



# BUILDING OPERATOR CERTIFICATION REGISTRATION FORM – NORTHEAST

**BUILDING OPERATOR CERTIFICATION (BOC®)** helps building engineers, maintenance supervisors and others in the skilled trades advance their skills and careers in energy efficient operation of commercial buildings.

Enroll now to gain essential skills through hands-on training and a professional credential in energy efficient building maintenance. BOC training includes documentation of building equipment, systems and controls; benchmarking the building's performance; updating occupancy profiles; reviewing HVAC systems and operation; and mapping the facility's electrical distribution system. BOC Level I emphasizes energy efficient building operation and maintenance practices. BOC Level II emphasizes equipment preventive maintenance and troubleshooting.

## WHO SHOULD ATTEND

O&M 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 of experience in building operation and maintenance who wish to broaden their knowledge of the total building system. Individuals completing Level I will receive a Training Certificate of Completion (TCOC) and may choose to take the BOC Certification Exam if eligible. A BOC Level I course series includes seven classes, work-site projects, and open-book tests (74 hours).

### 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 earned their BOC Certification or a Level I TCOC and want more advanced training. A BOC Level II course series includes six classes, work-site projects, and open-book tests (61 hours).

### CORE LEVEL II CLASSES

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

### SUPPLEMENTAL CLASSES *(2 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 Efficiency Maine, Eversource MA and National Grid.

## COURSE SCHEDULES & LOCATIONS

BOC training is held in locations throughout the Northeast. Current schedules and locations can be found at [www.theBOC.info/ne](http://www.theBOC.info/ne). Classes are held on a weekday from 8:00 am to 3:00 pm.



# BUILDING OPERATOR CERTIFICATION REGISTRATION FORM – NORTHEAST

The registration fee for Level I or Level II course series is \$1,895 (\$1,595 for second registrant and more, from same organization, in same series). It includes classroom instruction, a set of course handbooks, project assignments, and Training Certificate of Completion (TCOC) if eligible. To become certified you must take and pass the Certification Exam.

### PLEASE COMPLETE ALL THAT APPLY.

I would like to register for a BOC 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](http://www.theBOC.info/ne)):

Course Location (select city from schedule): \_\_\_\_\_ Level \_\_\_\_\_

Scheduled Start Date (mm/dd/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Full course series - \$1,895 (\$1,595 for second registrant and more, from same organization, in same series).

BOC Certification Exam fee: \$285

Single classes (\$250/1-day and \$385/2-day).

Single class name: \_\_\_\_\_ Course # \_\_\_\_\_

Total Due: (registration+exam fee, if applicable) \$ \_\_\_\_\_

### 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.) \_\_\_\_\_

### UTILITY COMPANY SERVING YOUR FACILITY (Check all that apply)

- Bangor Hydro Electric
- Bay State Gas
- Berkshire Gas
- Cape Light Compact
- Central Maine Power
- Eversource MA
- Maine Public Service
- National Grid
- Northeast Utilities
- 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  
1200 12th Ave S, Ste 110  
Seattle, WA 98144  
Fax: 206-292-4125 / Fed ID: 91-1678969

### QUESTIONS?

Phone: 1-877-850-4793  
E-mail: [BOCinfo@theBOC.info](mailto:BOCinfo@theBOC.info)  
Web site: [www.theBOC.info](http://www.theBOC.info)

### SUBSTITUTION, TRANSFER AND CANCELLATION POLICY

If you are unable to attend the 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. Visit [www.theBOC.info](http://www.theBOC.info) to view a schedule of other dates and locations. The examination fee is nontransferable but is refundable (minus a \$50 processing fee) if the candidate notifies NEEC of the test cancellation and refund request in writing no later than 14 days prior to the examination date.

**Note: Prices listed are valid through 2019 only. Visit our website to confirm fees after 2019.**