

# 2009 BOMA Course Schedule



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

Below is the 2009 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.

## **Environmental Health & Safety – RPA, FMA, SMA/SMT (Mandatory) Exam @ 8:00 AM on 3/24**

Instructor: -----Pat Herbert  
Date: ----- Tuesday's – Jan. 6 – March 24  
Time: ----- 5:30 – 8:30 pm  
Location: Beacon Bldg., except 1/13, 1/27 & 2/24 @ Rock III

## **Building Design & Maintenance – SMA/SMT (Mandatory)**

Instructor: ----- Bob Ensworth  
Date: ----- Tuesday's – March 31 – June 2  
Time: ----- 5:30 – 8:30 pm  
Location: ----- Rockside Center III

## **Technologies of Facilities Management – FMA (Mandatory)**

Instructor: ----- Bob Ensworth  
Date: ----- Thursday's April 2 – June 18  
Time: ----- 5:30 – 8:30 pm  
Location: ----- Beacon Bldg.

## **Ethics is Good Business – RPA, FMA (Mandatory)**

Instructor: ----- Tom Kroth  
Date: ----- Friday – April 17  
Time: ----- 1 day only - 8:00 am – 5:00 pm  
Location: ----- Key Tower

## **Budgeting & Accounting – RPA (Mandatory)**

Instructor: ----- Keith Masters  
Date: ----- Wednesday's – Apr.29 – July 17  
Time: ----- 5:30 – 8:30 pm  
Location: ----- Genesis Bldg. – EXAM @ Beacon

**Cancelled 2009**

## **Facilities Planning & Project Management – FMA (Mandatory)**

Instructor: ----- Rich Estremera  
Date: ----- Wednesday's – June 24 – Sept. 9  
Time: ----- 5:30 – 8:30 pm  
Location: ----- Beacon Bldg.

## **Administration –SMA/SMT (Mandatory)**

Instructor: ----- Bruce Bossick  
Date: ----- Tuesday's – July 21 – Sept. 22  
Time: ----- 5:30 – 8:30 pm  
Location: ----- Rockside Center III

## **Law & Risk Management – RPA (Mandatory)**

Instructor: ----- TBD, Jeff Phillips  
Date: ----- Wednesday's – Sept. 16 – Dec. 2  
Time: ----- 5:30 – 8:30 pm  
Location: ----- Beacon Bldg.

## **Fundamentals of Facilities Management – FMA (Mandatory)**

Instructor: ----- Jeff Troxell  
Date: ----- Thursday's – Sept. 17 – Dec. 3  
Time: ----- 5:30 – 8:30 pm  
Location: ----- Beacon Bldg.

## **Boilers, Heating Systems & Applied Mathematics – SMA/SMT (Mandatory) – Exam @ Beacon Bldg.**

Instructor: ----- Bob Ensworth  
Date: ----- Thursday's – Oct 1 – Dec 3  
Time: ----- 5:30 – 8:30 pm  
Location: ----- Rockside Center III

## **MEMO**

Advance preparation is necessary to effectively participate in BOMI Courses. To ensure that you have sufficient time to prepare, you should be registered 30 business days prior to the class start date. A \$100 late fee will be applied to registrations received thereafter.

BOMI 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.

BOMI 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@bomacleveland.org](mailto:admin@bomacleveland.org) for more details.

BOMI 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.

# 2009 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 – Environmental Health & Safety**
- g.  **\$700 – Budgeting & Accounting**
- h.  **\$700 – Technologies of Facilities Management**
- i.  **\$700 – Building Design & Maintenance**
- j.  **\$300 – Ethics is Good Business**
- k.  **\$700 – Facilities Planning & Project Management**
- l.  **\$700 – Administration**
- m.  **\$700 – Fundamentals of Facilities Management**
- n.  **\$700 – Law & Risk Management**
- o.  **\$700 – Boilers, Heating Systems & Applied**

### **Mathematics**

**Total \$** \_\_\_\_\_ (Add items a-o 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: \_\_\_\_\_