



BUILDING OPERATOR CERTIFICATION REGISTRATION FORM – NORTHEAST

BUILDING OPERATOR CERTIFICATION (BOC®) is a nationally recognized, competency-based training and certification program that offers facilities personnel the improved job skills and knowledge to transform workplaces to be more comfortable, energy-efficient and environmentally friendly. 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.

CORE LEVEL I CLASSES

- BOC 1001 – Energy Efficient Operation of Building HVAC Systems
- BOC 1002 – Measuring and Benchmarking Energy Performance
- BOC 1003 – Efficient Lighting Fundamentals
- BOC 1004 – HVAC Controls Fundamentals
- BOC 1005 – Indoor Environmental Quality
- BOC 1006 – Common Opportunities for Low-Cost Operational Improvement

SUPPLEMENTAL CLASSES *(1 offered per course series)*

- BOC 1007 – Facility Electrical Systems
- BOC 1008 – Operation & Maintenance Practices for Sustainable Buildings
- BOC 1009 – Building Scoping for Operational Improvement
- BOC 1010 – Energy Efficient Ventilation Strategies and High Performance Heating and Cooling Equipment
- BOC 1011 – Energy Efficient Ventilation Strategies and Energy Savings through Energy Recovery
- BOC 1012 – High Performance Heating and Cooling Equipment and Energy Savings through Energy Recovery

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.

CORE LEVEL II CLASSES

- BOC 200 – Energy Management Planning
- BOC 201 – Preventive Maintenance & Troubleshooting Principles
- BOC 202 – Advanced Electrical Diagnostics
- BOC 203 – HVAC Troubleshooting & Maintenance
- BOC 204 – HVAC Controls & Optimization

SUPPLEMENTAL CLASSES *(1 offered per course series)*

- BOC 210 – Advanced Indoor Air Quality
- BOC 211 – Motors in Facilities
- BOC 212 – Water Efficiency for Building Operators
- BOC 213 – Mastering Electric Control Circuits
- BOC 214 – Introduction to Building Commissioning
- BOC 215 – Electric Motor Management
- BOC 216 – Enhanced Automation and Demand Reduction

RECOGNITION & ACCREDITATION

- 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, NYSEDA, 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. Classes are held once a month on a weekday from 8:00 am to 3:00 pm.



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The registration fee for Level I or Level II course series is \$1,695 (\$1,395 for second registrant and more, from same organization, in same series). 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. Please write in the date and location of the course series you wish to attend (dates & locations can be found at www.theBOC.info/ne):

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

Scheduled Start Date (dd/mm/yy): ____ / ____ / ____

Full course series - \$1,695 (\$1,395 for second registrant and more, from same organization, in same series).

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

Single class name: _____ Course # _____

PAYMENT METHOD Credit Card (preferred payment method) Visa MC AMEX Purchase Order Check enclosed (payable to NEEC)

Card #: - - - Total \$ _____ Expiration Date: ____ / ____ CVV # _____

Credit Card Printed Name: _____ Signature: _____

REGISTRANT'S INFORMATION

Name _____ Title _____ Gender: Male Female

Employer _____

Address _____ City _____ State _____ ZIP _____

Phone _____ Fax _____ E-mail _____

Supervisor's Name _____ Phone _____

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

Is the BOC credential required by your employer? Yes No

UTILITY COMPANY SERVING YOUR FACILITY (Check all 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
- Unitil
- Western Mass. Electric

INDUSTRY SECTOR (Check one that applies)

- College/University
- Government (federal)
- Government (state)
- Government (city/county)
- Other (describe) _____
- Healthcare
- Hospitality
- K-12 School
- Manufacturing
- Military
- Property Management
- Retail

SEND REGISTRATION FORM & 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.

Note: Prices listed are valid through 2015 only. Visit our website to confirm fees after 2015.