

Enrollment Fees & Options

COURSE FEE:

- a. \$750-Administration

TESTING FEE:

- b. \$60 Testing Fee

SHIPPING FEE:

- c. \$18 Textbook Shipping Fee

CURRENT STUDENTS:

- d. I am already enrolled in the BOMI Institute's RPA/FMA designation.
- e. I am a BOMI designation holder who wants to enroll in a 2nd designation; I agree to pay the \$75 fee.
- f. I am a BOMI designation holder who wants to take a BOMI course for CPD credit (maximum 1 course every 3 years) NO ADDITIONAL ENROLLMENT FEE.

NEW STUDENTS:

- g. I am a new student who wants to enroll in BOMI's RPA or FMA designation. I agree to pay the \$175 fee.
- h. I am a new student who wants to take an individual course(s) only and I agree to pay the \$75 fee. If I take an individual course, then decide to enroll in a designation, the \$75 fee from the first course (only) may be applied toward the \$175 enrollment fee for my first designation.

ADDITIONAL FEES:

- i. \$100 BOMI Late Fee for late enrollment - 08/18/10 Deadline

TOTAL FEES:

Add course fee & item(s) above to determine amount due.

\$ _____

Course Materials include textbook and Key Concept Study Guide (KCSG). Students may pick up course materials beginning August 1, 2010 from the Dallas BOMA office.

Students can now have their materials shipped for an additional \$18 (per textbook) fee. Students that are not registered 10-business days prior to class start date will need to pick up course materials from the Dallas BOMA office. Contact the BOMA Dallas office prior to picking up course materials.

Payments DBEI accepts Checks, Visa and MasterCard only. Make checks payable to Dallas BOMA Education Institute (DBEI).



SMA Classroom Study Course ADMINISTRATION

Monday Nights | Las Colinas Towers | August 23-November 15 | 5-8pm

A requirement in the SMA designation. If you have staff members who report to you, or are working toward this goal, you need to develop the variety of skills related to managing people—and time. This course focuses on leadership skills, oral communication techniques, motivational and team-building strategies, and training programs. Through this course, you will develop the skills needed by managers in a maintenance environment, including the ability to plan, organize, schedule, delegate, budget, monitor, inspect, document, and write.

Topics include prioritization, needs analysis, resource development, resource management, and time management.

Learn communicating effectively with staff members, prioritizing competing responsibilities and solving problems and making decisions resulting in a safer workplace.

This course meets once a week on Monday nights from 5-8pm beginning Monday, August 23 through Monday, November 15 at Las Colinas Towers (Tower II, 225 E. John Carpenter Freeway, 3rd Floor Conference Room, Irving).

To register complete the information below and to the left and send to Michelle Lynn's attention at the BOMA Office.

Office Address PLEASE FILL OUT BOTH ADDRESSES & CHECK PREFERRED MAILING LOCATION Home Address

First Name _____ MI _____ Last Name _____

Title _____ Home Address _____

Company _____

Address _____ City _____ Zip _____

City _____ Zip _____ Home Phone _____

Phone _____ Home Email _____

Fax _____

Email _____

Check Invoice - Member Companies ONLY / Payment Due Within 30-Days of Invoice Date MasterCard Visa

Name on CC _____ Signature _____

CC Number _____ Exp. Date _____

CC Statement Mailing Address is same as: Home Company Address