

In addition to completing this application, students must be enrolled in BOMI International*, include payment of the application fee, and submit the appropriate documentation to verify requirements. Application fees are specific to the option you choose (see chart below). The Administrative Competency GUIDELINES ARE NOT FLEXIBLE and **all application fees are NON-REFUNDABLE**. Education completed more than 7 years prior to the date that your application is received WILL NOT qualify.

GENERAL INFORMATION

Your Name: _____ ID Number: _____

*SMA Program Enrollment: (Please check one):

- I am currently enrolled in the SMA® program.
- I am not enrolled in any of the designation programs offered by BOMI International. Enclosed is my \$210.00 First Designation Enrollment Fee.
- I am enrolled in the FMA® and/or RPA® program, but not the SMA® program. Enclosed is my \$80.00 2nd/3rd Designation Enrollment Fee.

Address: Home Business

Company Name: _____

Mailing Address: _____

City, Province, and Postal Code: _____

Telephone: _____ Facsimile: _____ E-Mail: _____

Application Options - Please Check (✓) Education must have been completed within <u>past 7 years</u>	Application Fee	BOMI International Course Credit Awarded	Verification Required
<input type="checkbox"/> BES I – Seneca College	No Fee	<i>SMT Designation</i>	Proof of BES I
<input type="checkbox"/> BES I – Other Ontario College (See reverse side for complete listing.)	\$1,000.00	<i>SMT Designation</i>	Proof of BES I
<input type="checkbox"/> BOT/BES I – Algonquin College	\$1,000.00	<i>SMT Designation</i>	Proof of BOT/BES I
<input type="checkbox"/> BST - SAIT	\$1,000.00	<i>SMT Designation</i>	Proof of BST
<input type="checkbox"/> BST – SIAST	\$1,000.00	<i>SMT Designation</i>	Proof of BST
<input type="checkbox"/> NAIT	\$600.00	<i>Boilers, Heating Systems, and Applied Mathematics Refrigeration Systems and Accessories Air Handling, Water Treatment and Plumbing Systems</i>	Proof of completion of Air Conditioning Engineering Technology
<input type="checkbox"/> EIT – Engineer in Training	\$400.00	<i>Boilers, Heating systems and Applied Mathematics Electrical Systems and Illumination</i>	Copy of License
<input type="checkbox"/> Professional Engineer, PE/Electrical	\$400.00	<i>Boilers, Heating systems and Applied Mathematics Electrical Systems and Illumination</i>	Copy of License
<input type="checkbox"/> Professional Engineer, PE/Mechanical	\$400.00	<i>Boilers, Heating systems and Applied Mathematics Electrical Systems and Illumination</i>	Copy of License
<input type="checkbox"/> 3 rd or 4 th Class Power Engineer (All Provinces EXCLUDING Quebec.)	\$200.00	<i>Boilers, Heating Systems and Applied Mathematics</i>	Copy of License
<input type="checkbox"/> 2 nd Class Power Engineer (All Provinces EXCLUDING Quebec.)	\$600.00	<i>Boilers, Heating Systems and Applied Mathematics Refrigeration Systems and Accessories Electrical Systems and Illumination</i>	Copy of License

Application Options - Please Check (✓) Guideline must have been completed within past 7 years	Application Fee	BOMI International Course Credit Awarded	Verification Required
<input type="checkbox"/> 1 st Class Power Engineer (All Provinces EXCLUDING Quebec.)	\$600.00	<i>Boilers, Heating Systems and Applied Mathematics Refrigeration Systems and Accessories Electrical Systems and Illumination</i>	Copy of License
<input type="checkbox"/> Six college credit hours in electrical engineering courses from an accredited college or university or the equivalent in ACE/CREDIT college credit recommendations.	\$200.00	<i>Electrical Systems and Illumination</i>	Official Transcripts *See Attached
<input type="checkbox"/> Six college credit hours in the environmental discipline from an accredited college or university or the equivalent in ACE/CREDIT college credit recommendations.	\$225.00	<i>Environmental Health and Safety Issues</i>	Official Transcripts *See Attached
<input type="checkbox"/> Successful completion of BOMA British Columbia's eEnergy Training Camp	\$200.00	<i>Energy Management and Controls</i>	Proof of completion of BOMA course
<input type="checkbox"/> Six college credit hours in Business Management, Business Administration, and/or Business Communication from an accredited college or university or the equivalent in ACE/CREDIT college credit recommendations. A maximum of three credit hours may be introductory.	\$225.00	<i>Managing the Organization</i>	Official Transcripts *See Attached
<input type="checkbox"/> Completion of BOMI International courses entitled <i>The Design, Operation, and Maintenance of building Systems, Parts I and II.</i>	No Fee	<i>Building Design and Maintenance</i>	Proof of completion of both BOMI International courses

SMA Administrative Competency Program Policies

Unless noted otherwise, students may receive Competency Credit for a maximum of two technical SMT courses and one SMA management course. To apply course credit toward any academic Administrative Competency Guideline, students must earn a grade of "C" or better for all applicable courses. Education achieved more than 7 years prior to the date the application is received will not qualify for Competency Credit. The American Council on Education's College Credit Recommendation Service does not recognize courses completed through the Competency Program. BOMI International reserves the right to refuse incomplete or outdated applications. Contact BOMI Canada to ensure that your application is current.

PAYMENT OPTIONS

- Check or Money Order** -- payable to BOMI Canada
 Credit Card (circle one) **Visa** **MasterCard** **American Express**

Card Number: _____ Expiration Date: Mo. _____ Yr: _____

Cardholder's Name (please print)

Billing Address (required for credit card processing)

Cardholder's Signature

Please Check All Applicable Fees

Charges to Apply: \$210.00 First Designation Enrollment Fee Yes No
 \$80.00 2nd/3rd Designation Enrollment Fee Yes No
 Total SMA Administrative Competency Administrative Fees Due \$ _____

Total Amount to be Charged to Credit Card \$ _____

PLEASE RETURN COMPLETED APPLICATIONS WITH REQUIRED FEES AND DOCUMENTATION TO:
 BOMI Canada, 55 York Street, Suite 1201, Toronto ON M5J 1R7

Applicants who have earned the BES I from any university listed below automatically qualify for the Systems Maintenance Technician (SMT) designation. The non-refundable **application fee is \$1,000.00.**

- Algonquin College
- Cambrian College
- Canadore College
- College of the North Atlantic Seal Cove Campus
- Conestoga College
- Confederation College
- Durham College
- Ecole des metiers et occupations de l'industrie de la construction
- Franshaw College
- Georgian College
- Holland College
- La Cite Collegiale
- Margucaute Bourgooup
- Lambton College
- Loyalist College
- Malaspin College
- Mohawk College
- New Brunswick Community College St. Andrews
- Northern College
- Nova Scotia Community College
- St. Clair College
- St. Lawrence College
- Sault College
- Sheridan College
- Sir Sandford Fleming College
- Southern Alberta Institute of Technology
- DBSF
- College Ahuntisic c/o DBSF
- College Boreal

**A COPY OF THIS FORM MUST BE ATTACHED TO THE TRANSCRIPTS
WHEN THEY ARE RECEIVED AT BOMI INTERNATIONAL FROM THE COLLEGE/UNIVERSITY**

To the Student: Please complete the following information and forward this form to the registrar of the college or university that you attended. If you attended more than one school, please photocopy this form and forward a copy to each college or university. (Your college or university may charge a nominal fee to release your transcripts ~ Please contact them to determine if you must include payment with this request.)

Application submitted for: *Electrical Systems and Illumination*
(Student Check all that Apply) *Environmental Health and Safety Issues*
 Managing the Organization

Your Name: _____ Social Insurance Number: _____

If attended under a different name from above, give that name: _____

Mailing Address: _____

City, Province and Postal Code _____

Telephone: _____ Facsimile: _____

Name of College or University: _____

School Attended within University (if applicable): _____

Enrollment Date: _____ Graduation Date: _____ Degree Earned: _____

Your Signature (REQUIRED): _____

To the College/University Registrar

A copy of this form must be attached to the transcripts when received at the BOMI International. Transcripts received without the attachment will be returned to you.

The above-named person is applying for ADMINISTRATIVE Competency Credit for one or more courses offered by the BOMI International. Receipt of official transcripts is a required component of the application process.

Please ATTACH an official copy of the student's transcripts TO THIS FORM, and forward to:

**BOMI International
Attn: Professional Development Department
One Park Place Suite 475
Annapolis, MD 21401**

If you have any questions regarding this request, please contact the student or BOMI International at 410-974-1410.

~Thank you~