

On behalf of BOMI International

Dallas BOMA Education Institute Presents

# Spring 2010 Classroom Study Courses

## Measures of Expertise & Marks of Distinction



"In today's competitive marketplace, continued education helps you to stand out from the crowd. BOMI offers the courses needed to give you the edge, and keep you at the top of your game."

Linda Phillips, RPA, CPM  
CAPSTAR Commercial Real Estate Services  
General Manager



DALLAS BOMA  
EDUCATION INSTITUTE

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[www.bomadallas.org](http://www.bomadallas.org)

2010 Spring Class Schedule & Registration Form

## Designation & Course Fees

There is a \$75 enrollment fee for individual courses (those taken separately from a designation program). If you have taken an individual course, then decide to enroll in a designation program, the \$75 fee from your first course (only) may be applied toward the \$175 enrollment fee for your first designation program. There is a \$75 enrollment fee for students enrolling in a second or third designation program. Fees are nonrefundable and must be paid with or before enrolling in a course or a designation program.

## DBEI Course Prices

RPA / FMA / SMA - \$750 per course

SMT - \$675 per course

Computer Based Testing Fee - \$60 per course

**Effective January 1, 2010 Computer-Based Testing begins for all BOMI International examinations** (except Ethics is Good Business® ShortCourse™\*), **an additional testing fee applies (\$60)**. Exams will be administered at Pearson Vue owned or authorized, secure locations. The testing fee provides for one testing session during the eligibility period, which can be scheduled at your convenience at a Pearson VUE Testing Center of your choice. If your eligibility period expires and you have not taken the exam, you will incur an Exam Administration Fee (\$100) for an additional six-month eligibility period.

Students wishing to transfer to/from Self-Study are required to pay BOMI transfer fees. Contact Michelle Lynn to get details.

Students that wish to drop a class must contact Michelle Lynn at BOMA office to see what fees/refunds apply. Students that have removed book from the cellophane must purchase book at current BOMI rate.

**Course Materials** include textbook and Key Concept Study Guide (KCSG).

Students may pick up course materials beginning January 4, 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.

*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).

# Spring 2010 Course Schedule

Spring Class Enrollment Accepted Now through January 22, 2010.\*

## Design, Operations & Maintenance of Building Systems, Part I

Required in RPA & FMA

\$750 Class Fee    \$60 Computer Based Testing Fee

\$18-ship book to preferred mailing address

**Instructor:** Mike Taylor, RPA, FMA

**Location:** To Be Determined

**Dates:** Monday, January 25 thru Monday, May 10, 2010  
Class meets every Monday night from 5-7pm

## Budgeting & Accounting

Required in RPA

\$750 Class Fee    \$60 Computer Based Testing Fee

\$18-ship book to preferred mailing address

**Instructor:** Linda Phillips, RPA, CPM

**Location:** Colonnade (Arapaho & Dallas N. Tollway)

**Begins:** Monday, January 25 thru Monday, May 3, 2010  
Class meets every Monday night from 5-7pm

## Facilities Planning & Project Management

Required in FMA

\$750 Class Fee    \$60 Computer Based Testing Fee

\$18-ship book to preferred mailing address

**Instructor:** Rob Johnston, FMA, SMA

**Location:** To Be Determined

**Begins:** Tuesday, January 26 thru Tuesday, April 27, 2010  
Class meets every Tuesday night from 5-7pm

## Building Design & Maintenance

Required in SMA

\$750 Class Fee    \$60 Computer Based Testing Fee

\$18-ship book to preferred mailing address

**Instructor:** Mark Wilshire, RPA, FMA, LEED AP

**Location:** To Be Determined

**Begins:** Tuesday, January 26 thru Tuesday, April 13, 2010  
Class meets every Tuesday night from 5-7pm

## Air Handling, Water Treatment & Plumbing Systems

Required in SMT

\$675 Class Fee    \$60 Computer Based Testing Fee

\$18-ship book to preferred mailing address

**Instructor:** Jack Laib

**Location:** To Be Determined

**Begins:** Monday, January 25 thru Monday, April 12, 2010  
Class meets every Monday night from 5-7pm

## Spring 2010 Course Registration

Fill out this form completely and fax it or mail it to DBEI.

Please print neatly. One form per student.

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

Check   Invoice - Member Companies ONLY/Payment Due Within 30-Days of Invoice Date    MasterCard    Visa  
 Name on CC    Signature    Exp. Date  
 CC Number    Company Address  
 CC Statement Mailing Address is same as:    Home    Company Address

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
 Title \_\_\_\_\_ Address \_\_\_\_\_  
 Company \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ Email \_\_\_\_\_

## Enrollment Fees & Options

### Current Students:

- a.  I am already enrolled in the BOMI Institute's designation program.  
**circle one:** RPA FMA SMT/SMA
- b.  I am a BOMI designation holder who wants to enroll in a second (or third) designation program and I agree to pay the **\$75** fee.
- c.  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:

- d.  I am a new student who wants to enroll in BOMI's designation program. I agree to pay the **\$175** fee.  
**circle one:** RPA FMA SMT/SMA
- e.  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 program, the \$75 fee from the first course (only) may be applied toward the \$175 enrollment fee for my first designation program.

### Testing Fees:

- f.  \$60 Computer Based Testing Fee  
**Effective January 1, 2010 Computer-Based Testing begins for all BOMI International examinations, an additional testing fee applies (\$60).** Exams will be administered at Pearson Vue owned or authorized, secure locations. The testing fee provides for one testing session during the eligibility period, which can be scheduled at your convenience at a Pearson VUE Testing Center of your choice. If your eligibility period expires and you have not taken the exam, you will incur an Exam Administration Fee (\$100) for an additional six-month eligibility period.

### Additional Fees:

- g.  \$18 Ship Course Materials - per book
- h.  \$100 BOMI Late Fee for late enrollment - see deadlines for enrollment

### Total Fees:

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

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