



BUILDING OPERATOR CERTIFICATION

REGISTRATION FORM

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 prepares building operators to evaluate the operational performance of their buildings with a focus on improving energy efficiency.

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 provides an overview of the building shell and reviews the design and maintenance of energy-using systems and equipment. A level I course is made up of six core classes and one supplemental class.

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 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 1013 – Smart Buildings Fundamentals
- BOC 1014 – Electrification and Building Operations

BOC LEVEL II will prepare operators to evaluate the operational performance of their buildings with a focus on improving energy efficiency. Operators will learn how to collect and analyze building data in order to prepare a building walk-through plan to identify opportunities to improve performance. Level II courses are made up of five core classes and one supplemental class.

CORE LEVEL II CLASSES

- BOC 2001A&B – Building Scoping for Operational Improvements
- BOC 2002 – Optimizing HVAC Controls for Energy Efficiency
- BOC 2003 – Introduction to Building Commissioning
- BOC 2004 – Water Efficiency for Building Operators
- BOC 2005 – Project Peer Exchange Day

SUPPLEMENTAL CLASSES *(1 offered per course series)*

- BOC 2010 – Preventive Maintenance and Troubleshooting Principles
- BOC 2011 – Motors in Facilities
- BOC 2012 – Advanced Electrical Systems Diagnostics
- BOC 2013 – Mastering Electric Control Circuits
- BOC 2014 – Enhanced Automation and Demand Reduction

For detailed course descriptions, visit our website at <http://www.theboc.info/certification/course-descriptions/>

COURSE SCHEDULES & LOCATIONS

BOC training is delivered in person or via Zoom (depending on the location). To see schedules for each region, visit the following websites:

- Northwest (Washington, Idaho and Montana): www.theBOC.info/nw
- California: www.theBOC.info/ca
- Northeast states: www.theBOC.info/ne



BUILDING OPERATOR CERTIFICATION REGISTRATION FORM

Registration fees are shown below and include class instruction, a set of course handbooks, a Project Workbook, and Training Certificate of Completion (TCOC) if eligible. To earn your BOC Certification 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 start date and name of the course series you wish to attend.

Course Name (example: "2023 Northwest Fall Level I"): _____ Level (I or II) _____

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

Standard Full Course Series Fee – **\$2,095** Other Registration Fee \$ _____

BOC Certification Exam fee: **\$285**

Single classes (**\$300/1-day and \$450/2-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.) _____

Is the BOC credential required by your employer? Yes No

REQUIRED: PLEASE SHIP CLASS MATERIALS VIA UPS TO THIS ADDRESS (No PO Boxes) Address below is: commercial residential

Name _____ Company _____
(if shipping to a commercial address)

Address _____ City _____ State _____ ZIP _____

UTILITY COMPANY/COMPANIES SERVING YOUR FACILITY

(Check all that apply)

- _____
- _____
- _____

INDUSTRY SECTOR (Check one that applies)

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

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
WEBSITE: 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 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 2023 only. Visit our website to confirm fees after 2023.