



REGISTRATION FORM

BUILDING OPERATOR CERTIFICATION (BOC®) is a nationally recognized professional development program for building operators interested in identifying and implementing energy saving opportunities in their facilities. Certification is competency-based and offered at two levels - Level I and II. BOC Level I emphasizes energy efficient building operation and maintenance practices, while BOC Level II emphasizes equipment preventive maintenance and troubleshooting.

WHO SHOULD ATTEND

M&O Managers and Supervisors, Building Engineers, Building Managers, HVAC Technicians, Energy Managers and others in the facilities profession.

BOC Level I is designed for operators with two or more years experience in building operation and maintenance who wish to broaden their knowledge of the total building system. Individuals certified at Level I have demonstrated competence in evaluating their facility's HVAC operation, lighting and electrical system, energy consumption and maintenance status. Level I certification candidates must attend seven classes (74 hours), and successfully complete open book exams and work-site application projects.

LEVEL I CLASSES

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BOC 101 – Building Systems Overview	BOC 105 – O&M Practices for Sustainable Buildings
BOC 102 – Energy Conservation Techniques	BOC 106 – Indoor Air Quality
BOC 103 – HVAC Systems and Controls	BOC 107 – Facility Electrical Systems
BOC 104 – Efficient Lighting Fundamentals	

BOC Level II is designed for experienced facility staff who have received Level I certification or have equivalent education and training. Individuals certified at Level II will be able to demonstrate advanced skills in maintaining, troubleshooting, and optimizing the performance of building systems. Level II certification candidates must attend four core classes and two elective classes (61 hours), and successfully complete open-book exams and work-site application projects.

LEVEL II CORE CLASSES

LEVEL II SUPPLEMENTAL CLASSES (two per full series)

BOC 201 – Preventive Maintenance & Troubleshooting Principles	BOC 210 – Advanced Indoor Air Quality
BOC 202 – Advanced Electrical Diagnostics	BOC 211 – Motors in Facilities
BOC 203 – HVAC Troubleshooting & Maintenance	BOC 212 – Water Efficiency for Building Operators
BOC 204 – HVAC Controls & Optimization	BOC 213 – Electric Control Circuits
	BOC 214 – Introduction to Building Commissioning
	BOC 215 – Electric Motor Management
	BOC 216 – Enhanced Automation and Demand Reduction

RECOGNITION & ACCREDITATION

- International Facility Management Association (IFMA)
- Building Owners and Managers Institute (BOMI)
- American Hotel and Lodging Association
- National School Plant Management Association (NSPMA)
- Local chapters of the American Society of Hospital Engineers and the National School Plant Managers Association

SPONSORS

BOC is offered in partnership with Bay State Gas, Cape Light Compact, Berkshire Gas, Efficiency Maine, Long Island Power Authority, National Grid/KeySpan, NStar, NYSERDA, Unitil and Western Massachusetts Electric.

COURSE SCHEDULES & LOCATIONS

BOC training is held in locations throughout the Northeast. Current schedules and locations can be found at www.theBOC.info/ne.



BUILDING OPERATOR CERTIFICATION REGISTRATION FORM – NORTHEAST

The registration fee for Level I or Level II course series is \$1,375 per participant. It includes classroom instruction, a set of course handbooks, project assignments, and certification recognition materials. Participants who qualify for certification will receive a BOC certificate, identification card, recognition letters to their employer, and a listing in the BOC Bulletin, a semi-annual newsletter.

PLEASE COMPLETE ALL THAT APPLY.

I would like to register for a BOC certification course series.

Course Location (select city from schedule): _____ Level _____

Standard Fee – \$1,375

Maine Residents: State Agency fee for registrants residing in Maine – \$550*
 Federal Agency and Private Sector fee for registrants residing in Maine – \$850*

**Discount provided courtesy of Efficiency Maine*

BOC registrants are eligible for tuition rebates from their sponsoring utility or energy efficiency program of \$100 upon earning the BOC credential and \$200 upon submittal of an approved incentive application for an energy efficiency project at their facility. Maximum rebate is \$300

Single class name: _____ Course # _____

Single classes (\$225/1-day and \$350/2-day).

Enclosed is a **check (payable to NEEC)** or **purchase order** or **credit card information**

Credit Card Payment: **Only** **Visa** **Master Card** or **American Express**

Card #: - - - Expiration Date: ____ / ____ ID Number: _____

Credit Card Printed Name: _____ Signature: _____

Registrant's Name _____ Title _____

Employer _____ Industry _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ E-mail _____

Supervisor's Name _____ Phone _____

Supervisor's E-mail _____ Facility Size (sq. ft.) _____

Utility Company serving your facility (**Required** – check those that apply)

- Bangor Hydro Electric Bay State Gas Berkshire Gas Cape Light Compact Central Maine Power LIPA
 Maine Public Service National Grid/KeySpan Northeast Utilities NStar Unilif Western Massachusetts Electric

Send registration form and payment to: BOC Program, NEEC • 605 1st Ave, Suite 401 • Seattle, WA 98104
Fax: 206-292-4125 • **Fed ID:** 91-1678969

Questions? *Phone:* 1-877-850-4793 • *E-mail:* BOCinfo@theBOC.info • *Web site:* www.theBOC.info

Substitution, Transfer and Cancellation Policy

If you are unable to attend a course for which you have registered, you may substitute another person in your place, or transfer your registration to another date and location without penalty. Call or fax the office for a schedule of other dates and locations. If you opt to cancel your registration, all cancellations must be made in writing. No refunds will be provided for registrations canceled within 3 business days of the first course date. A \$150 service charge will be assessed for registrations canceled less than 15 days prior to the first course date.

