



Continuing Professional Development Requirement
DOCUMENTATION FORM

Please read the Continuing Professional Development (CPD) brochure before completing this form. If you have any questions, call the Institute at 1-800-235-BOMI (2664) for assistance. Submit this Documentation Form when the full 18 points have been completed and attach supporting verification as described in the CPD brochure. All documented CPD points must be completed during the cycle indicated below. CPD points earned outside of your current cycle will not apply.

BOMI Institute ID Number (if known): BOMI Institute Designation — Check all that apply: RPA FMA SMA

If information has changed, please make corrections below.

Name: Mr., Mrs., Ms.

Mailing Address: Home Office

Address:

Address:

Address:

Address:

City: State/Province:

Zip/Postal Code:

Phone (Office):

Fax: E-mail:

YOUR CURRENT CPD CYCLE DATE: START DATE: STOP DATE:

(Your completed Documentation Form must be received at BOMI Institute by the Stop Date indicated above.)

OPTION 1 — Current Active Real Estate Sales/Broker Licenses

Real Estate Sales/Brokers Licenses - 18 CPD Points awarded for current active real estate sales/brokers License\*

The education that you complete to maintain your real estate sales/brokers license is applicable to the CPD program. Active real estate sales and brokers licenses held in all states, except New Jersey and Arizona, automatically earn 18 CPD points (also applies to licensed real estate sales/brokers in Alberta and Nova Scotia).

VERIFICATION REQUIRED: Please include a copy of your current active real estate sales/brokers license.

\* The Continuing Education requirement for New Jersey and Arizona real estate licenses does not fulfill the full 18 hour requirement. In addition to their active license, Arizona licensees must include verification of 3 additional CPD points. New Jersey licensees are not required to complete continuing education for license renewal, therefore this option is not applicable.

State/Province Valid From: to

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## OPTION 2 — *Course Credit*

Attach verification of successful completion of the course which includes the name of the sponsoring organization, title and date(s) of the program, your name, and the number of hours attended (for self-study courses list the number of hours necessary to complete the course as defined by the sponsoring organization). You may earn up to 18 points in this category.

**Eligible Courses/Programs (please refer to the enclosed List of Approved CPD Providers and Approved CPD Disciplines):**

- BOMI Institute Course/ShortCourse™**
- Course/Seminar/Workshop that covers an approved CPD discipline\***  
(Please refer to your CPD brochure for a list of approved disciplines.)
- Course/Seminar Sponsored by a BOMI Institute Approved CPD Provider**

**Please check appropriate box.** (Please include a copy of the course completion certificate/letter that clearly identifies the hours completed.)

- BOMI Institute**       **Approved CPD Discipline**       **Approved CPD Provider**

Course Title: \_\_\_\_\_  
Course Sponsor: \_\_\_\_\_ Course Discipline \_\_\_\_\_  
Location: \_\_\_\_\_  
Dates: \_\_\_\_\_ Hours Completed: \_\_\_\_\_

- BOMI Institute**       **Approved CPD Discipline**       **Approved CPD Provider**

Course Title: \_\_\_\_\_  
Course Sponsor: \_\_\_\_\_ Course Discipline \_\_\_\_\_  
Location: \_\_\_\_\_  
Dates: \_\_\_\_\_ Hours Completed: \_\_\_\_\_

- BOMI Institute**       **Approved CPD Discipline**       **Approved CPD Provider**

Course Title: \_\_\_\_\_  
Course Sponsor: \_\_\_\_\_ Course Discipline \_\_\_\_\_  
Location: \_\_\_\_\_  
Dates: \_\_\_\_\_ Hours Completed: \_\_\_\_\_

- BOMI Institute**       **Approved CPD Discipline**       **Approved CPD Provider**

Course Title: \_\_\_\_\_  
Course Sponsor: \_\_\_\_\_ Course Discipline \_\_\_\_\_  
Location: \_\_\_\_\_  
Dates: \_\_\_\_\_ Hours Completed: \_\_\_\_\_

- BOMI Institute**       **Approved CPD Discipline**       **Approved CPD Provider**

Course Title: \_\_\_\_\_  
Course Sponsor: \_\_\_\_\_ Course Discipline \_\_\_\_\_  
Location: \_\_\_\_\_  
Dates: \_\_\_\_\_ Hours Completed: \_\_\_\_\_

**TOTAL POINTS EARNED VIA OPTION 2: Hours of education completed X 1= \_\_\_\_\_ CPD points**

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### OPTION 3 — Professional Accomplishments

Please check the appropriate categories and attach required documentation. Two (2) CPD points will be awarded for every writing, presentation, and/or research hour needed to complete any of the projects described below. You may earn up to 18 points in this category. Please contact the CPD Coordinator if you are uncertain as to what you should enclose as verification. *You may earn credit for a specific activity only once, regardless of CPD cycle.*

- Publish an original article or research report in a national journal. A copy of the article must be enclosed.**

Journal: \_\_\_\_\_ Date of Publication: \_\_\_\_\_  
Number of Research Hours: \_\_\_\_\_ Number of Writing Hours: \_\_\_\_\_

- Participate as a presenter at a regional, national, or international conference on commercial property or a related topic. Verification must be enclosed.**

Sponsoring Organization/Conference: \_\_\_\_\_ Date of Presentation: \_\_\_\_\_  
Preparation Hours: \_\_\_\_\_ Presentation Hours: \_\_\_\_\_

- Serve as an instructor for any qualifying program (BOMI Institute, Approved CPD Discipline, Approved CPD Provider). Verification must be enclosed.**

Sponsoring Organization: \_\_\_\_\_ Discipline: \_\_\_\_\_  
Program/Course Title: \_\_\_\_\_ Program Dates: \_\_\_\_\_  
Preparation Hours: \_\_\_\_\_ Presentation Hours: \_\_\_\_\_

- Serve as an author/reviewer or member of an examination development workshop for any qualifying program (BOMI Institute, Approved CPD Discipline, Approved CPD Provider). Verification must be enclosed.**

Sponsoring Organization: \_\_\_\_\_ Discipline: \_\_\_\_\_  
Course Title: \_\_\_\_\_ Course Date(s): \_\_\_\_\_  
Hours Contributed: \_\_\_\_\_

**TOTAL POINTS EARNED VIA OPTION 3: Hours contributed X 2= \_\_\_\_\_ CPD points**

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### OPTION 4 — Board/Committee Memberships

You will receive six (6) points for each year you serve each organization as a board or committee member. You may earn up to 18 points in this category. Please contact the CPD Coordinator if you are uncertain as to what you should enclose for verification.

- Serve as a board or committee member for one or more organizations related to real estate, such as BOMI Institute, BOMA, IREM, IFMA, AEE, or ASHRAE (positions held at the local, regional, national and/or international level apply). Only the years parallel to your current three-year CPD cycle are applicable. Verification must be enclosed.**

Organization: \_\_\_\_\_ Position Held: \_\_\_\_\_ Year: \_\_\_\_\_ Points Earned: 6  
Organization: \_\_\_\_\_ Position Held: \_\_\_\_\_ Year: \_\_\_\_\_ Points Earned: 6  
Organization: \_\_\_\_\_ Position Held: \_\_\_\_\_ Year: \_\_\_\_\_ Points Earned: 6

**TOTAL POINTS EARNED VIA OPTION 4: Board/Committee Annual Memberships X 6= \_\_\_\_\_ CPD points**

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**OPTION 5 — Association/Professional Memberships**

You will receive two (2) points for each year you are an active member of each organization. Only the years parallel to your current three-year CPD cycle are applicable. A maximum of 12 points can be earned in this category.

- Maintain active membership in an industry association related to commercial property (memberships held at the local, regional, national and/or international level apply). Verification must be enclosed.**

Organization: \_\_\_\_\_ Membership Year: \_\_\_\_\_ Points Earned: 2

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Organization: \_\_\_\_\_ Membership Year: \_\_\_\_\_ Points Earned: 2

**Maximum Allowable Points: 12**

**TOTAL POINTS EARNED VIA OPTION 5: Annual Memberships X 2= \_\_\_\_\_ CPD points**

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**Total CPD Points Earned**

Write the number of CPD points earned via each option on the list below. The total number of all CPD points earned must equal or exceed 18 points.

**OPTION 1** Real Estate Sales/Brokers License \_\_\_\_\_ CPD Points Earned

**OPTION 2** Course Credit \_\_\_\_\_ CPD Points Earned

**OPTION 3** Professional Accomplishments \_\_\_\_\_ CPD Points Earned

**OPTION 4** Board/Committee Memberships \_\_\_\_\_ CPD Points Earned

**OPTION 5** Association/Professional Memberships \_\_\_\_\_ CPD Points Earned  
(maximum allowable points = 12)

**TOTAL** \_\_\_\_\_ CPD Points Earned

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Your completed Documentation Form must be received at BOMI Institute by the Stop Date noted on the front of this form. It is not necessary to include the CPD processing fee when submitting your completed Documentation Form.

All information provided by me in this Documentation Form represents education and/or accomplishments completed during my current CPD cycle, and is complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Completed Documentation Form and supporting verification should be sent to the following address:*

**U.S. Documentation**

BOMI Institute  
attn: CPD Coordinator  
1521 Ritchie Highway  
Arnold, Maryland 21012

**Canadian Documentation**

BOMI Canada  
attn: CPD Coordinator  
415 Yonge Street, Suite 901  
Toronto, ON M5B 2E7