

**YOUR CURRENT CREDENTIALS CAN EARN YOU VALUABLE COURSE CREDITS!**



Independent Institute for Property  
and Facility Management Education

## Competency Credits

### What Is Competency?

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

1. Industry Competency: credit for completion of certain professional training courses or programs relating to the property and facility management industry.
2. 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:

- 3 courses in the RPA® or FMA® designation program
- 2 courses in the SMT® designation program
- 1 of the remaining SMA® courses
- BONUS: Some industry credentials qualify you to receive credit for MORE than the maximum courses allowed. See the full list on the following pages.

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. **Please note that all application fees are nonrefundable.**

Applicants are strongly encouraged to read the descriptions of the BOMI International courses for which they wish to receive credit. BOMI course descriptions can be found at [www.bomicanada.ca](http://www.bomicanada.ca).

If you have any questions, contact BOMI Education Canada at 1.800.867.6049.

# Competency Credit Application

## General Information

Your name: \_\_\_\_\_

BOMI ID#: \_\_\_\_\_

Preferred address:  home  business

(If you don't have a BOMI ID#, leave blank)

home street address \_\_\_\_\_

home phone \_\_\_\_\_

province, postal code \_\_\_\_\_

mobile phone \_\_\_\_\_

company name \_\_\_\_\_

work phone \_\_\_\_\_

company address \_\_\_\_\_

email address \_\_\_\_\_

province, postal code \_\_\_\_\_

## Application Options

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

STEP 1	Check one:			
	<input type="radio"/> BOMI-HP®	currently enrolled in a program	\$0	
	<input type="radio"/> FMA®	OR 1 <sup>st</sup> designation enrolment fee	\$252	\$ _____
	<input type="radio"/> RPA®	OR 2 <sup>nd</sup> or 3 <sup>rd</sup> enrolment fee	\$110	
<input type="radio"/> SMT®				
<input type="radio"/> SMA®				
<input type="radio"/> PAC certificate				
<input type="radio"/> PMFP certificate				
STEP 2	Competency application fee (from worksheet on the next two pages)			\$ _____
TOTAL				\$ _____

To process your competency application:

- Include payment of the enrolment 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 list on next page).
- Competency guidelines are not flexible, and application fees are nonrefundable.
- You must have earned at least a C for any college or university course you wish to use to receive BOMI International credit.
- Academic courses completed more than 7 years prior to your application date do not qualify without a signed confirmation from your supervisor that the knowledge and skills from the course are still relevant to your role.

## Payment Options

Send cheque payable to **BOMI Education Canada, Dept 400147, PO Box 4375 STN A, Toronto ON M5W 0T3. All application fees are nonrefundable.**

Credit Card: <input type="radio"/> Visa <input type="radio"/> MasterCard	Billing Address: _____
Name on Card: _____	_____
Card Number: _____	_____
Expiration Date: _____	_____

# BOMI-Approved Competency Credits

Industry Competency	Fee	Course Credit Awarded	Verification Required
○ Completion of BOMI courses <i>The Design, Operation, and Maintenance of Building Systems, Parts I and II</i> with a passing grade	No Fee	<i>Building Design and Maintenance</i>	None
○ Current BOMI SMT® Designation and completion of the BOMI course <i>Building Design and Maintenance</i> with a passing grade	No Fee	<i>The Design, Operation, and Maintenance of Building Systems, Parts I and II</i>	None
○ LEED Green Associate or LEED-AP (USGBC)	\$235	<i>High-Performance Sustainable Building Principles</i>	Proof of current LEED credential
○ Licensed Architect	\$235	<i>The Design, Operation, and Maintenance of Building Systems, Part I</i>	Copy of current license
○ MAI Member Appraisal Institute	\$235	<i>Real Estate Investment and Finance</i>	Proof of MAI
○ CCIM Course CI104 Investment Analysis for Commercial Investment Real Estate	\$235	<i>Real Estate Investment and Finance</i>	Course certificate
○ CPA Certified Public Accountant ○ CGA Certified General Accountant	\$235	<i>Budgeting &amp; Accounting</i>	Proof of current CPA or CGA
○ CLS Certified Leasing Specialist	\$235	<i>Leasing and Marketing for Property Managers</i>	Proof of current CLS
○ SIOR Society of Industrial Office Realtors	\$235	<i>Leasing and Marketing for Property Managers</i>	Proof of current SIOR
○ CIH Certified Industrial Hygienist	\$235	<i>Environmental Health and Safety Issues</i>	Proof of current CIH
○ ProFM (ProFM Institute)	\$235	<i>Fundamentals of Facilities Management</i>	Proof of current ProFM credential
○ CPM Certified Property Manager (IREM)	\$650	<i>Real Estate Investment and Finance Law and Risk Management Leasing and Marketing for Property Managers Ethics Is Good Business RPA® Experience Requirement</i>	Proof of current CPM
○ CCIM Certified Commercial Investment Member	\$500	<i>Real Estate Investment and Finance Ethics Is Good Business Asset Management (completes elective requirement) RPA® Experience Requirement</i>	Proof of current CCIM and copy of all course certificates
○ Professional Engineer (Mechanical)	\$235	<i>The Design, Operation, and Maintenance of Building Systems, Part I</i>	Copy of current license
○ Professional Engineer (Mechanical or Electrical)	\$470	<i>Boilers, Heating Systems, and Applied Mathematics Electrical Systems and Illumination</i>	Copy of current license
○ EIT Engineer in Training	\$470	<i>Boilers, Heating Systems, and Applied Mathematics Electrical Systems and Illumination</i>	Proof of current EIT
○ BOC I and II—Building Operator Certification, Level I and Level II (Northwest Energy Efficiency Council)	\$470	<i>Energy Management and Controls Electrical Systems and Illumination</i>	Copy of BOC I & BOC II certificates

○ BES I—Building Environmental Systems Operator Class I Programs	\$1,175 (fee waived for Seneca College students)	<i>Competency will be granted for the five SMT® courses upon enrolment in the SMA® designation.</i>	Copy of completion certificate
○ BST—SIASST	\$1,175	<i>SMT® Designation.</i>	Proof of BST
○ Power Engineer, 1st or 2nd Class (All Provinces excluding Quebec)	\$705	<i>Boilers, Heating Systems, and Applied Mathematics Refrigeration Systems and Accessories Electrical Systems and Illumination</i>	Proof of current status
○ Power Engineer, 3rd or 4th Class (All Provinces excluding Quebec)	\$235	<i>Boilers, Heating Systems, and Applied Mathematics</i>	Proof of current status
○ E-Energy Training (BOMA BC)	\$235	<i>Energy Management and Controls</i>	Copy of completion certificate
○ Provincial Certified Journeyman Electrician	\$235	<i>Electrical Systems and Illumination</i>	Copy of current license

## 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.

Application fee is \$235 per course. **Please note that this fee is nonrefundable.**

BOMI course	Guidelines *(Must have been completed within the past 7 years)	Enter applicable college course codes and course names
○ <i>The Design, Operation, and Maintenance of Building Systems, Part I</i>	Architectural Degree from a four-year accredited college or university.	
○ <i>Real Estate Investment and Finance</i>	Six college credit hours of finance courses from an accredited college or university, to include 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. <b>MUST INCLUDE A FINANCIAL MANAGEMENT COURSE.</b>	
○ <i>Environmental Health and Safety Issues</i>	Six college credit hours of environmental law courses from an accredited college or university, to include 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.	
○ <i>Law and Risk Management</i>	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: <ul style="list-style-type: none"> <li>• <b>Law courses:</b> real estate conveyance and finance; real property ownership types; business owner/employee relationships; leasing; landlord-tenant relationships; and environmental law and land use regulations.</li> <li>• <b>Risk management:</b> property and business income insurance; general liability; umbrella insurance; workers' compensation; liability for professionals, directors, and officers; and environmental liability.</li> </ul>	
○ <i>Budgeting and Accounting</i>	Six college credit hours of accounting courses from an accredited college, to include 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.	
○ <i>Managing the Organization</i>	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.	
○ <i>Electrical Systems and Illumination</i>	Six college credit hours in electrical engineering from an accredited college or university.	
Nonrefundable application fee: \$235 x number of courses		\$_____

\*If you completed your college education more than 7 years ago, you may still qualify.  
Contact BOMI Education Canada for details at 1.800.867.6049 or [service@bomicanada.ca](mailto:service@bomicanada.ca).

For internal review

Recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

## CONFIDENTIAL Transcript Request Form

### 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 name: \_\_\_\_\_

Alternate name: \_\_\_\_\_  
(if you attended school under a different name)

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

Province and Postal Code: \_\_\_\_\_

Phone #s (list in order of preference): \_\_\_\_\_

Name of College or University: \_\_\_\_\_

School attended within University (if applicable): \_\_\_\_\_

Enrolment Date: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Learner 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 International. 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 Shared Services, Attn: Competency Committee  
900 Bestgate Road, Suite 206, Annapolis, MD 21401

A copy of this form must be attached to the transcript when received at BOMI International.  
Transcripts received without the attachment will be returned to you.

If you have any questions regarding this request, please contact BOMI Education Canada at  
800.867.6049.

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