



June 18, 2020

BOC Graduates & Prospective Students,

The MEEA team has been working hard the past few weeks to shift our BOC training from in-person, classroom-based training to a live online platform. With the current uncertainty around when states will begin allowing larger groups to meet, we made the decision to forge ahead with online training for the foreseeable future so we can continue to meet the needs of the building operations community.

We have now implemented the following features:

- Live, instructor-led presentations using Zoom to deliver the training materials. A moderator is also in each session to help with logistics, technical issues, student questions and to assist the instructor
- Breakout rooms for students to interact in small groups and complete in-class activities, simulating the in-class experience
- Shorter sessions – each BOC class is now broken into two 3-hour sessions either in the morning or afternoon
- FAQ guides for students and instructors to help with technical issues
- An online learning management system (LMS) to house digital copies of all training handbooks, project workbooks and class tests. Enrolled students will automatically get login credentials to the LMS where they will complete homework assignments and tests on their own time. Tests will be automatically graded for immediate feedback, and students can get multiple attempts if needed
- Physical copies of the training handbooks and project workbooks will be mailed to each student before the first class and digital copies will also be accessible throughout the entire cohort
- Recordings of classes to makeup any missed sessions, also the option to join another live session

Our new training model allows for additional flexibility with work schedules and making up any missed classes; we hope that online delivery will now make the BOC training more accessible to individuals who were unable to travel to the in-person trainings. We look forward to continuing to innovate and improve our delivery of BOC training and as soon as it is safe to do so, we will return to in-person training. We are confident that the online training will still be a valuable piece of the continuing education of the building operations community and allow for innovation in efficient operations and maintenance of our built environment. We are grateful for all of our sponsors, students, graduates, instructors, coordinators and additional team members for their flexibility and continued support of the BOC program.

If you have any questions, do not hesitate to reach out to the MEEA team.

Molly Graham
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