

Competency

Your current credentials can earn you valuable course credits!

For U.S. Students Only

What Is Competency?

BOMI International 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.

Students can receive credit through the **Administrative**, **Cluster**, and/or **Competency by Review** programs.

How Can I Earn Competency Credit?

There are three methods of applying for Competency credit.

- 1. Administrative Competency:** Application process by which a student is given credit for completion of specific academic courses from accredited colleges or universities or the equivalent in ACE college credit hour recommendations and/or completion of certain professional training programs.
- 2. Cluster Competency:** Application process by which a student is given credit for a group of Institute courses based on academic and professional achievements. (This program CANNOT be combined with any other Competency option.)
- 3. Competency by Review:** Allows students to earn credit based on their individual academic and professional experiences.

Can I Receive Competency Credit for ALL of BOMI's Courses?

Students can receive Competency credit for a maximum of 3 courses in the Real Property Administrator (RPA) and 3 courses in the Facilities Management Administrator (FMA) programs. Students may also receive Competency credit for a maximum of two Systems Maintenance Technician (SMT) courses and one of the remaining Systems Maintenance Administrator (SMA) courses. Credit can be earned by combining Administrative, or Competency by Review application methods to reach the 3 course maximum.

BONUS: Some Cluster Competency guidelines will allow you to receive credit for MORE than the maximum courses allowed. See "CLUSTER COMPETENCY" for more details!. Cluster Competency MAY NOT be combined with any other Competency options.

What is Competency by Review?

Competency by Review was designed to assist students in receiving course credit based on a combination of education and professional experience.

Applications are available for all BOMI courses except ***Ethics Is Good Business***.

Under this program, students are required to document their education and work experience as it relates to a specific BOMI course. All applications are reviewed by, and subject to, the approval of the **Competency Committee**. This Committee is comprised of three volunteer industry experts. The application process has been designed to provide consistency in the presentation of student qualifications to the Competency Committee for consideration.

In addition to completing specific applications for each applicable BOMI course, students supply three professional/supervisory references, who are contacted by BOMI. Applications can be obtained by calling BOMI at 1-800-235-BOMI (2664).

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 International's Competency Committee. If you have any questions, contact the BOMI's Customer Representative Team at 1-800-235-BOMI (2664).

The information contained in this brochure is current as of 7/2006.

Administrative Competency Guidelines

Administrative Competency is an application process by which a student is given credit for completion of specific academic courses from accredited colleges or universities and/or completion of certain professional training programs. The **Administrative Competency Guidelines** are not flexible. Students must meet the exact criteria to receive BOMI credit. Guidelines achieved more than 7 years prior to the date application is made will not qualify for Competency credit. Does not include text, however, you may purchase the text by contacting BOMI.

<i>Approved Guidelines</i>	<i>Eligible Courses</i>	<i>Cost</i>
Successful completion of BOMI Institute courses The Design, Operation, and Maintenance of Building Systems, Parts I and II	Building Design and Maintenance	FREE
Successful completion of BOMI International's SMT Designation plus the SMA course Building Design and Maintenance	The Design, Operation, and Maintenance of Building Systems, Parts I & II	FREE
Architectural Degree from a four-year accredited college or university or licensed architect	The Design, Operation, and Maintenance of Building Systems, Part I	\$175.00
Six college credit hours of finance courses from an accredited college or university or the equivalent in ACE college credit hour recommendations (MUST INCLUDE A FINANCIAL MANAGEMENT COURSE)	Real Estate Investment and Finance	\$175.00
Six college credit hours in the environmental discipline from an accredited college or university or the equivalent in ACE college credit hour recommendations	Environmental Health and Safety Issues	\$175.00
CPA Designation	Budgeting and Accounting	\$175.00
Six college credit hours in accounting courses from an accredited college or university or the equivalent in ACE College credit hour recommendations	Budgeting and Accounting	\$175.00
Three Non-Introductory college credit hours each of Law and Risk Management courses from an accredited college or university or the equivalent in ACE College credit hour recommendations	Law and Risk Management	\$175.00
Professional Engineer/Mechanical	The Design, Operation, and Maintenance of Building Systems, Part I	\$175.00
MAI Member Appraisal Institute	Real Estate Investment and Finance	\$175.00
CSM Certified Shopping Center Manager	Fundamentals of Real Property Administration	\$175.00
CLS Certified Leasing Specialist	Leasing and Marketing for Property Managers	\$175.00
SIOR Society of Industrial Office Realtors	Leasing and Marketing for Property Managers	\$175.00
CIH Certified Industrial Hygienist	Environmental Health and Safety Issues	\$175.00
BOMA International's Foundations of Real Estate Management	Fundamentals of Real Property Administration	\$175.00
Six college credit hours in electrical engineering from an accredited college or university or the equivalent in ACE college credit hour recommendations	Electrical Systems and Illumination	\$150.00
Utah Electrical Licenses (Includes Residential Journeyman, Journeyman Electrician, Residential Master)	Electrical Systems and Illumination	\$150.00
Professional Engineer/Mechanical or Electrical	Boilers, Heating Systems, and Applied Mathematics Electrical Systems and Illumination	\$300.00
EIT Engineer in Training	Boilers, Heating Systems, and Applied Mathematics Electrical Systems and Illumination	\$300.00
Six college credit hours in Business Administration, Business Management, and/or Business Communications from an accredited college or university or the equivalent in ACE college credit hour recommendations. No more than 3 credit hours may be introductory courses.	Administration	\$175.00

Cluster Credit Guidelines

Cluster Competency is an application process by which a student is given credit for a group of BOMI International courses based on academic and professional achievements. (This program CANNOT be combined with any other Competency Options.) Guidelines achieved more than 7 years prior to the date application is made will not qualify for Competency credit. Does not include text, however, you may purchase the text by contacting BOMI.

<i>Approved Guidelines</i>	<i>Eligible Courses</i>	<i>Cost</i>
CPM Certified Property Manager	Real Estate Investment and Finance	\$400.00
	Law and Risk Management	
	Fundamentals of Real Property Administration	
	Ethics Is Good Business	
	RPA Experience Requirement	
CCIM Certified Commercial Investment Member	Leasing and Marketing For Property Managers	\$400.00
	Real Estate Investment and Finance	
	Asset Management	
	RPA Experience Requirement	

Competency By Review Guidelines

Minimum of 7 years related professional experience combined with some educational background. Specific applications are available for EACH COURSE. Please contact BOMI's Customer Representative Team at 1-800-235-2664.

<i>Eligible Courses</i>	<i>Cost</i>
The Design, Operation, and Maintenance of Building Systems, Part I	\$550.00
The Design, Operation, and Maintenance of Building Systems, Part II	\$550.00
Real Estate Investment and Finance	\$550.00
Environmental Health and Safety Issues	\$550.00
Fundamentals of Real Property Administration	\$550.00
Leasing and Marketing for Property Managers	\$550.00
Asset Management	\$550.00
Law and Risk Management	\$550.00
Budgeting and Accounting	\$550.00
Fundamentals of Facilities Management	\$550.00
Technologies for Facilities Management	\$550.00
Facilities Planning and Project Management	\$550.00
Boilers, Heating Systems, and Applied Mathematics	\$450.00
Refrigeration Systems and Accessories	\$450.00
Air Handling, Water Treatment, and Plumbing Systems	\$450.00
Electrical Systems and Illumination	\$450.00

Competency By Review Guidelines (cont.)

<i>Eligible Courses</i>	<i>Cost</i>
Energy Management and Controls	\$450.00
Building Design and Maintenance	\$550.00
Administration	\$550.00

Policies:

- Competency by Review, Author/Technical Reviewer, and/or Instructor Competency credit will not be awarded for any course which has been attempted and failed by a student. In all instances the student will be required to retake the course exam to earn credit. THERE ARE NO EXCEPTIONS TO THIS RULE. Additionally, students who have registered for a course are ineligible for Competency by Review credit for that particular course.
- Guidelines for Administrative, Cluster, Instructor, Writer, or Technical Reviewer Competency credit must have been completed/earned within 7 years prior to the application date. Guidelines achieved more than 7 years prior to the date application is made will not qualify for Competency credit.
- Credits earned through the Competency program do not qualify for college credit recommendations from the American Council on Education Registry Service.
- In order to apply course credit toward any academic Administrative Competency guideline, the student must earn a grade of "C" or better.
- Competency application fees are NON-REFUNDABLE.

