



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 (56 hours), and successfully complete open book exams and work-site application projects.

LEVEL I CLASSES

BOC 101 – Building Systems Overview	BOC 105 – Environmental Health & Safety Regulations
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	

LEVEL I CLASSES

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 (49 hours), and successfully complete open-book exams and work-site application projects.

LEVEL II CORE CLASSES

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

LEVEL II SUPPLEMENTAL CLASSES (two per full series)

RECOGNITION & ACCREDITATION

- International Facility Management Association (IFMA)
- Building Owners and Managers Institute (BOMI)
- National Association of Power Engineers (NAPE)
- Lane Community College (OR) & Lower Columbia College (WA)
- Electrician re-licensing (WA Dept. of Labor & Industries)
- Local chapters of the American Society of Hospital Engineers and the National School Plant Managers Association.

SPONSORS

BOC is offered in partnership with the Avista Utilities, Puget Sound Energy, Seattle City Light, Snohomish PUD, Tacoma PUD and the Northwest Energy Efficiency Alliance.

COURSE SCHEDULES & LOCATIONS

BOC training is held in locations throughout Washington. Current schedules and locations can be found at www.theBOC.info/wa. Classes are held once a month on a weekday from 8:00 am to 4:00 pm.



BUILDING OPERATOR CERTIFICATION REGISTRATION FORM – WASHINGTON

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 _____

Full course series - \$1,375 (Group rates available for 3 or more from same company. (Please inquire).

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

Single class name: _____ Course # _____

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 _____

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)

Puget Sound Energy Seattle City Light Tacoma Power Other _____

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:* 206-292-4793, ext. 2 • *E-mail:* tsquillace@comcast.net • *Web site:* www.theBOC.info

For full course descriptions of BOC Level I and II, visit our web site.

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.

