



Continuing Professional Development Verification Form

Please refer to instruction on back before completing this form. If you have any questions, please contact a customer representative at 1-800-235-2664. Submit this Verification Form when the entire 18 point requirement has been completed and attach supporting documentation. All documented CPD points must be completed during the cycle dates listed below.

BOMI ID: _____

Name: _____

Address: Home Business

Company Name: _____

Address: _____

City: _____ **State/Province:** _____ **Zip/Postal Code:** _____

PHONE: _____ **FAX:** _____

E-MAIL: _____

Cycle Start Date:

Cycle End Date:

Date of Points	Number of Points	Description
		Course Name, Membership Organization, Accomplishment, License State



Continuing Professional Development Verification Instructions

- 1) **Verify address information and make changes as necessary**
- 2) **Enter date(s) points were acquired**
- 3) **Enter Total Number of Points**
- 4) **DESCRIPTION – Enter option from list below – Verification must be enclosed**
 - A) **Real Estate License (18 points) – Enter State of real estate license**
 - B) **Course Credit (1 point per hour of instruction) – Enter name of industry related course**
 - C) **Professional Accomplishment (2 points for every writing, presentation, and/or research hour needed to complete any of the following projects) – Enter award, article or course**
 - i. Publish an original article or research report in an industry related national journal. A copy of the article must be attached.
 - ii. Winning a Building Owners & Managers Association (BOMA) International and/or Local Building Award Participate as a presenter at a regional, national, or international conference on commercial property or a related topic. Attach Verification.
 - iii. Serve as an instructor for any qualifying program (course content must be on approved list) Serve as an author/reviewer or member of an examination development workshop for any qualifying program (content must be on approved list).
 - D) **Board/Committee Membership (6 points for each year you serve each industry related organization as a board/committee member). Enter name of organization and indicate which board or committee you served on.**
 - E) **Association/Professional Memberships (2 points for each year you are an active member of each industry related organization). Enter organization name.**

Your completed verification form must be received at BOMI Institute by the cycle end date on the front of this form. The CPD processing fee may be submitted separately.

Submit this verification form after the full 18 points have been completed and attach supporting verification.

Points submitted must have been acquired during your CPD cycle dates and cannot carry over into next cycle.

Completed Verification forms and supporting documentation should be sent to the following address:

U.S. Verification:

**BOMI International
One Park Pl Ste 475
Annapolis MD 21401**

Canadian Verification:

**BOMI Canada
415 Yonge St Ste
Ste 101
Toronto ON M5B 2E7**