

**Midwest Energy Efficiency Alliance- Fundamentals of Energy Efficient Building
Operations (FEEBO) Catalog**

3/5/2026

Midwest Energy Efficiency Alliance (MEEA)

20 N Wacker St. Ste 1301

Chicago, IL, 60606

Certificate of Registration Number:

School Calendar

Course dates pending annual scheduling and preferences of employer organizations.

Holidays: New Years Day, MLK Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples Day (Columbus Day), Veterans Day, Thanksgiving Day and Day after Thanksgiving, Christmas Eve, Christmas Day, New Year Eve

Tuition Refund Policy

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 24 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

- (1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- (2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- (3) A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- (4) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- (5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

Accreditations

MEEA is a licensed provider of Building Operator Certification (BOC), of which Fundamentals of Energy Efficient Building Operations (FEEBO) is a subset). MEEA is licensed by the Northwest Energy Efficiency Council (NEEC), which is an Authorized Provider by the International Association for Continuing Education and Training (IACET).

Enrollment Dates

Students may enroll up to the day prior to training start date, though students who enroll less than two weeks before the start date are not guaranteed to receive textbooks prior to the start of the class.

Entrance, Program, and Graduation Requirements

Enrollment Criteria

It is highly recommended that program participants have a high school diploma or GED, and interest in pursuing a career in building operations and maintenance; energy management; facilities management or related field

Program and Graduation

- Miss no more than 4 hours of live instruction
- Pass a final 20 question multiple choice test, which can be retaken until the passing grade is achieved if necessary.

Student Leave, Absences, Tardiness, Makeup Work

- Students may miss up to 3 hours of live instruction including absences and tardiness
- Makeup work may be submitted up until three weeks after the final day of the course
- Under extreme extenuating circumstances preventing students from completing the course, registration fees may be applied to a future course at MEEA's discretion.

Suspension or Termination

- Suspension or termination for unsatisfactory work will occur only if the student cannot complete assignments satisfactorily by three weeks after the end of the course. Students may attempt assignments until a passing grade is received.
- Students may miss up to 12 hours of live instruction after which they may continue to attend class, but are ineligible to receive the certification.
- Disciplinary issues will be addressed at MEEA's discretion.

Grading

- Students must earn a passing grade of 70% on the final test.
- There is no probationary period. Students who have not completed their quiz by the end of the day of the final class session will receive notification by MEEA or the subcontracted course coordinator of their status weekly for three weeks after the course.
- Assignments can be resubmitted until a passing grade is earned.
- Students who do not complete course requirements by three weeks after the final session of class will be eligible to take the course again but will need to pay the tuition fee again.

Content of Programs, Course Descriptions, and Course Sequences

The sequencing for each course occurs in the order in which sessions are outlined below. Each part constitutes a half-day (4 hours) of instruction and coursework, except for Parts 6 & 7, which are combined to constitute 4 hours.

- Part 1: Energy Efficiency and Sustainability Overview
 - Identify the significance of energy use in buildings related to the environment and occupant health.
 - Describe concepts related to climate change including greenhouse effect, greenhouse gas emissions, and carbon footprint.
 - Understand core principles of energy conservation.
 - Identify the steps of building a plan for a specific facility.
 - Describe aspects of a sustainable site.
- Part 2: HVAC Fundamentals
 - Introduction to HVAC
 - Heating & Cooling Systems
 - Air Systems
 - Learning Activity: Identify equipment from a sketch – 30 minutes
 - Maintenance Overview
- Part 3: Lighting Fundamentals

- Lighting Principles
- Learning Activity – Using a Light Meter
- Lighting Equipment
- Lighting Maintenance
- Lighting Efficiency
- Learning Activity – Lighting Levels Discussion
- Part 4: Energy Management
 - Understand common energy terms and the difference between energy and power.
 - Differentiate between consumption and demand and identify common demand management strategies.
 - Define benchmarking and describe common benchmarking metrics.
 - Get started using the Energy Star Portfolio Manager for their energy accounting.
- Part 5: Energy Conservation Opportunities
 - Energy Conservation and Facility Management
 - Common Opportunities for Low-Cost Operational Improvement
 - Learning Activity: Energy Conservation Opportunities
 - Introduction to controls
- Part 6: Indoor Environmental Quality
 - Indoor Environmental Quality Overview
 - Effective Communication
 - Learning Activity: Communications Case Study
 - Fundamentals of Indoor Environmental Quality
 - Preventing IEQ Problems
 - Pollutant Control Strategies
- Part 7: Conclusion: Putting It All Together
 - Engaging with customers
 - Monitoring and measuring

Total: 24 hours of live instruction.

Standards of Academic Progress for State and Federal Financial Aid Programs

FEEBO is not eligible for State and Federal Financial Aid programs.

Schedule of Fees

Tuition is \$1,095 for the course which includes textbooks and access to the online learning management system. There are no fees in addition to tuition.

Credit for Previous Education

Students do not receive credit for previous, education, training, or experience, except with regard to admissions requirements outlined above.

Grievance Procedure

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.

Faculty and Administrators

All instruction is conducted by subcontracted individuals who meet the following criteria and are approved by NEEC:

- Three or more years experience providing instruction to working professionals in the field of commercial building energy management, facility management, building engineering, operations and maintenance, or a closely related field.
- Two or more years employment in the field or industry related to the training topic(s) for which the applicant is seeking qualification (e.g., HVAC systems, electrical systems, indoor air quality, etc.).
- A bachelor's degree. (Note: Work experience may be substituted for degree. One year of work experience in instruction or industry is equivalent to one year of college degree work.)
- Two or more references NEEC may contact who have observed the applicant provide instruction.
- Familiarity with state and local codes and standards.
- Willingness to travel to locations where BOC training is held.