



Earn your Building Operator Certification® Level II credential.

Learn advanced equipment troubleshooting and maintenance.

BOC Level II Training

Live, videoconference series
starts March 1, 2012

To register, visit focusonenergy.com/training

Gain the skills necessary to effectively analyze building systems in order to optimize efficiency, save time and money, and earn a respected credential in building operations!



Focus on Energy presents Building Operator Certification® (BOC) Level II, a training and certification program offering building operators, building managers, and maintenance professionals instruction in advanced equipment troubleshooting and diagnostics, as well as best practices in facilities management. The BOC Level II credential demonstrates a commitment to the field of facilities management and an in-depth knowledge that can be transferred to a variety of work settings.

Registrants must meet ONE of the following prerequisites:

- BOC Level I certification.
- Technical degree and three years of experience working in operations and maintenance of a commercial or institutional facility.
- Union membership at journey level and three years of experience.

Participants earn certification by attending a series of training sessions, completing facility projects, and passing in-class examinations administered at the end of each day of class. Training topics include: preventive maintenance and troubleshooting principles, advanced electrical diagnostics, heating, ventilation, and cooling (HVAC) troubleshooting, maintenance, controls, optimization, and more.

Industries and organizations that may benefit from BOC:

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

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 to learn more. Focus on Energy is a BOC administrator.

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COURSE OVERVIEW

Participants will receive seven days (61 hours) of classroom training, project assignments, and in-class examinations. Upon completion, this course series earns attendees 6.1 continuing education credits. Sessions include:

BOC 201—Preventive Maintenance & Troubleshooting Principles (one day). Learn the step-by-step process for starting and operating a preventive maintenance program that produces energy savings and equipment reliability. A system review will be conducted and emphasis will be placed on effective troubleshooting methods for problem identification, testing procedures, problem solving, and operational analysis, including the development of troubleshooting service records.

BOC 202—Advanced Electrical Diagnostics (one day). Learn to locate and repair electrical opens, shorts, overloads, and high resistance. The use of digital electric meters will be taught along with maintenance and operational procedures to prevent electrical problems and evaluate power quality issues.

BOC 203A/B—HVAC Troubleshooting & Maintenance (two consecutive days). Learn how to troubleshoot and improve the efficiencies of the primary HVAC systems of commercial buildings. This intensive course will focus on system performance evaluation and efficiency optimization of central boiler and chiller systems, vapor-compression cycles of AC and heat pump systems, and distribution and ventilation systems.

BOC 204—HVAC Controls & Optimization (one day). Learn energy-efficient operation, maintenance, and service of HVAC controls and related devices for central air systems commonly found in commercial buildings. Control principles, components, computerized controls, and calibrating the controlled sub-systems will also be explored.

BOC 214—Introduction to Building Commissioning (one day). Be introduced to the building commissioning process for new and existing buildings with an emphasis on existing building commissioning and the building operator's role. Topics include an overview of commissioning types, the elements of a successful project, working with a commissioning service provider, and the building operator's role in a commissioning project. Upon completion, participants will understand the range of commissioning.

BOC 216—Enhanced Automation & Demand Reduction (one day). Be introduced to technologies to help better manage energy use, reduce electrical demand, and maintain or even improve the comfort of building occupants. How to screen buildings to assess enhanced automation (EA) potential, lighting and HVAC technologies, control strategies, energy management, and information systems, as well as EA implementation strategies will be explored. Upon completion, participants will have an understanding of the complexities of EA and the role of the building operator in making EA work.

VIDEOCONFERENCE LOCATIONS (class sizes are limited):

Chippewa Falls	CESA #10, Room E, 725 West Park Avenue, Chippewa Falls, 54729
Green Bay	UW-Green Bay, Instructional Service Building, Rm. 1034, 2420 Nicolet Drive, Green Bay, 54311
Madison	UW Extension Pyle Center, 702 Langdon Street, Madison, 53706
Mequon	MATC - North Campus, 555 W. Highland Road, Mequon, 53092

Level II Videoconference Schedule	Date	Videoconference Locations
BOC 201 - Preventive Maintenance & Troubleshooting Principles	3/01/12	Chippewa Falls, Green Bay, Madison, Mequon
BOC 202 - Advanced Electrical Diagnostics	3/15/12	Chippewa Falls, Green Bay, Madison, Mequon
BOC 203 A - HVAC Troubleshooting & Maintenance	3/29/12	Chippewa Falls, Green Bay, Madison, Mequon
BOC 203 B - HVAC Troubleshooting & Maintenance	3/30/12	Chippewa Falls, Green Bay, Madison, Mequon
BOC 204 - HVAC Controls & Optimization	4/26/12	Chippewa Falls, Green Bay, Madison, Mequon
BOC 214 - Introduction to Building Commissioning	5/10/12	Chippewa Falls, Green Bay, Madison, Mequon
BOC 216 - Enhanced Automation & Demand Reduction	5/24/12	Chippewa Falls, Green Bay, Madison, Mequon

VIDEO CONFERENCING SCHEDULE

The video conference sessions will be held from 8:00 am to 4:00 pm; the location and directions will be provided to you with your registration confirmation. Continental breakfast and registration begin at 7:30 am. Lunch will be provided.

REGISTRATION FEES: \$899

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 \$899.

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 November 30, 2012! You will receive specific reimbursement requirements at the first class.

THREE WAYS TO REGISTER

- 1. Online** focusonenergy.com/training
- 2. Mail** Complete the attached form and mail to: Focus on Energy, PO Box 107, Cedarburg, WI 53012-107
- 3. Fax** Complete the attached form and fax to: 262.367.8445

Register for Level II training today!

BOC Level II Live Videoconferences:

First videoconference starts March 1, 2012 (Register by 2/18/12)

Classes will be held at:

- Chippewa Falls**, CESA #10, Room E, 725 W. Park Avenue, Chippewa Falls, 54729
- Green Bay**, UW-Green Bay, Instructional Service Building, Rm. 1034, 2420 Nicolet Drive, Green Bay, 54311
- Madison**, UW Extension Pyle Center, 702 Langdon Street, Madison, 53706
- Mequon**, MATC - North Campus, 555 W. Highland Road, Mequon, 53092

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.

