



## Earn your Building Operator Certification® Level I credential.

Learn how to increase the comfort and energy efficiency of your facility.

### BOC Level I Training

Series starts October 12 in Brookfield, WI

To register, visit [focusonenergy.com/training](http://focusonenergy.com/training)

Another BOC Level I Series will be starting in December in the Wisconsin Dells. Please check back at [focusonenergy.com/training](http://focusonenergy.com/training) for updates and the latest information.

### Improve the energy efficiency of your building ... Earn a respected credential in building operations!

Focus on Energy presents Building Operator Certification (BOC®), a hands-on training and certification program offering building operators, managers, and consultants an in-depth look at the best ways to manage a facility—from the latest technologies to tips, techniques, and best practices.

Participants earn certification by attending a series of training sessions and completing project assignments at their facilities. Training topics include facility electrical, HVAC, and lighting systems, indoor air quality, environmental health and safety, and energy conservation.

#### Attendees will learn how to:

- Increase the comfort and air quality of their facilities.
- Reduce energy costs and the need for unscheduled maintenance.
- Improve building occupant comfort.
- Ensure timely compliance with environmental regulations.

BOC participants save an average of \$12,000 per facility, per year! More than 90% of participants and their supervisors say that BOC training has improved comfort, saved energy, or saved money in their facilities!

#### Industries and organizations that may benefit from BOC:

- Government
- Hospitality
- Retail
- Healthcare
- Manufacturing
- Utility representatives
- Facility services
- Municipalities
- Education
- Property management

#### Learn from industry experts:

Building Operator Certification is led by experienced professional instructors. Participants receive a collection of valuable reference materials created and updated by facility experts in energy efficient operations and building systems.

#### Improve your job skills:

This certification provides attendees a means of distinguishing themselves to employers through improved job skills and a commitment to their professions. More than 50% of graduates report both an increase in job responsibilities and compensation since receiving the certification.

#### Earn continuing education credits from:

- Association of Physical Plant Administrators (APPA)
- Building Owners and Managers Association (BOMA)
- Building Owners and Managers Institute (BOMI)
- Federal Energy Management Program (FEMP)
- U.S. Green Building Council (USGBC)

Building Operator Certification is a nationally recognized training and certification program for building operators, offering improved job skills and more comfortable, energy-efficient facilities. Visit [www.theboc.info](http://www.theboc.info) to learn more. Focus on Energy is a BOC administrator.

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Partnering with Wisconsin utilities

## COURSE OVERVIEW

Participants will receive eight days (74 hours) of classroom training and five project assignments to be completed at their facilities. Upon completion, this course series earns attendees 7.4 continuing education credits. Sessions include:

**BOC 101—Building Systems Overview (one day).** This session provides an overview of all Level I certification courses. It includes an overview of preventive maintenance, energy-efficient principles, and the fundamentals of building systems, equipment, and operations. It also includes an introduction to heating, cooling, ventilation, and control systems, as well as water, lighting, and indoor air quality.

**BOC 102—Energy Conservation Techniques (one day).** Learn how energy is used in commercial buildings and how to identify and prioritize conservation opportunities. This course includes basic principles of energy accounting, evaluating fuel options, and operation and maintenance strategies to improve efficiency and energy management planning techniques.

**BOC 103A/103B—HVAC Systems and Controls (two consecutive days).** Learn about the operation and maintenance of equipment and components typically found in commercial buildings, including central heating, cooling, and ventilating systems, as well as automatic control systems and equipment.

**BOC 104—Efficient Lighting Fundamentals (one day).** Discover the principles of efficient lighting, including evaluating lighting levels, quality, and maintenance. Other topics include lighting fixture and control technologies, common upgrades, retrofit and redesign options, and management strategies as they apply to space use and function.



### BOC 105—Operations & Maintenance (O&M) Practices for Sustainable Buildings

**(one day).** Explore O&M best practices that create and sustain high-performance green buildings. Topics include practical O&M measures for exterior sites, water efficiency, cleaning products, material and supply purchasing, energy, and indoor environmental quality. Also covered are national green building rating systems and ENERGY STAR® evaluation tools.

**BOC 106—Indoor Air Quality (one day).** Learn about the dynamic components of indoor air quality in relation to source control, occupant sensitivity, and ventilation. Emphasis will be on communications with building occupants that achieve reliable investigations without aggravating existing issues.

**BOC 107—Facility Electrical Systems (one day).** Learn how electricity is distributed throughout a facility and discuss common electrical distribution problems.

## CLASS SCHEDULE

Classes are held from 8:00 a.m. to 4:00 p.m. Registration and continental breakfast starting at 7:30 a.m. Lunch will be provided.

Level I Certification Session	Date and Location
BOC 101—Building Systems Overview	October 12, 2011, Brookfield, WI
BOC 107—Facility Electrical Systems	October 27, 2011, Brookfield, WI
BOC 102—Energy Conservation Techniques	November 10, 2011, Brookfield, WI
BOC 103A—HVAC Systems and Controls	December 8, 2011, Brookfield, WI
BOC 103B—HVAC Systems and Controls	December 9, 2011, Brookfield, WI
BOC 104—Efficient Lighting Fundamentals	January 12, 2012, Brookfield, WI
BOC 105—O&M Practices for Sustainable Buildings	February 2, 2012, Brookfield, WI
BOC 106—Indoor Air Quality	February 23, 2012, Brookfield, WI

## REGISTRATION FEES: \$999

This course, which is valued at \$1,250, includes training materials, continental breakfasts, and lunches. Thanks to the generous support of our utility partners, this series of courses are available to you for just \$999.

### Receive \$500 in tuition reimbursement.

We will reimburse you \$500 if you complete the BOC class series and implement a qualifying energy efficiency project with Focus on Energy by April 30, 2012! You will receive specific reimbursement requirements at the first class.

## THREE WAYS TO REGISTER

- 1. Online:** [focusonenergy.com/training](http://focusonenergy.com/training)
- 2. Mail:** Complete the attached form and mail to:  
Focus on Energy, PO Box 170585, Glendale, WI 53217
- 3. Fax:** Complete the attached form and fax to: 414.763.9953

## Register for Level I training today!

### BOC Level I:

First class starts October 12, 2011

(Register by 10/1/11)

All classes will be held at:

Brookfield Suites Hotel

1200 South Moorland Road

Brookfield, WI 53008

**Classes are held from 8:00 a.m. to 4:00 p.m.**

Registration and continental breakfast starting at 7:30 a.m. Lunch will be provided.

### Enclosed is a:

check

purchase order

credit card information

Please make checks payable to SEERA.

If you have questions, contact Focus on Energy at 800.762.7077.

Credit Card Payment:  Visa  MC  AMEX

Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Registrant's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### How did you learn about this course?

Energy Advisor  Email  Mailing  Website

Utility  Other \_\_\_\_\_

### Who is your servicing utility?

\_\_\_\_\_  
Cancellation policy: any registration canceled seven days prior to the event will receive a full refund.

