

CPD

CONTINUING PROFESSIONAL DEVELOPMENT
REQUIREMENT



BOMI

I N T E R N A T I O N A L

Independent Institute for Property
and Facility Management Education

BUILDING CAREERS FOR BUILDING PROFESSIONALS

Position yourself for continued success through the BOMI International Continuing Professional Development (CPD) program. Meeting your CPD requirement helps you keep pace with the latest developments while enhancing your career and helping increase the professionalism of the entire property and facility management industry.

We offer a variety of ways for today's busy professionals to earn required CPD points. Credits can be earned through industry related activities such as courses and seminars, real estate license renewal, and industry experiences including participating in trade associations, publishing an article, or presenting a paper.

CPD REQUIREMENTS

The Continuing Professional Development (CPD) program requires RPA®, FMA®, and SMA® graduates to complete 18 points of continuing education credit every three years in order to maintain their designation's active status. In addition, graduates pay a nominal administrative fee each year (fees are non-refundable). The three-year renewal period begins on the date that graduates attain their first BOMI International designation.

Graduates who hold more than one BOMI International designation are only required to earn 18 CPD points every three years. Real estate license renewal will qualify, as will association memberships or serving as an instructor. Education credits, including Self-Study courses, will also earn CPD points.

STAY CURRENT IN A RAPIDLY CHANGING INDUSTRY

Credit may be earned in these five general categories to fulfill the CPD requirement:

- Continuing Education for Professional License Renewal
- Education Credit
- Professional Accomplishments
- Board/Committee Memberships
- Association Memberships



OPTION 1
Continuing Education for Professional License Renewal

Real Estate Sales, Brokers, and other Industry Licenses—One (1) CPD point awarded for each classroom hour of continuing education credit.

If you hold one of the licenses indicated below, and complete continuing education to maintain your license, you will receive CPD points for continuing education credit. (National real estate prelicensure course also apply.)

Verification Required: Submit verification of the education completed. If you hold a current real estate license, you only need to submit a copy of your license.

Recognized licenses include, but are not limited to:

- Air Handling
- Boilers and Heating Systems
- Electrical Systems and Building Control Systems
- Environmental Health and Safety
- Professional Engineer
- Real Estate Sales, Brokers, Appraisers, and Inspectors
- Refrigeration
- Water Treatment and Plumbing Systems

OPTION 2
Education Credit

Education Credit—One (1) CPD point will be awarded for each classroom hour.

If you successfully complete a course or seminar (including Instructor Workshops) with an authorized education provider, you will earn CPD points for each classroom hour, not including breaks, receptions, or meals. For courses with exam component required for successful completion, graduate must pass exam.

Verification Required: Provide a copy of course completion certificate which includes your name, date(s) of course, course title, number of attendance hours, and exam score (if applicable).

Eligible education providers include, but are not limited to:

- BOMI International
- BOMI International Approved Providers (including BOMA International and local BOMA classroom sponsors)
- Accredited colleges and universities
- Organizations recognized by ACE/College Credit Recommendation Service
- Other—You can also earn CPD points for completion of any seminar, workshop, or course on a topic included in the list of CPD Approved Disciplines

OPTION 3
Professional Accomplishments

Professional Accomplishments—CPD points awarded as indicated below.

Publications—An original article or research report published by a national industry journal. Two (2) CPD points awarded for each article, with a maximum of eight (8) CPD points per three (3) year cycle.

Verification Required: Provide a copy of the article indicating where it was published.

Presentations—Regional, national, and international conference presentations on commercial property or related topic. Two (2) CPD points awarded for each presentation hour, with a maximum of eight (8) CPD points per three (3) year cycle.

Verification Required: Identify the name of the conference and the sponsoring organization. Provide a brief description of the topic, the date and time presented, indicating the number of presentation hours completed.

Instruction—Teaching courses or seminars related to commercial property on topics included on the list of CPD Approved Disciplines. Two (2) CPD points awarded for each hour of lecture. Credit may not be awarded for a specific course more than once per three (3) year cycle.

Verification Required: Indicate the class title, sponsoring organization, date(s) of class, and a copy of the class brochure indicating instructor's name and the number of lecture hours completed.

Exam Author or Reviewer—Serve as author, reviewer, or member of an examination development workshop for an Approved Provider. Two (2) CPD points awarded for each research/writing hour.

Verification Required: Submit confirmation from sponsor indicating the contribution including the number of research and writing hours completed.

BOMA Building Awards—Participating as an active team member to submit a BOMA International or Local Building Award(s). Six (6) CPD points awarded.

Verification Required: Provide a copy of the application that indicates the sponsor, date, and building category.



OPTION 4
Board/Committee Memberships

Board/Committee Memberships—Serve as a board or committee member for one or more organizations related to commercial property, such as BOMI International, BOMA, IREM, IFMA, AEE, or ASHRAE (positions held at local, regional, national and/or international levels apply. Six (6) CPD points awarded for each year you serve in each organization.

Verification Required: Include documentation from organization indicating your role and term of service.

OPTION 5
Association Memberships

Association Memberships—Maintain active membership in an industry association related to commercial property. Two (2) CPD points awarded for each year of membership in each organization, with a maximum of six (6) points per three (3) year cycle.

Verification Required: Include documentation from organization indicating membership(s) term.

INDUSTRY-RELATED DISCIPLINES

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

ENHANCE YOUR CAREER TODAY

Please visit the Alumni and Graduates section of our website, www.bomi.org, to view a complete set of FAQs which address questions regarding how to earn and manage your Continuing Professional Development points.





One Park Place, Suite 475
Annapolis, MD 21401
P: 1.800.235.BOMI
F: 410.974.0544

www.bomi.org

BOMI CANADA

55 York Street, Suite 1201
Toronto, Ontario, M5J 1R7
P: 1.888.821.9319
F: 416.977.8800

www.bomicanada.com