

## how do I get **certified?**

### IT'S EASY TO GET STARTED:

- 1** Register for BOC training. Online registration is available at [www.boccentral.org](http://www.boccentral.org)
- 2** Successfully complete all required courses, exams, and projects.
- 3** Submit a certification application to the Midwest Energy Efficiency Alliance.

The Midwest Energy Efficiency Alliance (MEEA) is a 501(c)(3) non-profit organization and a collaborative network whose purpose is to advance energy efficiency in the Midwest. For more information, please visit [www.mwalliance.org](http://www.mwalliance.org).

The Northwest Energy Efficiency Council (NEEC), a non-profit business association of the energy efficiency industry, developed BOC with support from the Northwest Energy Efficiency Alliance (NEEA) and holds the copyright for the BOC trademark and products.



[www.boccentral.org](http://www.boccentral.org)



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**GET CERTIFIED TODAY!**



## building operator **certification**



### Energy Efficiency Through Operator Training

Building Operator Certification (BOC) is a nationally recognized training and certification program for building operators offering improved job skills and more comfortable, energy-efficient facilities.





## WHAT DOES THE TRAINING COVER?

Certification is competency-based and offered at two levels. Level I training emphasizes energy-efficient building maintenance practices. Level II stresses advanced equipment troubleshooting and preventive maintenance.

### LEVEL I CERTIFICATION

#### Required courses include:

- Building Systems Overview
- Energy Conservation Techniques
- HVAC Systems & Controls
- Efficient Lighting Fundamentals
- Operation & Maintenance Practices for Sustainable Buildings
- Indoor Air Quality
- Facility Electrical Systems

### LEVEL II CERTIFICATION

#### Required courses include:

- Preventive Maintenance & Troubleshooting
- Advanced Electrical Diagnostics
- HVAC Troubleshooting & Maintenance
- HVAC Controls & Optimization

#### Supplemental courses may include:

- Motors in Facilities
- Water Efficiency for Building Operators
- Mastering Electric Control Circuits
- Enhanced Automation & Demand Reduction
- Building Commissioning



## WHY BUILDING OPERATOR CERTIFICATION?

### FOR BUILDING MANAGEMENT:

- Commitment to excellence in facilities management
- Increased O & M staff capabilities
- Less unscheduled maintenance
- More efficient energy use
- Reduced energy expense
- Increased credibility with building occupants and upper-level management

### FOR BUILDING OPERATORS:

- The most up-to-date facilities management training
- Crosscutting knowledge of building operations and maintenance
- Energy conservation strategies
- Increased opportunities for career advancement
- Opportunities to network with others in your field
- A valuable collection of facility operations reference materials

## WHAT ORGANIZATIONS BENEFIT FROM BOC?

- K-12 schools, childcare facilities
- Colleges and universities
- Hospitals and other medical facilities
- Government office buildings
- Corporate office facilities
- Shopping centers, "big box" retailers
- Hotels and other lodging
- Manufacturing facilities
- Facilities management firms

## HOW IS BOC TRAINING RECOGNIZED?

Many organizations recognize BOC training as continuing education for their professional designation programs. These include:

- International Facility Management Association (IFMA)
- National Association of Power Engineers (NAPE)
- Building Owners and Managers Institute (BOMI)
- American Hotel and Lodging Educational Institute
- Association for Facilities Engineering (AFE)
- National School Plant Management Association (NSPMA)

In addition BOC is recognized by some local chapters of the American Society for Healthcare Engineering (ASHE) and other professional and trade associations.



**BOC courses are taught by qualified instructors** who have extensive industry experience and demonstrated skill providing training in workplace settings. BOC training is carried out with the leadership support of these and other institutions:

**Illinois** – The Illinois Department of Commerce and Economic Opportunity provides BOC as part of their portfolio of energy programs through the Bureau of Energy and Recycling.

**Iowa** – Alliant Energy-Interstate Power and Light Co., Black Hills Energy, and MidAmerican Energy Company provide BOC training in partnership with the Iowa Energy Center.

**Kansas** – Westar Energy, Kansas City Power & Light, and Midwest Energy offer BOC training in Kansas.

**Minnesota** – The Minnesota Department of Commerce makes BOC training available with the participation of Minnesota Power, Southern Minnesota Municipal Power Agency's 18 municipal utilities members and other energy utilities.

**Missouri** – The Energy Center of the Missouri Department of Natural Resources operates BOC with support from AmerenUE, Kansas City Power & Light, City Utilities of Springfield, Columbia Water & Light, and Empire District Electric Company.

**Ohio** – Training in Ohio is coordinated by the non-profit Ohio Public Facilities Maintenance Association.

## MEEA WOULD LIKE TO THANK ALL OUR BOC SPONSORS AND PARTNERS FOR THEIR GENEROUS SUPPORT.

- Alliant Energy – Interstate Power and Light Co.
- Ameren Illinois Utilities
- Ameren UE
- Black Hills Energy
- City Utilities of Springfield
- Columbia Water & Light
- ComEd
- Empire District Electric Company
- Illinois Department of Commerce and Economic Opportunity
- Iowa Energy Center
- Kansas City Power & Light
- MidAmerican Energy Company
- Midwest Energy
- Minnesota Department of Commerce
- Minnesota Power
- Missouri Department of Natural Resources
- Ohio Department of Development
- Ohio Public Facilities Maintenance Association
- Otter Tail Power Company
- Southern Minnesota Municipal Power Agency
- Westar Energy

## HOW IS THE TRAINING PERFORMED?

Most courses are completed in one day and include classroom instruction, small group exercises, tests, and project assignments to be completed by participants at their facilities. The projects provide an opportunity to put skills taught in the classroom to immediate use.

## WHAT TIME COMMITMENT IS NECESSARY?

### Level I:

- Seven courses, 56 hours of instruction total, normally completed in seven months
- Five projects

### Level II:

- Six courses, 49 hours of instruction total, normally completed in six months
- Three projects

## WHERE IS BOC TRAINING AVAILABLE?

The Midwest Energy Efficiency Alliance (MEEA) administers a regional BOC program with training in Illinois, Iowa, Kansas, Minnesota, Missouri, and Ohio. MEEA works closely with states and local organizations to make training locally available. Focus on Energy administers the BOC program in Wisconsin. **For more information and a schedule of upcoming training series, visit [www.boccentral.org](http://www.boccentral.org).**

