

Instructor Competency for BOMI Educational Delivery

*To aid in the hiring of instructors for teaching
BOMI International courses*

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Overview

BOMI International's courses have been designed to meet the organization's core purpose: to add value through learning and reflect the commitments represented in this visual:



Instructors are ambassadors—the most visible representation of BOMI International to our students. The impressions formed by students about BOMI International and our designations are determined most by how instructors conduct themselves in the classroom.

This resource is designed to:

- Assist course sponsors in identifying qualified individuals with the knowledge, skills, and abilities necessary to successfully deliver BOMI International courses in a variety of learning environments.
- Ensure BOMI International instructors are qualified and offer an experience base that meets the needs and expectations of learners, as well as the industry organizations that employ them.
- Provide competency information for instructor skill sets that are necessary and unique for each of the BOMI International designation courses to ensure positive outcomes.

BOMI International Instructor Development

BOMI International contact: Kerry Petz, 1.800.235.2664, ext. 1235

BOMI International has developed an in-depth Instructor Development Workshop (IDW) to support the development and growth of individuals tasked with teaching BOMI International education programs. To date, close to 500 instructors have completed this one- to two-day session, emerging as effective professional trainers for your classrooms. The objective of this program is to develop and enhance key instructor competencies such as facilitation, communication, and presentation skills needed to effectively impact an audience of adult professionals.

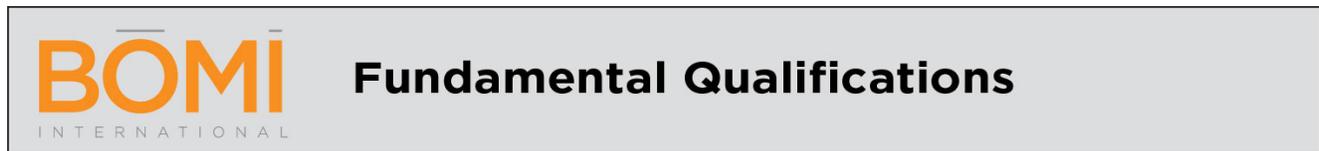
BOMA local organizations and other classroom sponsors are strongly encouraged to require instructors to complete the IDW. Instructors who teach BOMI International direct-sponsored courses are already required to complete the IDW. BOMI International has made every effort to make these workshops practical and convenient; they are open to all current and potential BOMI International course instructors who meet the proper criteria.

There is no tuition fee for this workshop for qualified candidates; however, travel expenses are not reimbursed by BOMI International and must be paid for either by the instructor or a course sponsor.

To find out about the next IDW, please visit www.bomi.org/Instructors.aspx

General Instructor Qualifications

In an effort to maintain the highest quality learning experience for our students, BOMI International believes that these Fundamental Qualifications should be used as a baseline for potential instructors. This will help ensure that the courses are delivered consistently, professionally and in a manner that fosters the highest level of student success. These are suggested competencies and guidelines to use when hiring instructors.



Industry Experience	Required	5+ years of applicable industry experience directly pertaining to the course topic
	Preferred	Membership in professional organization Contributions to professional articles, presentations, or conferences
Industry-Relevant Certifications	Preferred	RPA, FMA, SMA, SMT based on designation area they are instructing Real estate license/broker
Education	Preferred	Associate's Degree or higher
Teaching Experience	Required	1+ years teaching experience Presentation and communication skills Accessibility and approachability
BOMI Instructor Development Workshop	Required	Attendance at BOMI International IDW is required prior to teaching a course
Performance Metrics	Required	Instructors must maintain a 4.0 or better average on the student surveys and an 80% pass/fail ratio for exams. These are reviewed quarterly

Unique Instructor Qualifications by Course

It is critical to match instructor expertise to the courses they are tasked with delivering. Preferred qualities and skills can vary considerably from one course to another. While the qualities listed are suggested versus mandatory, industry subject matter experts feel strongly these skills are critical for delivery of BOMI International materials. The more suggested experience and abilities a candidate possesses, the greater the chances are that the candidate will be competent to present the course *and* comfortably field job-related questions and concerns from learners. Few candidates will have all the qualities listed. These guidelines are provided to give you as much support as possible to assist you in hiring the most qualified instructors for your classes.

Air Handling, Water Treatment, and Plumbing Systems

Topic Competencies	Minimum	Instructor should have advanced knowledge (journeyman level) and operational experience on air handler operation and design, motors, controls, system management, air flow characteristics, system safeties, troubleshooting techniques, auxiliary systems like steam traps, coils, and dampers. Advanced knowledge and experience with water treatment, system testing, understanding the testing results, best practices for operators, and general knowledge of plumbing systems.
	Preferred*	Hands-on knowledge and experience as system operator
Relevant Certifications/ Designations	Minimum	SMT or SMA
	Preferred	CCIM, CPA, SIOR, MAI
Specific Education	Minimum	Associate's Degree
	Preferred	Bachelor's Degree
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
Memberships	Minimum	N.I.U.L.P.E 3 rd Class Operators license or State of Issue equivalent
Other Educational Activities (Publications, etc.)	Minimum	Continuing update of CEUs to maintain valid certifications and licenses
	Preferred	Industry organization leadership roles

*Preferred qualifications are in addition to the minimum qualifications.

Asset Management

Topic Competencies	Minimum	Instructor should have direct, hands-on experience in the acquisition & disposition of CRE assets (pro forma development, due diligence, transaction management prospecting to closings), as well as experience with leasing, financing, and project commissioning.
	Preferred	Ground-up development experience; multiple property portfolio acquisition/disposition; experience in a variety of categories of CRE asset type office (industrial, multifamily, retail), environmental risk assessment, sustainability factors; code issue awareness; current capitalization and lending rates in the marketplace; prevailing debt-to-equity ratios.
Relevant Certifications/ Designations	Minimum	RPA, real estate broker's license
	Preferred	CCIM, CPA, SIOR, MAI
Specific Education	Minimum	Bachelor's Degree in business, finance, real estate, appraisal, or accounting
	Preferred	Master's of Business Administration in finance, real estate, or accounting. A JD degree with a practice concentrating in real estate
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
Memberships	Minimum	NAIOP, ULI, BOMA, IREM, ICSC, American Board of Realtors, Appraisal Institute, AICPA
Other Educational Activities (Publications, etc.)	Minimum	Continuing update of CEUs to maintain valid certifications and licenses
	Preferred	Industry organization leadership roles. Current working relationships with banks, mortgage bankers, institutional lenders, and investors. Sustainability awareness of USGBC, LEED, etc.

Boilers, Heating Systems, and Applied Mathematics

Topic Competencies	Minimum	Instructor should have advanced knowledge (journeyman level) and operational experience on boiler operation and design, motors, controls, system management, air flow characteristics, system safeties, troubleshooting techniques, auxiliary systems (like steam traps), fuel systems, water properties, chemical treatment, and flue gas analysis. Advanced knowledge and experience with water treatment, system testing, understanding the testing results is essential.
	Preferred	Operator experience working in power plant or facility with large steam boilers.
Relevant Certifications/ Designations	Minimum	N.I.U.L.P.E 3 rd Class Operators license or State of Issue equivalent
	Preferred	SMA, SMT, CPM
Specific Education	Minimum	Associate's Degree
	Preferred	Bachelor's Degree
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
Memberships	Minimum	1 relevant industry organization (e.g., BOMA, IFMA, CCIM, etc.)
Other Educational Activities (Publications, etc.)	Minimum	Continuing update of CEUs to maintain valid certifications and licenses
	Preferred	Published author in a reputable commercial real estate magazine, blog, or similar

Budgeting and Accounting

Topic Competencies	Minimum	Instructor should have extensive experience with the following in a property management setting: executing and overseeing daily accounting activities, creating budgets, reviewing peer budgets, presenting budgets to ownership, and explaining expenses and income, audits, and A/R reconciliation.
	Preferred	Experience as an asset manager or similar position.
Relevant Certifications/ Designations	Minimum	RPA, FMA, or CPM
	Preferred	CCIM, CPA
Specific Education	Minimum	Associate's Degree
	Preferred	Bachelor's Degree or higher
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
Memberships	Minimum	1 relevant industry organization (e.g., BOMA, IFMA, CCIM, etc.)
Other Educational Activities (Publications, etc.)	Minimum	Continuing update of CEUs to maintain valid certifications and licenses
	Preferred	Published author in a reputable commercial real estate magazine, blog, or similar

Building Design and Maintenance

Topic Competencies	Minimum	Instructor should have an advanced knowledge of the building design, construction, and post-construction process. Instructor should have knowledge of how to care for the building once design is complete. Instructor should also understand the materials, the material differences, proper application and installation procedures of materials, and topics covered in the coursebook.
	Preferred	Field experience managing a construction project or building operation experience in LEED or Class 1 building environment.
Relevant Certifications/ Designations	Minimum	AIA license, Certified Project Manager certification, or construction industry equivalent
	Preferred	SMA
Specific Education	Minimum	Associate's Degree
	Preferred	Bachelor's Degree or higher
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
Memberships	Minimum	1 relevant industry organization (e.g., BOMA, IFMA, CCIM, etc.)
Other Educational Activities (Publications, etc.)	Minimum	Continuing update of CEUs to maintain valid certifications and licenses
	Preferred	Published author in a reputable commercial real estate magazine, blog, or similar

Electrical Systems and Illumination

Topic Competencies	Minimum	Instructor should have an advanced knowledge of the electrical code, electrical systems, system operations, and maintenance. Instructor should also have knowledge of tools, testers, meters, and troubleshooting skills required for electrical system testing.
	Preferred	Experience as a journeyman or master electrician, or experience working as maintenance engineer with emphasis on electrical systems.
Relevant Certifications/ Designations	Minimum	Journeyman electrical license or higher or state-issued license, SMT, SMA
	Preferred	RPA, FMA
Specific Education	Minimum	Associate's Degree
	Preferred	Bachelor's Degree or higher
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
Memberships	Minimum	State and Local Code, 1 relevant industry organization (e.g., BOMA, IFMA, CCIM, etc.)
Other Educational Activities (Publications, etc.)	Minimum	Continuing update of CEUs to maintain valid certifications and licenses
	Preferred	Published author in a reputable commercial real estate magazine, blog, or similar

Energy Management and Controls

Topic Competencies	Minimum	Instructor should have advanced knowledge of controls, control operations, types of sensors, and types of control points, graphics, programming language, electrical and pneumatic wiring, and HVAC and building support systems.
	Preferred	Major manufacturing certification (Siemen's, Trane, Honeywell, Johnson Controls) training certification at the advanced level. Experience managing or working on DDC systems or other electronic control systems, such as security systems.
Relevant Certifications/ Designations	Minimum	Major manufacturing certification (Siemen's, Trane, Honeywell, Johnson Controls), SMT, SMA
	Preferred	RPA, FMA
Specific Education	Minimum	Associate's Degree
	Preferred	Bachelor's Degree or higher
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
Memberships	Minimum	1 relevant industry organization (e.g., BOMA, IFMA, CCIM, etc.)
Other Educational Activities (Publications, etc.)	Minimum	Continuing update of CEUs to maintain valid certifications and licenses
	Preferred	Published author in a reputable commercial real estate magazine, blog, or similar

Environmental Health and Safety Issues

Topic Competencies	Minimum	Instructor should have experience with the following in a property management setting: health and safety program, compliance audits, risk assessments, occupational hazards, water management, air quality management, and OSHA.
Relevant Certifications/ Designations	Minimum	SMA
	Preferred	RPA, FMA Certified Plant Engineer (CPE) Certified Engineering Technician (CET) Certified Hazardous Materials Manager (CHMM) Certified Safety Professional (CSP) Certified Industrial Hygienist (CIH)
Specific Education	Minimum	Associate's Degree in business, real estate, environmental sciences, engineering, or safety-related field
	Preferred	Bachelor's Degree in business, real estate, environmental sciences, engineering, or safety-related field
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
Memberships	Minimum	1 relevant industry organization (e.g., BOMA, IFMA, CCIM, etc.)
Other Educational Activities (Publications, etc.)	Minimum	Continuing update of CEUs to maintain valid certifications and licenses
	Preferred	Published author in a reputable commercial real estate magazine, blog, or similar

Ethics Is Good Business® Shortcourse™

Topic Competencies	Minimum	Instructor should have experience with understanding the organizational dynamics and impact of ethical issues in the workplace; understanding of the operation of ethics in professional communities. They should also have the ability to relate newsworthy ethical issues to students' jobs and situations; ability to present, discuss, and apply various ethical systems impartially. They should have experience in managing difficult or sensitive ethical issues in a workplace, preferably as a manager or executive.
	Preferred	Five years (preferably more) related experience in a professional real estate, property management or facilities management organization.
Relevant Certifications/ Designations	Minimum	Ethics training
	Preferred	RPA, FMA, CPE, PE, RA Real Estate License
Specific Education	Minimum	Associate's Degree
	Preferred	Bachelor's Degree or higher
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
Memberships	Minimum	1 relevant industry organization (e.g., BOMA, IFMA, CCIM, etc.)
Other Educational Activities (Publications, etc.)	Minimum	Continuing update of CEUs to maintain valid certifications and licenses
	Preferred	Published author in a reputable commercial real estate magazine, blog, or similar

Facilities Planning and Project Management

Topic Competencies	Minimum	Instructor should have experience with scoping project needs; basic design and construction project management; evaluating project success/metrics; project close-out.
	Preferred	Developing design and construction documents; developing needs requirements; using project management technology tools; strategic planning approaches and methods.
Relevant Certifications/ Designations	Minimum	RPA, FMA, CFM
	Preferred	PMP, CCM
Specific Education	Minimum	BA or BS in architecture, engineering, or FM
	Preferred	Graduate Degree in architecture, engineering, or FM
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
Memberships	Minimum	1 relevant industry organization (e.g., BOMA, IFMA, CCIM, etc.)
Other Educational Activities (Publications, etc.)	Minimum	Continuing education classes in FM
	Preferred	Continuing education classes in project/construction management; publishing in FM trade publications and project/construction trade magazines

Fundamentals of Facilities Management

Topic Competencies	Minimum	Instructor should have experience with the following FM function components: basic FM operations and maintenance; developing an FM budget and monitoring plan versus actual; basic project management; supervisory experience.
	Preferred	Work intake, prioritizing and distribution; basic FM budgeting and forecasting; financial planning; owned/leased facilities; designing and managing a project; FM operations and maintenance; basic FM CMMS and other systems; role of FM in supporting corporate mission/objectives.
Relevant Certifications/ Designations	Minimum	FMP
	Preferred	FMA, CFM
Specific Education	Minimum	BA or BS in Architecture, Engineering, Business
	Preferred	Advanced degree in Architecture, Engineering, Business
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
Memberships	Minimum	1 relevant industry organization (e.g., BOMA, IFMA, CCIM, etc.)
Other Educational Activities (Publications, etc.)	Minimum	Presentations at FM conferences; at least one article in FM publication

Fundamentals of Real Property Administration

Topic Competencies	Minimum	Instructor should have experience with the following: senior level person within a management company, with supervisory responsibility for property management and brokerage.
	Preferred	Executive within a CRE firm. Managerial responsibility of the corporate business (hiring, training, marketing, finance, etc.), as well as oversight of client business such as facility and property management, leasing, sales, consulting.
Relevant Certifications/ Designations	Minimum	Real Estate Sales/Brokerage license
	Preferred	RPA, FMA, CPM, CCIM
Specific Education	Minimum	Associate's Degree
	Preferred	Bachelor's Degree or higher
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
Memberships	Minimum	1 relevant industry organization (e.g., BOMA, IFMA, CCIM, etc.)
Other Educational Activities (Publications, etc.)	Minimum	Ethics training, any CRE participation or continuing education, newsletter writing, press releases, leasing or sales
	Preferred	Published author in a reputable commercial real estate magazine, blog, or similar

High-Performance Sustainable Building Practices

Topic Competencies	Minimum	Instructor should have 5+ years of applicable industry experience directly pertaining to property/facility management with track record of sustainability, operations, and energy-efficiency success (performance metrics, awards would be evidence of these). Instructor should have demonstrated knowledge of sustainability as it relates to the built environment.
	Preferred	Implement benchmarking strategies to improve operational performance; improve building operations in functional areas including energy, lighting, water use, building envelope, waste management, and other areas; build an effective sustainable operating plan with a focus on purchasing, green cleaning, IAQ, interior and exterior maintenance, and vendor management; use simple financial metrics such as payback period to present the argument for high-performance operational improvements; engage stakeholders, including occupants, vendors, owners, and investors, to ensure adoption and full integration of high-performance initiatives.
Relevant Certifications/ Designations	Preferred	RPA, FMA or similar industry generalist credential; RPA HP, FMA HP, LEED-AP, or similar HP/ sustainability credential
Specific Education	Minimum	Associates Degree
	Preferred	Bachelor's or Master's Degree
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
	Preferred	Proven track record of presenting, public speaking, and attendee survey results where possible/appropriate
Memberships	Preferred	1 relevant industry organization (e.g., BOMA, IFMA, CCIM, USGBC etc.)
Other Educational Activities (Publications, etc.)	Minimum	Published author in a reputable magazine, blog, or similar
	Preferred	Articles and interviews—samples to be referenced and/or provided

High-Performance Sustainable Building Principles

Topic Competencies	Minimum	Instructor should have 5+ years of applicable industry experience directly pertaining to property/facility management with track record of sustainability, operations, and energy-efficiency success (performance metrics and awards would be evidence of these), and a demonstrated knowledge of sustainability as it relates to the built environment.
	Preferred	Provide insight into understanding and tackling building performance issues that impact local environmental issues and global climate change; integrate high-performance building standards and guidelines; identify and overcome the hurdles to achieving true high-performance; attain top-to-bottom organizational buy-in for sustainable building initiatives.
Relevant Certifications/ Designations	Preferred	RPA, FMA, or similar industry generalist credential; RPA HP, FMA HP, LEED-AP, or similar HP/sustainability credential

Specific Education	Minimum	Associates Degree
	Preferred	Bachelor's or Master's Degree
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
	Preferred	Proven track record of presenting, public speaking, and attendee survey results where possible/appropriate
Memberships	Preferred	1 relevant industry organization (e.g., BOMA, IFMA, CCIM, USGBC etc.)
Other Educational Activities (Publications, etc.)	Minimum	Published author in a reputable magazine, blog, or similar
	Preferred	Articles and interviews—samples to be referenced and/or provided

High-Performance Sustainable Building Investments

Topic Competencies	Minimum	Instructor should have 5+ years of applicable industry experience directly pertaining to property/facility management with track record of sustainability, operations, and energy-efficiency success (performance metrics, awards would be evidence of these); demonstrated knowledge of sustainability as it relates to the built environment.
	Preferred	Create pro forma analyses to justify development or improvement projects that emphasize high performance as a priority; demonstrate use of advanced financial metrics such as NOI, ROI, NPV, IRR, and others; apply such metrics to both tangible and intangible investment returns; leverage financial and funding resources, from internal capital budgets to external grant and rebate programs; attain top-to-bottom organizational buy-in for sustainable building initiatives.
Relevant Certifications/Designations	Preferred	RPA, FMA or similar industry generalist credential; RPA HP, FMA HP, LEED-AP, or similar HP/ sustainability credential
Specific Education	Minimum	Associates Degree
	Preferred	Bachelor's or Master's Degree
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
	Preferred	Proven track record of presenting, public speaking, and attendee survey results where possible/appropriate
Memberships	Preferred	1 relevant industry organization (e.g., BOMA, IFMA, CCIM, USGBC, etc.)
Other Educational Activities (Publications, etc.)	Minimum	Published author in a reputable magazine, blog, or similar
	Preferred	Articles and interviews—samples to be referenced and/or provided

Law and Risk Management

Topic Competencies	Minimum	Instructor should have experience with the following in a real estate setting: contracts, torts, leases, tenant relations, land use regulations, insurance, liability, and risk management.
	Preferred	Executive within a CRE firm. Managerial responsibility of the corporate business (hiring, training, marketing, finance, etc.), as well as oversight of client business such as property and facility management, leasing, sales, consulting.
Relevant Certifications/ Designations	Minimum	Real Estate License
	Preferred	RPA, FMA
Specific Education	Minimum	Associate's Degree
	Preferred	Bachelor's Degree , JD or higher
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
Memberships	Minimum	1 relevant industry organization (e.g., BOMA, IFMA, CCIM, etc.)
Other Educational Activities (Publications, etc.)	Minimum	Continuing update of CEUs to maintain valid certifications and licenses
	Preferred	Industry organization leadership roles

Leasing and Marketing for Property Managers

Topic Competencies	Minimum	Instructor should have experience in giving tours of properties, understand P&L of a building, and participating in a tenant retention/public relations program.
	Preferred	Proposal writing, fully understands the economics of leasing space (impact of TI, free rent, step rent, expense stops, etc. on long-term building value), knowledge of lease language, rentable/usable calcs, space planning, and some building/fire code competencies.
Relevant Certifications/ Designations	Minimum	Real Estate License
	Preferred	RPA, FMA, Broker's License, CCIM
Specific Education	Minimum	Associate's Degree
	Preferred	Bachelor's Degree or higher
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
Memberships	Minimum	1 relevant industry organization (e.g., BOMA, IFMA, CCIM, ICSC, Realtor, etc.)
Other Educational Activities (Publications, etc.)	Minimum	Any CRE participation or continuing education, newsletter writing, press releases, lease or sales proposal writing
	Preferred	Prefer senior level training, community college or 4-year college instructor

Managing the Organization

Topic Competencies	Minimum	Instructor should have experience with the following: organization design and development; problem solving; motivation techniques for staff.
	Preferred	Organization culture; marketing and communication techniques; leading change; leadership and team building; strategic planning.
Relevant Certifications/ Designations	Minimum	FMP
	Preferred	RPA, FMA, CFM
Specific Education	Minimum	BA or BS in business management, architecture, or engineering
	Preferred	BA or BS in FM business management, architecture, or engineering; advanced degree in organization design/development
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
Memberships	Minimum	1 relevant industry organization (e.g., BOMA, IFMA, CCIM, etc.)
Other Educational Activities (Publications, etc.)	Minimum	Continuing education classes in FM
	Preferred	Continuing education classes in FM and OD; published in FM Journal, BOM, Today's Facility Manager

Real Estate Investment and Finance

Topic Competencies	Minimum	Instructor should have experience with the following: direct, hands-on experience in the acquisition and disposition of CRE assets (pro forma development, due diligence, transaction management prospecting to closings), leasing, financing, project commissioning.
	Preferred	Ground-up development experience; multiple property portfolio acquisition/disposition; experience in a variety of categories of CRE asset type (office, industrial, multifamily, retail); environmental risk assessment; sustainability factors; code issue awareness. Current capitalization and lending rates in the marketplace; prevailing debt-to-equity ratios.
Relevant Certifications/ Designations	Minimum	RPA; real estate broker's license
	Preferred	CCIM; CPA; SIOR; MAI
Specific Education	Minimum	Bachelor's Degree in business, finance, real estate, appraisal, or accounting
	Preferred	Master's of Business Administration in finance, real estate or accounting, or JD degree with a practice concentrating in real estate
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
Memberships	Minimum	NAIOP, ULI, BOMA, IREM, ICSC, American Board of Realtors, Appraisal Institute, AICPA
Other Educational Activities (Publications, etc.)	Minimum	Continuing update of CEUs to maintain valid certifications and licenses
	Preferred	Industry organization (leadership roles); current working relationships with banks, mortgage bankers, institutional lenders, and investors; sustainability awareness (USGBC, LEED, etc.)

Refrigeration Systems and Accessories

Topic Competencies	Minimum	Instructor should have an advanced knowledge of the HVAC and refrigeration properties, systems, applications, components, auxiliary devices, and controls.
	Preferred	Practical field experience as refrigeration technician.
Relevant Certifications/ Designations	Minimum	Master Refrigeration, Master HVAC, or state-issued HVAC or refrigeration license
Specific Education	Minimum	SMA, SMT, or Technical School Training
	Preferred	Bachelor's Degree, 2 years technical training in refrigeration
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
Memberships	Minimum	ASHRAE, State Trade Association, 1 relevant industry organization (e.g., BOMA, IFMA, CCIM, etc.)
Other Educational Activities (Publications, etc.)	Minimum	Continuing update of CEUs to maintain valid certifications and licenses
	Preferred	Universal Certified

The Design, Operation, and Maintenance of Building Systems, Part I

Topic Competencies	Minimum	Instructor should have an advanced knowledge of the building design, construction, and post-construction process. Instructor should have knowledge of project management, contract negotiation, and how to care for the building once design is complete. Instructor should also understand the materials, the material differences, proper application and installation procedures of materials and topics covered in the coursebook.
	Preferred	Field experience managing a construction project or building operation experience in LEED or Class 1 building environment.
Relevant Certifications/ Designations	Minimum	RPA, FMA, AIA license, Certified Project Manager certification or Construction Industry equivalent
	Preferred	ASHARE , SMA
Specific Education	Minimum	Associate's Degree or 2 years technical degree
	Preferred	Bachelor's Degree
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
Memberships	Minimum	1 relevant industry organization (e.g., BOMA, IFMA, CCIM, etc.)
Other Educational Activities (Publications, etc.)	Minimum	Continuing update of CEUs to maintain valid certifications and licenses
	Preferred	Industry organization leadership roles

The Design, Operation, and Maintenance of Building Systems, Part II

Topic Competencies	Minimum	Instructor should have an advanced knowledge of the building design, construction, and post-construction process. Instructor should have knowledge of how to care for the building once the design is complete. Instructor should also understand the materials, the material differences, proper application and installation procedures of material and topics covered in the coursebook.
	Preferred	AIA license, Certified Project Manager certification, or Construction Industry equivalent. Field experience managing a construction project or building operation experience in LEED or Class 1 building environment.
Relevant Certifications/ Designations	Minimum	RPA, AIA license, Certified Project Manager certification or Construction Industry equivalent
	Preferred	ASHARE , SMA
Specific Education	Minimum	Associate's Degree or 2 years technical degree
	Preferred	Bachelor's Degree
Teaching Experience	Minimum	3+ years' experience training in a small or large group setting for company employees, corporate training, or similar educational training
Memberships	Minimum	1 relevant industry organization (e.g., BOMA, IFMA, CCIM, etc.)
Other Educational Activities (Publications, etc.)	Minimum	Continuing update of CEUs to maintain valid certifications and licenses
	Preferred	Industry organization leadership roles