

CPD

CONTINUING
PROFESSIONAL
DEVELOPMENT
REQUIREMENT

*Enhancing the Value of Your
BOMI International Designation*



Picture yourself in the coming years. As employers and colleagues raise their professional standards, how can you continue to stand out from the pack and show that you, too, remain on the cutting edge?

BOMI International has the answer. To add even greater value to BOMI's designations, a Continuing Professional Development (CPD) requirement was implemented.

This booklet is designed to answer your questions about CPD and to show you a variety of ways to complete this valuable requirement. If you are a practicing property professional, it should not be difficult to meet the CPD requirement. Rather, CPD will provide evidence that through ongoing training you are keeping pace with this dynamic industry and are capable of meeting tomorrow's challenges. In short, CPD will help you prepare for the future today.

Read on to learn more about the CPD requirement ... and how it will help you succeed in a new era.

What is the Continuing Professional Development (CPD) requirement?

To maintain active status of their designations, RPA, FMA, and SMA graduates are required to show every three years that they are current practicing members of the industry. The CPD requirement is based on a point system. During each three-year period, 18 CPD points must be earned to meet the requirement.

Who must meet the CPD requirement?

All RPA, FMA, and SMA graduates currently involved in the industry must meet the CPD requirement. If you are retired or no longer active in the profession, you do not need to meet the CPD requirement.

Why a CPD requirement? What will it do for me?

BOMI International graduates are an elite group of highly respected property professionals. As these designations have gained wider recognition and acceptance, expectations of the men and women who have earned them have also grown. New technologies create new opportunities. The rapidly changing work environment results in the need for BOMI graduates to remain current. Maintaining the CPD requirement will show that your knowledge is up-to-date. This will further enhance your personal value as a professional, as well as the value of your designation and its acceptance as the standard measure of excellence in the industry.

If I hold more than one BOMI International designation, will I have to earn more than 18 points over three years?

No. Dual and triple designees will be required to earn only 18 points during each three-year period.

How will the CPD requirement work?

You will be required to earn 18 CPD points every three years. Real estate license renewal will qualify, as will association memberships or serving as an instructor. Course credits, including self-study courses, will also earn CPD points.

There are 5 general categories that fulfill the CPD requirement:

- Option 1. Current Active Real Estate Sales/Brokers Licenses
- Option 2. Course Credit
- Option 3. Professional Accomplishments
- Option 4. Board/Committee Memberships
- Option 5. Association Memberships

How do I earn credit in these different categories?

Option 1 - Current Active Real Estate Sales/Brokers Licenses

Real Estate Sales/Brokers Licenses - 18 CPD Points awarded for current active real estate sales/brokers license*

The education that you complete to maintain your real estate sales/brokers license is applicable to the CPD program. Active real estate sales and brokers licenses held in all states, except New Jersey, automatically earn 18 CPD points (also applies to licensed real estate sales/brokers in Alberta and Nova Scotia).

VERIFICATION REQUIRED: Please include a copy of your current active real estate sales/brokers license.

**The Continuing Education requirement for New Jersey real estate licenses may not fulfill the full 18 hour requirement. If you did complete at least 18 hours of continuing education to renew your New Jersey real estate license, please provide verification.*

Option 2 - Course Credit

BOMI International - 1CPD Points awarded for each class hour

All BOMI designation courses will complete the 18 point requirement with exception of Ethics which is worth 6 points.

VERIFICATION REQUIRED: Indicate the title of the BOMI course and the date you successfully completed the exam.

Approved CPD Discipline - 1 CPD Point awarded for each class hour

Any course, training program, or seminar, covering an approved discipline automatically qualifies for CPD credit. If the subject matter covers an approved discipline, the provider *does not* have to be approved.

VERIFICATION REQUIRED: Provide a copy of your course completion certificate(s) that shows the program sponsor, title, dates, location, and number of class hours, not including lunch and breaks. If the certificate does not include the actual number of class hours, please contact the sponsor to request this information for inclusion with your application.

Approved CPD Provider - 1 CPD Point awarded for each class hour

Any program offered by an Approved CPD Provider automatically qualifies for CPD credit. A list of Approved Providers can be found at www.bomi.org.

VERIFICATION REQUIRED: Provide a copy of your course completion certificate from the sponsoring organization that includes your name, the date(s) of the class, title of the program, and the number of hours you attended, not including lunch and breaks. If the certificate does not include the actual number of class hours, please contact the sponsor to request this information for inclusion with your application.

Option 3 - Professional Accomplishments

Publications - 2 CPD Points awarded for each research/writing hour

You can earn points for having an original article or research report published in a national journal.

REQUIRED VERIFICATION: Provide a copy of the article you wrote and indicate where it was published. Please also include the number of research and writing hours that went into the article.

BOMA Building Awards - 2 CPD points awarded for each research/ writing hour

Winning a Building Owners and Managers Association (BOMA) International or Local Building Award(s) qualifies for CPD credit.

VERIFICATION REQUIRED: Provide BOMI with a copy of your application and an estimate of the number of preparation hours. Please include a copy of your building's award that indicates the sponsor, date awarded, and building category.

Presenter - 2 CPD Points awarded for each research/presentation hour

You can earn CPD points for giving presentations of topics included in the list of approved CPD disciplines. Additionally, you can earn CPD points for giving presentations for Approved CPD Providers.

REQUIRED VERIFICATION: Provide a brief description of the topic presented, the date and time presented, and the name of the conference and sponsoring organization.

Instructor - 2 CPD Points awarded for each hour of lecture

You can earn CPD points for instructing courses and seminars covering topics included in the list of approved CPD disciplines. Additionally, you can earn CPD points for instructing for Approved CPD Providers.

VERIFICATION REQUIRED: Indicate the class title, sponsoring organization, number of class hours, date(s) of class, and a copy of the class brochure of schedule with your name on it. All courses covering an approved CPD discipline apply.

Exam Author/Reviewer - 2 CPD points awarded for each research/writing hour

You can earn CPD points for writing or reviewing exam questions for courses that cover topics included in the list of approved CPD disciplines. Additionally, you can earn CPD points for writing or reviewing exam questions for Approved CPD Providers.

VERIFICATION REQUIRED: Submit confirmation from the sponsor of the extent of your contribution that includes an estimate number of clock hours.

Option 4 - Board/Committee Memberships

Board/Committee Positions - 6 CPD Points for each year you hold a position for each organization

You will earn CPD credit for serving on the Board or Committee of an industry trade related organization. Some recognized organizations include BOMA, all approved CPD providers, city historical societies, local environmental regulation boards, and management or systems engineering for medical facilities.

VERIFICATION REQUIRED: Include a copy of the organization's letterhead or other printed material showing your name. Please submit a separate copy clearly identifying your position for each year you are requesting credit.

Option 5 - Association Memberships

Association Memberships - 2 CPD Points for each year of membership in each organization.

Memberships held in related trade organizations qualify for CPD credit. You can also earn CPD points if you hold a professional license that requires membership, but does not require continuing education. A maximum of 12 points can be earned in this category.

VERIFICATION REQUIRED: Attach a copy of your paid dues receipt or membership card for each year you are requesting credit.

If I choose Option 2 and attend in-house training programs, seminars, or courses, do they have to be offered by an approved provider?

No. You will earn 1 CPD point for each hour of attendance at an event from ANY provider, as long as the subject matter is included on this list of approved disciplines.

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| ✓ Accounting | ✓ Federal Laws and Regulations |
| ✓ Agency | ✓ Finance |
| ✓ Antiterrorism | ✓ General Management/
Business |
| ✓ Asset Management | ✓ Hospitality Industry |
| ✓ Auditorium Management/
Maintenance | ✓ Hospital Management/
Maintenance |
| ✓ Building Maintenance
Systems | ✓ Human Ecology |
| ✓ Civic Center Management/
Maintenance | ✓ Human Resources |
| ✓ Civil Engineering | ✓ Instructor Training/
Workshops |
| ✓ Commercial Property | ✓ Marketing |
| ✓ Construction | ✓ Mathematics |
| ✓ Convention Center
Management/Maintenance | ✓ Mechanical Engineering |
| ✓ Disaster Preparation/
Recovery | ✓ Nature Sciences |
| ✓ Drafting/CAD Design | ✓ Project Management |
| ✓ Environmental Health and
Safety | ✓ Property Insurance |
| ✓ Ethics | ✓ Real Estate |
| ✓ Facilities | ✓ Safety/Workplace |
| ✓ Facility Management Systems | ✓ Security |
| | ✓ Sustainability/green build |
| | ✓ Taxation |
| | ✓ Technology |

Will the CPD requirement cost me anything?

A nominal administrative fee per year for graduates will be charged. This fee is necessary to maintain your records, review your CPD status, and administer the program. For current fees, please visit www.bomi.org or call 1-800-235-2664, Canadian graduates call 1-888-821-9319

How will I be billed?

You will be mailed an invoice for each year for three years, based on the month you graduated from your designation program. Or, you may pay the entire fee at anytime during the three-year period.

How will I know my CPD status?

It is your responsibility to keep accurate records of the activities in which you participate. You will be notified of fulfillment of your CPD requirement upon submission of the completed CPD Documentation Form, with required documentation, and payment in full.

How often do I have to notify BOMI of my CPD-related activities?

Once you have completed all 18 points, you may submit your CPD Documentation Form and supporting documentation. CPD processing fees do not have to be included with your completed Documentation Form, but they do need to be paid by the end of your three-year cycle.

Can credits be built up or carried over from one three year period to the next?

No. You must complete 18 points within your three-year cycle.

What if I don't comply with the CPD requirement?

By not complying with the CPD requirement, your designation will be considered inactive. If employers or colleagues contact BOMI International regarding your status, they will be notified that your designation is not active.

What if I'm retired or no longer active in the industry?

Retired and inactive professionals do not need to complete the CPD requirement. They will be recognized as BOMI International emeritus graduates. If you are retired and have not already notified BOMI, please contact us at 1-800-235-2664.

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