



Building Operator Certification CERTIFICATION RENEWAL

Renewal Policy

Continuing education and professional development ensures that certified building operators remain competent in the face of changing facilities management practices, new equipment, and advancing technologies. To maintain active Building Operator Certification (BOC[®]) certification you must accumulate five professional development hours annually to maintain BOC[®] Level I certification and ten hours to maintain BOC[®] Level II certification. You will receive notification of when your certificate is due to expire and an application for renewal annually.

Activities Eligible for Building Operator Certification Renewal:

Benchmark the performance of your building using the ENERGY STAR[®] Portfolio Manager. More information about using Portfolio Manager is available at www.energystar.gov under the topic *Business Improvement*.

*Building operators who have used ENERGY STAR Portfolio Manager during the last 12 months and can provide documentation of an energy performance rating generated by Portfolio Manager are automatically eligible for Level I **and** Level II certification renewal.*

OR

A combination of any of the following to accumulate required hours for renewal:

- A) Continued employment in building operations
2 hours awarded for 1 year full-time employment
- B) Membership in a relevant trade or professional association
1 hour awarded for 1 year of active association membership
- C) Continuing education or training in building operations and maintenance
1 hour awarded for each contact hour of training
- D) Offices held in a relevant trade or professional association
2 hours awarded for 1 year in office
- E) Awards received recognizing quality of work or resource-efficient operations
2 hours awarded for each award received
- F) Energy efficiency project at your facility
Up to 10 hours awarded for each project completed. Submit Project Summary below.





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Renewal Application

Continuing education improves your ability to cope with changing building equipment, practices and technologies. To remain BOC® Level I certified, you must accumulate five continuing education hours annually (ten hours for Level II). In the space below, please explain the activity you completed. See the *BOC® Certification Renewal Policy* (on the reverse side) for a list of eligible activities and their equivalent hours.

Activity (e.g., workshops, memberships, etc.)	Month/Year	Hours Completed
a) Continued Employment: _____	_____	_____
b) Continuing Education: _____	_____	_____
_____	_____	_____
_____	_____	_____
c) Membership: _____	_____	_____
_____	_____	_____
d) Offices Held: _____	_____	_____
_____	_____	_____
e) Awards Presented: _____	_____	_____
_____	_____	_____

Total Hours (must equal 5 hrs/year for Level I, or 10 hrs/yr for Level II, to qualify) _____

___ I wish to renew my BOC® Certification (check one):
___ Level I (\$30) ___ Level II (\$30) ___ Level I & II (\$50 combo rate)

___ Enclosed is a check/purchase order payable to MEEA.
Mail to: BOC® Program, Midwest Energy Efficiency Alliance, 645 N Michigan Ave, Suite 990,
Chicago, IL 60611 (Please direct questions to James Pena, jpena@mwalliance.org or (312)
587-8390 ext. 24)

Name: _____ Title: _____
Employer: _____
Employer Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____





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Special Projects Completed

You may earn hours towards renewal of your BOC® certification by being involved in an energy efficiency project at your facility. Involvement means being a contributing member of the project team. To have your project work considered for renewal points, please submit the project summary report below with the Certification Renewal Application. The number of hours you will earn for the project is equivalent to the actual time you worked on the project, up to 10 hrs/year.

1. Title of the Project: _____

2. Start date and completion date (if completed): _____

3. Estimated number of hours you invested in the project: _____

4. Facility where project occurred including:

Name of facility (e.g., King County Courthouse): _____

Type of facility (e.g., hospital, school): _____

Space function (e.g., office space, cafeteria, etc.): _____

Square footage: _____ Number of buildings involved: _____

Electric and gas utility providing service: _____

5. Project description including these elements:

a. What problem was being addressed (e.g., chiller system was running more hours than necessary; lighting system used old, inefficient technology)?: _____

b. What was done to address it? (e.g., operational changes such as re-scheduling on/off times to coincide with occupancy; upgrade to more efficient technology). Describe specifics such as technology used or operational changes made. Attach pages as needed.: _____

c. What were the results? Describe all benefits. (e.g., energy savings, dollar savings, increased comfort, increased reliability, less maintenance, etc.): _____

6. Who paid for the project? Name all partners involved. (e.g., company, utility, etc.): _____

7. Are there energy efficiency projects you are considering in the future?: _____





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Frequently Asked Questions about BOC[®] Certification Renewal

<p>Why should I renew my BOC[®] certification?</p>	<ul style="list-style-type: none"> • Building Operator Certification demonstrates your commitment to the profession. Over 75% of employers interviewed see BOC[®] certification as a positive factor when reviewing resumes. • BOC[®] graduates believe certification confers credibility. Over 90% believe it improves job performance, and most plan to put BOC[®] on their resume. • Awareness of BOC[®] is growing nationally. Training is available in twenty states in the US and over 5,000 operators hold BOC[®] certification nationally. This makes your certificate more valuable and more widely recognized by employers.
<p>If my certification has expired, can I still renew?</p>	<p>Yes, you can renew within five years of an expired certification.</p>
<p>If no training is available in my area, what are my options for earning continuing education hours?</p>	<p>There are several options:</p> <ul style="list-style-type: none"> ▪ You can earn up to ten hours of continuing education for completion of a special project to improve facility operation, maintenance, and/or energy efficiency in your company or organization. Examples of such projects include an upgrade of a lighting system, set up of a new control system, an HVAC system operational review, an indoor air quality assessment, a recommissioning project, replacement of older equipment with new energy efficient model (e.g., motors), and more.
<p>Do I need to renew both BOC[®] Level I and Level II?</p>	<p>Yes. BOC[®] Level I and Level II are two different and distinct certifications, and one does not supercede the other. Level I is a certification in Building Systems Maintenance which focuses on a broad understanding of the types of systems and equipment in the building (e.g., electrical, HVAC and lighting) and how they should operate. Level II is a certification in Equipment Troubleshooting and Maintenance which focuses its core study on analysis and diagnostics of two primary systems in the building – electrical and HVAC.</p>
<p>If I've earned both Level I and II certification, should I continue to renew each?</p>	<p>Most operators opt to renew both certifications since much time went into earning each. For Level I, operators typically spend 80 hours of study and project work; for Level II, 60 hours. MEEA offers a discounted "combo" renewal rate of \$50 for renewing both certifications (for a \$10 savings per year).</p>



BOC is a program of the Midwest Energy Efficiency Alliance