

# Building Operator Certification (BOC®) INSTRUCTOR APPLICATION

**BOC Classes** Check the classes for which you wish to be considered as an instructor. For detailed class descriptions and outlines, go to the BOC website, <http://www.theboc.info/h-course-descriptions.html>

## Level I Classes

BOC 1001 – ENERGY EFFICIENT OPERATION OF BUILDING HVAC SYSTEMS

BOC 1002 – MEASURING & BENCHMARKING ENERGY PERFORMANCE

BOC 1003 - EFFICIENT LIGHTING FUNDAMENTALS

BOC 1004 – HVAC CONTROLS FUNDAMENTALS

BOC 1005 – INDOOR ENVIRONMENTAL QUALITY

BOC 1006 – COMMON OPPORTUNITIES FOR LOW-COST OPERATIONAL IMPROVEMENT

BOC 1007 – FACILITY ELECTRICAL SYSTEMS

BOC 1008 – O&M PRACTICES FOR SUSTAINABLE BUILDINGS

BOC 1009- BUILDING SCOPING FOR OPERATIONAL IMPROVEMENT

BOC 1010 – ENERGY EFFICIENT VENTILATION STRATEGIES & HIGH PERFORMANCE HEATING & COOLING EQUIPMENT

BOC 1011 – ENERGY EFFICIENT VENITLATION STRATEGIES & ENERGY SAVINGS THROUGH ENERGY RECOVERY

## Level II Classes

BOC 201 – PREVENTATIVE MAINTENANCE & TROUBLESHOOTING PRINCIPLES

BOC 202 – ADVANCED ELECTRICAL DIAGNOSTICS

BOC 203 – HVAC TROUBLESHOOTING & MAINTENANCE

BOC 204 – HVAC CONTROLS & OPTIMIZATION

BOC 210 – ADVANCED INDOOR AIR QUALITY

BOC 211 – MOTORS IN FACILITIES

BOC 212 – WATER EFFICIENCY FOR BUILDING OPERATORS

BOC 213 – MASTERING ELECTRIC CONTROLS CIRCUITS

BOC 214 – INTRODUCTION TO BUILDING COMMISSIONING

BOC 215 – ELECTRIC MOTOR MANAGEMENT

BOC 216 – ENHANCED AUTOMATION AND DEMAND REDUCTION

**Personal Information**

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Experience**

**Instruction:**

Dates of Employment: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Job Duties: \_\_\_\_\_

Titles of Classes or Seminars Taught: \_\_\_\_\_

Employer Contact and Phone Number: \_\_\_\_\_

\_\_\_ Enclosed is an outline or syllabus for the classes referenced above (*required*).  
\_\_\_ Enclosed is a summary of student evaluations for the classes referenced above (*optional*).

**Industry:**

Dates of employment: \_\_\_\_\_  
Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Company Contact and Phone Number: \_\_\_\_\_

\_\_\_ Enclosed is my resume (*required*).

**Professional References** (*please list a minimum of two*)

**Instruction:**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Industry:**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Professional Affiliations**

Association Name: \_\_\_\_\_  
Member Status: \_\_\_\_\_ Date of Membership: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
  
Association Name: \_\_\_\_\_  
Member Status: \_\_\_\_\_ Date of Membership: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Education**

School, College or University: \_\_\_\_\_  
Dates Attended: \_\_\_\_\_ Degree(s) \_\_\_\_\_  
  
School, College or University: \_\_\_\_\_  
Dates Attended: \_\_\_\_\_ Degree(s) \_\_\_\_\_

**Licenses or Certifications**

Licensing or Certifying Organization: \_\_\_\_\_  
License(s) or Certificate(s): \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
  
Licensing or Certifying Organization: \_\_\_\_\_  
License(s) or Certificate(s): \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Signature**

I wish to be considered by NEEC as an instructor in the Building Operator Certification program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachments (required):**  
Class/seminar outline or syllabus  
Applicant's resume

**Attachments (optional):**  
Student evaluations of recent class/seminar  
Class/seminar handout materials