

Enrollment Fees & Options

COURSE FEE:

- a. \$750-Bldg Design & Maintenance

CURRENT STUDENTS:

- b. I am already enrolled in the BOMI Institute's SMT/SMA designation.
c. I am a BOMI designation holder who wants to enroll in a 2nd designation; I agree to pay the \$75 fee.
d. 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:

- e. I am a new student who wants to enroll in BOMI's SMT/SMA designation. I agree to pay the \$175 fee.
f. 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.

TESTING FEES:

- g. \$60 Computer Based Testing Fee Effective January 1, 2010 Computer-Based Testing begins for all BOMI International examinations, an additional testing fee applies (\$60).

ADDITIONAL FEES:

- h. \$18 Ship Course Materials
i. \$100 BOMI Late Fee for late enrollment - 03/16/10 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 immediately from the Dallas BOMA office. Have your 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.

If you plan to send a courier for class materials notify the Dallas BOMA office prior to sending the courier.

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



On behalf of BOMI International the Dallas BOMA Education Institute Presents

SMA Classroom Study Course Building Design & Maintenance

Tuesday Nights from 5-7pm | March 23 thru May 25

If you are involved in the repair and replacement of structural items such as floors, ceilings, interior walls, and windows, you need a basic understanding of building design, materials, codes, regulations, and structural systems and finishes. You also need to be familiar with maintenance procedures and equipment, grounds maintenance, and preventive maintenance, as well as construction documents. In this course, you will cover the characteristics, uses, and properties of common building materials, as well as building regulations, codes, and standards.

Topics include: common building materials and systems in building foundations; curtain walls; windows; roofing systems; interior finishes; flooring, interior walls, and ceilings; vertical transportation; grounds maintenance and inspection; and the reading, scaling, interpretation, care, and use of construction documents.

You will learn to maintain efficient and cost-effective building systems; understand building materials and structural components; read, understand and use construction documents; and know how a structure functions, and your role in maintaining it effectively.

Class meets every Tuesday night from 5-7pm starting March 23 through May 25 at a location to be determined. This course is \$750 per person.

To register, fill out the information below and send this form to the BOMA Dallas office by the registration deadline of Tuesday, March 16.

Questions? Contact the Michelle Lynn at the BOMA Dallas office at 214.744.7504.

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

Enrollment Fees & Options

COURSE FEE:

- a. \$750-Facilities Planning & Project Mgmt.

CURRENT STUDENTS:

- b. I am already enrolled in the BOMI Institute's FMA designation.
c. I am a BOMI designation holder who wants to enroll in a 2nd designation; I agree to pay the \$75 fee.
d. 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:

- e. I am a new student who wants to enroll in BOMI's FMA designation. I agree to pay the \$175 fee.
f. 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.

TESTING FEES:

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ADDITIONAL FEES:

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TOTAL FEES:

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

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On behalf of BOMI International the Dallas BOMA Education Institute Presents

FMA Classroom Study Course Facilities Planning & Project Management

Tuesday Nights from 5-8pm | March 23 thru May 25

Successful facilities managers must have business savvy supported by a broad scope of technical knowledge. This course provides the base from which to build a career in facilities management. You will learn how to structure and manage operations and maintenance programs, and how to manage personnel effectively to control workload. You will gain an understanding of the importance of facilities management to business organizations and operations, while also learning strategies for internal marketing. You will likewise acquire project management and leadership skills crucial to your success.

Topics include: principles of information management; investment, cost controls, and budgeting strategies; operating levels of facilities activities; outsourcing principles; and benefits of leasing vs. ownership.

You will learn to make effective decisions and insight into information analysis methods; to establish your department as a primary contributor to corporate profitability; and to manage a successful project, with you as a team leader.

Class meets every Tuesday night from 5-8pm starting March 23 through May 25 at a location to be determined. This course is \$750 per person.

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Questions? Contact the Michelle Lynn at the BOMA Dallas office at 214.744.7504.

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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