



## Building Operator Certification INSTRUCTOR APPLICATION

### BOC Courses *(Check the courses for which you wish to be considered as an instructor.)*

BOC 101-BUILDING SYSTEMS OVERVIEW	BOC 201-PREVENTIVE MAINTENANCE & OPERATIONS
BOC 102-ENERGY CONSERVATION TECHNIQUES	BOC 202-ADVANCED ELECTRICAL DIAGNOSTICS
BOC 103-HVAC AND CONTROLS	BOC 203-HVAC TROUBLESHOOTING & MAINTENANCE
BOC 104-EFFICIENT LIGHTING FUNDAMENTALS	BOC 204-HVAC CONTROLS & OPTIMIZATION
BOC 105-SUSTAINABLE OPERATIONS	BOC 210-ADVANCED INDOOR AIR QUALITY
BOC 106-INDOOR ENVIRONMENTAL QUALITY	BOC 211-MOTORS IN FACILITIES
BOC 107-FACILITY ELECTRICAL SYSTEMS	OTHER TOPICS <a href="http://www.thebo.com/training.html">HTTP://WWW.THEBOC.INFO/TRAINING.HTML</a>

### Personal Information

Name: \_\_\_\_\_  
Company/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*).



**Instructor Application, continued (pg. 2 of 3)**

**Industry:**

Dates of employment:

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Company Contact and Phone Number: \_\_\_\_\_

Dates of employment:

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Company Contact and Phone Number: \_\_\_\_\_

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

**References**

**Instruction (*minimum of two is required*)**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Industry**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Professional Affiliations**

Association Name: \_\_\_\_\_

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

Association Name: \_\_\_\_\_

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



**Instructor Application, continued (pg. 3 of 3)**

**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

**Return to:**

Midwest Energy Efficiency Alliance  
Attention: BOC  
20 N. Wacker Dr. Suite 1301  
Chicago, IL 60606  
Fax: 312-587-8391

