



# BOC READINESS SELF-ASSESSMENT

Answer the following questions. If you answer "Yes" to 70% or more of the questions, you are ready to participate in BOC training to earn the BOC® certification.

1. Do you have a high school diploma or GED? .....  YES  NO
2. Can you answer "Yes" to one of the following three statements? .....  YES  NO
  - A. I have two or more years of professional work experience operating and maintaining building systems and equipment in a commercial or institutional facility.
  - B. I have a minimum of one year of professional work experience operating and maintaining building systems and equipment in a commercial or institutional facility AND one year of technical college level education (including trades school) in a program such as facility engineering, HVAC, commercial building management, or other related program.
  - C. I have two or more years of professional work experience managing energy and utility consumption in a commercial or institutional facility.
3. Do you have good communication skills (Verbal and Written)? .....  YES  NO
4. Do you have basic knowledge with computers, ideally with Microsoft Office software, access to an email account and the Internet? .....  YES  NO
5. Do you have basic English reading skills? .....  YES  NO
6. Do you have basic math skills (6th grade level)? .....  YES  NO
7. Are you physically able to participate in a walking tour of a commercial building? .....  YES  NO
8. Do you have transportation access (car or bus) to attend classroom training? .....  YES  NO
9. Are you prepared to attend eight full days of technical training? .....  YES  NO
10. Are you prepared to take eight open-book, multiple choice exams? .....  YES  NO
11. You will need to complete five applied project assignments at your facility. Do you have access to your building and building records such as mechanical drawings, equipment specifications, building controls, and utility bills to complete these assignments? .....  YES  NO
12. Are you interested in earning the BOC® certification? .....  YES  NO
13. Are you interested in maintaining the BOC® certification through completion of a minimum of 5 continuing education maintenance points each year? .....  YES  NO
14. Is your job title similar to one of those below? .....  YES  NO
  - Building Engineer, Stationary Engineer, or Chief Engineer
  - Maintenance Tech, Lead, Supervisor or Manager
  - General Maintenance and Repair Worker
  - HVAC Tech or HVAC Lead
  - Electrician
  - Facilities Coordinator, Supervisor or Manager
  - Plant Operator or Plant Mechanic
  - Building Systems Operator
  - Building Controls Specialist
  - Energy Coordinator or Energy Manager
  - Environmental Health and Safety Coordinator or Manager

**Add up your "Yes" answers. If you answered yes to 10 or fewer questions, you may want to consider taking the BOC course at a later time when you are better prepared, feel free to contact us to discuss your readiness at any time. Please contact the BOC Help Desk either by email at [BOCInfo@theBOC.info](mailto:BOCInfo@theBOC.info) or call 877-850-4793.**