



## Building Operator Certification Training Reimbursement Application Form

As an eligible customer of the entities that I have selected below, I agree to allow participation by my company in the Building Operator Certification (BOC) training program. The program consists of the Level I or Level II training series as administered by the Midwest Energy Efficiency Alliance (MEEA).

I understand that I am responsible to pay MEEA in full for all costs associated with this training program. The training consists of courses that should be attended in person by the attendee. In addition to the coursework, the attendee is required to complete projects as assigned by the instructor. All courses and projects must be completed successfully in order to receive a passing grade and earn a certificate of completion.

**I understand that I must register for the program with MEEA separately from this agreement.** Registration information may be found on the MEEA website at [www.boccentral.org](http://www.boccentral.org).

**Please note the following requirements for incentives provided by Consumers Energy and Lansing Board of Water & Light:** A customer may have no more than five employees attend per course, and no more than one employee per facility. A qualifying facility is a location that is served by the selected entity. Each employee must submit separate applications. Customers of **Consumers Energy** must also submit a W-9 with application.

Upon notification of graduation by the attendee, approved reimbursement in the amounts listed will be paid by the qualifying entity(ies) to the customer.

Applicants may be eligible for incentives from more than one entity listed.

I certify that the information in this agreement is true and accurate. By signing this application, I am applying to receive a reimbursement of tuition costs in the amounts listed. I consent to all entities checked receiving a copy of this signed agreement to verify eligibility and process payments. An approval notification will be sent to the attendee by each reimbursing entity.

Upon meeting the requirements for completion of the training and submitting proof of completion, reimbursement checks will be sent from each participating entity for which I receive an approval letter. As a result, multiple reimbursement checks may be received per participant. A reimbursing entity is not responsible for reimbursement payments offered by others.

Any expenses incurred by the company or its attendee in conjunction with the program will not be reimbursed.

Each entity listed below reserves the right to cancel the reimbursement program for any reason.

**For questions or help with applying for incentives, please contact:**

**Consumers Energy:**

[consumersenergybusinesssolutions@cmsenergy.com](mailto:consumersenergybusinesssolutions@cmsenergy.com) or (877) 607-0737

**Lansing BWL:**

[jmk1@lbwl.com](mailto:jmk1@lbwl.com) or (517) 702-6622

### Customer/Operator Information

All information below must be completed for this application to be processed

ENTITY	ELIGIBILITY	Utility ACCOUNT NUMBER(s)	INCENTIVE	CHECK TO APPLY
Consumers Energy*	Select one: -Natural Gas -Electric	Acc#:	\$750	
Consumers Energy*	Combined Natural Gas <u>and</u> Electric	Acc#:	\$1,100	
Lansing Board of Water and Light*	Electric	Acc#:	\$750	

<b>Michigan Agency for Energy, Michigan Energy Office</b>	Public Entities receiving less than \$1,150 in incentives from other entities	This incentive is offered upon registration as an immediate discount. Please check this box if you received this discount.	\$400	
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\*At least one facility served by the utility, and owned by the customer must be larger than 50,000 sq. ft. to receive this incentive (not required for the Michigan Agency for Energy incentive).

### Customer Information

Name of Business			
Name of Contact Person		Title of Contact Person	
Contact phone #		Contact fax #	
Contact Email Address			
Tax ID Number and Status (Corp., Exempt, Individual, or Other)			
Facility(s) owned by the customer that the Attendee has responsibilities for:		Quantity	Approximate Combined Sq. ft.
Facility Address		City	State Zip
Mailing Address		City	State Zip

### Training Attendee Information

Attendee Name	Attendee Signature
Supervisor Name	Supervisor Signature

**Please submit this completed application to:**

Midwest Energy Efficiency Alliance  
 Attn: BOC  
 20 N. Wacker Dr. Ste. 1301  
 Chicago, IL 60606  
 Email: boc@mwalliance.org