



# BUILDING OPERATOR CERTIFICATION

## REGISTRATION FORM – CALIFORNIA

**BUILDING OPERATOR CERTIFICATION (BOC®)** helps building engineers, maintenance supervisors and others in the skilled trades advance their skills and careers in energy efficient operation of commercial buildings.

Enroll now to gain essential skills through hands-on training and a professional credential in energy efficient building maintenance. BOC training includes documentation of building equipment, systems and controls; benchmarking the building's performance; updating occupancy profiles; reviewing HVAC systems and operation; and mapping the facility's electrical distribution system. BOC Level I emphasizes energy efficient building operation and maintenance practices. BOC Level II prepares building operators to evaluate the operational performance of their buildings with a focus on improving energy efficiency.

### WHO SHOULD ATTEND

O&M Managers and Supervisors, Building Engineers, Building Managers, HVAC Technicians, Energy Managers and others in the facilities profession.

**BOC LEVEL I** provides an overview of the building shell and reviews the design and maintenance of energy-using systems and equipment. A level I course is made up of six core classes and one supplemental class.

#### CORE LEVEL I CLASSES

- BOC 1001 – Energy Efficient Operation of Building HVAC Systems
- BOC 1002 – Measuring and 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

#### SUPPLEMENTAL CLASSES *(1 offered per course series)*

- BOC 1007 – Facility Electrical Systems
- BOC 1008 – Operation & Maintenance Practices for Sustainable Buildings
- BOC 1010 – Energy Efficient Ventilation Strategies and High Performance Heating and Cooling Equipment
- BOC 1011 – Energy Efficient Ventilation Strategies and Energy Savings through Energy Recovery
- BOC 1012 – High Performance Heating and Cooling Equipment and Energy Savings through Energy Recovery
- BOC 1013 – Smart Buildings Fundamentals

**BOC LEVEL II** will prepare operators to evaluate the operational performance of their buildings with a focus on improving energy efficiency. Operators will learn how to collect and analyze building data in order to prepare a building walk-through plan to identify opportunities to improve performance. Level II courses are made up of five core classes and one supplemental class.

#### CORE LEVEL II CLASSES

- BOC 2001A&B – Building Scoping for Operational Improvements
- BOC 2002 – Optimizing HVAC Controls for Energy Efficiency
- BOC 2003 – Introduction to Building Commissioning
- BOC 2004 – Water Efficiency for Building Operators
- BOC 2005 – Project Peer Exchange Day

#### SUPPLEMENTAL CLASSES *(1 offered per course series)*

- BOC 2010 – Preventive Maintenance and Troubleshooting Principles
- BOC 2011 – Motors in Facilities
- BOC 2012 – Advanced Electrical Systems Diagnostics
- BOC 2013 – Mastering Electric Control Circuits
- BOC 2014 – Enhanced Automation and Demand Reduction

**For detailed course descriptions, visit our website at <http://www.theboc.info/certification/course-descriptions/>**

### RECOGNITION & ACCREDITATION

- Local chapters of BOMA, IFMA and ASHE
- Building Owners and Managers Institute (BOMI)
- National School Plant Managers Association
- California State University SETC

BOC is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET 1-2007 Standard. BOC Level I classes provide continuing education hours towards maintenance of the LEED-AP and LEED-GA designations.

### SPONSORS

BOC is offered statewide in California in partnership with Los Angeles Department of Water and Power, Pacific Gas & Electric, San Diego Gas & Electric and Southern California Gas Company.

### COURSE SCHEDULES & LOCATIONS

BOC training is held in locations throughout California. Current schedules and locations can be found at [www.theBOC.info/ca](http://www.theBOC.info/ca).

Classes are held once a month on a weekday from 8:00 am to 4:00 pm when delivered in person, and split over two days from 8:30am-12:30pm when delivered via Zoom.



# BUILDING OPERATOR CERTIFICATION REGISTRATION FORM – CALIFORNIA

The registration fee for Level I or Level II course series is \$1,895 (\$1,195 for second registrant and more, from same organization, in same series). It includes classroom instruction, a set of course handbooks, project assignments, and Training Certificate of Completion (TCOC) if eligible. To become certified you must take and pass the Certification Exam.

### PLEASE COMPLETE ALL THAT APPLY.

I would like to register for a BOC course series. Please write in the start date and name of the course series you wish to attend (start dates & name can be found at [www.theBOC.info/ca](http://www.theBOC.info/ca)):

Course Name (example: 'For Los Angeles residents via Zoom'): \_\_\_\_\_ Level (I or II) \_\_\_\_\_

Scheduled Start Date (mm/dd/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Full course series - \$1,895 (\$1,195 for second registrant and more, from same organization, in same series).

BOC Certification Exam fee: \$285

Single classes (\$250/1-day and \$385/2-day).

Single class name: \_\_\_\_\_ Course # \_\_\_\_\_

Total Due: (registration+exam fee, if applicable) \$ \_\_\_\_\_

**PAYMENT METHOD** Credit Card (preferred payment method)  Visa  MC  AMEX  Purchase Order  Check enclosed (payable to NEEC)

Card #:     -     -     -     Total \$ \_\_\_\_\_ Expiration Date: \_\_\_\_ / \_\_\_\_ CVV # \_\_\_\_\_

Credit Card Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### REGISTRANT'S INFORMATION

Name \_\_\_\_\_ Title \_\_\_\_\_ Gender:  Male  Female

Employer \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor's E-mail \_\_\_\_\_ Facility Size (sq. ft.) \_\_\_\_\_

Is the BOC credential required by your employer?  Yes  No

**REQUIRED: PLEASE SHIP CLASS MATERIALS VIA UPS TO THIS ADDRESS (No PO Boxes) Address below is:  commercial  residential**

Name \_\_\_\_\_ Company \_\_\_\_\_  
(if shipping to a commercial address)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

### UTILITY COMPANY SERVING YOUR FACILITY (Check all that apply)

- Pacific Gas & Electric
- San Diego Gas & Electric
- Other (describe) \_\_\_\_\_
- Southern California Edison
- Southern California Gas

### INDUSTRY SECTOR (Check one that applies)

- College/University
- Government (federal)
- Government (state)
- Government (city/county)
- Other (describe) \_\_\_\_\_
- Healthcare
- Hospitality
- K-12 School
- Manufacturing
- Military
- Property Management
- Retail

### SEND REGISTRATION FORM & PAYMENT TO:

BOC Program, NEEC  
1200 12th Ave S, Ste 110  
Seattle, WA 98144  
Fax: 206-292-4125 / Fed ID: 91-1678969

### QUESTIONS?

PHONE: 1-877-850-4793 • E-MAIL: [BOCinfo@theBOC.info](mailto:BOCinfo@theBOC.info)  
WEBSITE: [www.theBOC.info](http://www.theBOC.info)

### SUBSTITUTION, TRANSFER AND CANCELLATION POLICY

If you are unable to attend the course for which you have registered, you may substitute another person in your place, or transfer your registration to another date and location without penalty. Visit [www.theBOC.info](http://www.theBOC.info) to view a schedule of other dates and locations. The examination fee is nontransferable but is refundable (minus a \$50 processing fee) if the candidate notifies NEEC of the test cancellation and refund request in writing no later than 14 days prior to the examination date.