

- f.  **\$700 – Asset Management**
  - g.  **\$700 – Refrigeration Systems & Accessories**
  - h.  **\$700 – Air Handling, Water Treatment & Plumbing Systems**
  - i.  **\$700 – Design Operation & Maintenance of Building Systems I**
  - j.  **\$300 – Ethics is Good Business**
  - k.  **\$700 – Real Estate Investment and Finance**
  - l.  **\$700 – Electrical Systems & Illumination**
  - m.  **\$700 – The Design Operation & Maintenance of Building Systems II**
  - n.  **\$700 – Energy Management & Controls**
- Total \$ \_\_\_\_\_** (Add items a-n to determine total due)

**New! From BOMI International –**  
**Interactive Online Course Self Assessment**

- practice exams • chapter review questions •
- real-time feedback • ID areas requiring more study •

*1 yr. unlimited access for \$39.95 (payment to BOMI)*

More Information: [www.BOMI.org](http://www.BOMI.org) or 1.800.235.BOMI

## Payment

- Check – payable to BOMA Greater Cleveland     Credit Card (write below or call the BOMA Center (216)575-0305)

### **Credit Card Information Only:**

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp Date: \_\_\_\_\_ 3 Digit Security Code (back of card): \_\_\_\_\_

Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_