

# 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 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.

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 BOMI International 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 International'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, and 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 International 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 International 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 International course, students supply three professional/supervisory references, who are contacted by BOMI International. Applications can be obtained by calling BOMI International 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 Customer Development Team at 1-800-235-BOMI (2664).

The information contained in this brochure is current as of 1/2014.

## 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 International credit. Guidelines achieved more than 7 years prior to the date application is made will not qualify for Competency credit. Does not include course-book, however, you may purchase the coursebook by contacting BOMI International.

<i>Approved Guidelines</i>	<i>Eligible Courses</i>	<i>Cost</i>
<b>Successful completion of BOMI International courses</b> <i>The Design, Operation, and Maintenance of Building Systems, Parts I and II</i>	Building Design and Maintenance	FREE
<b>Successful completion of BOMI International's SMT® Designation</b> plus the SMA® course <i>Building Design and Maintenance</i>	The Design, Operation, and Maintenance of Building Systems, Parts I & II	FREE
<b>Architectural Degree</b> from a four-year accredited college or university or licensed architect	The Design, Operation, and Maintenance of Building Systems, Part I	\$225.00
<b>Six college credit hours of finance courses</b> 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	\$225.00
<b>Six college credit hours in the environmental discipline</b> from an accredited college or university or the equivalent in ACE college credit hour recommendations	Environmental Health and Safety Issues	\$225.00
<b>CPA Designation</b>	Budgeting and Accounting	\$225.00
<b>Six college credit hours in accounting courses</b> from an accredited college or university or the equivalent in ACE College credit hour recommendations	Budgeting and Accounting	\$225.00
<b>Three Non-Introductory college credit hours each of Law and Risk Management courses</b> from an accredited college or university or the equivalent in ACE College credit hour recommendations	Law and Risk Management	\$225.00
<b>Professional Engineer/Mechanical</b>	The Design, Operation, and Maintenance of Building Systems, Part I	\$225.00
<b>MAI Member Appraisal Institute</b>	Real Estate Investment and Finance	\$225.00
<b>CSM Certified Shopping Center Manager</b>	Fundamentals of Real Property Administration	\$225.00
<b>CLS Certified Leasing Specialist</b>	Leasing and Marketing for Property Managers	\$225.00
<b>SIOR Society of Industrial Office Realtors</b>	Leasing and Marketing for Property Managers	\$225.00
<b>CIH Certified Industrial Hygienist</b>	Environmental Health and Safety Issues	\$225.00
<b>BOMA International's Foundations of Real Estate Management</b>	Fundamentals of Real Property Administration	\$225.00
<b>Six college credit hours in electrical engineering</b> from an accredited college or university or the equivalent in ACE college credit hour recommendations	Electrical Systems and Illumination	\$200.00
<b>Utah Electrical Licenses</b> (Includes Residential Journeyman, Journeyman Electrician, Residential Master)	Electrical Systems and Illumination	\$200.00
<b>Professional Engineer/Mechanical or Electrical</b>	Boilers, Heating Systems, and Applied Mathematics Electrical Systems and Illumination	\$400.00
<b>EIT Engineer in Training</b>	Boilers, Heating Systems, and Applied Mathematics Electrical Systems and Illumination	\$400.00
<b>Successful Completion of the Northwest Energy Efficiency Council's (NEEC) Building Operator Certification Level 1 (BOC 1) and Level II (BOCII) programs</b>	Energy Management and Controls Electrical Systems and Illumination	\$400.00
<b>Six college credit hours in Business Administration, Business Management, and/or Business Communications</b> 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.	Managing the Organization	\$225.00

## 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 coursebook, however, you may purchase the coursebook by contacting BOMI International.

**Approved Guidelines**  
**Cost**

**Eligible Courses**

### CPM Certified Property Manager

Real Estate Investment and Finance	\$600.00
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	\$450.00
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 International's Customer Development Team at 1-800-235-2664.

**Eligible Courses**

**Cost**

The Design, Operation, and Maintenance of Building Systems, Part I	\$670.00
The Design, Operation, and Maintenance of Building Systems, Part II	\$670.00
Real Estate Investment and Finance	\$670.00
Environmental Health and Safety Issues	\$670.00
Fundamentals of Real Property Administration	\$670.00
Leasing and Marketing for Property Managers	\$670.00
Asset Management	\$670.00
Law and Risk Management	\$670.00
Budgeting and Accounting	\$670.00
Fundamentals of Facilities Management	\$670.00
Technologies for Facilities Management	\$670.00
Facilities Planning and Project Management	\$670.00
Boilers, Heating Systems, and Applied Mathematics	\$570.00
Refrigeration Systems and Accessories	\$570.00
Air Handling, Water Treatment, and Plumbing Systems	\$570.00
Electrical Systems and Illumination	\$570.00

## Competency By Review Guidelines (cont.)

<i>Eligible Courses</i>	<i>Cost</i>
Energy Management and Controls	\$570.00
Building Design and Maintenance	\$670.00
Managing the Organization	\$670.00

### **Policies:**

- Competency by Review, Subject Matter Experts, 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, Subject Matter Experts 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.
- 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.

