

# Fundamentals of Facilities Management

6-Week Course

(Requirement for the FMA® designation)

**Instructor:** TBD

**Location:** BOMA/Suburban Chicago Office  
1515 E. Woodfield Rd., Suite 110  
Schaumburg, IL 60173

**Date:** Thursday: April 9, 16, 23, 30 and May 7, 14, 2020

**Time:** 5:30 – 8:30 p.m.

**Cost:** Members \$1,050  
Non-Members \$1,150

Course fee includes computerized testing fee. There is a one-time \$225 registration fee for those entering the RPA, FMA, SMA Program. If you are not pursuing a designation, there is an additional \$75 fee. Fees required by BOMI Int'l.

## Course Description:

Successful facilities managers must have business savvy supported by a broad scope of technical knowledge. This course provides the base from which to build a career in facilities management. You will learn how to structure and manage operations and maintenance programs, and how to manage personnel effectively to control workload. You will gain an understanding of the importance of facilities management to business organizations and operations, while also learning strategies for internal marketing.

## Major Topic Areas Covered:

Principles of information management • investment, cost controls, and budgeting strategies • operating levels of facilities activities • outsourcing principles • benefits of leasing vs. ownership

## Applies to: FMA Designation

<b><u>Registration Deadline:</u></b>	Friday, March 27, 2020
<b><u>Questions?</u></b>	Contact Barb Turbett at <a href="mailto:BarbT@BomaSuburbanChicago.com">BarbT@BomaSuburbanChicago.com</a> or 847-995-0970.
<b><u>Cancellation Policy:</u></b>	A \$595 cancellation fee will apply to any cancellation made after March 27, 2020. Cancellations will not be accepted after March 27.
<b><u>Textbooks:</u></b>	Must be picked up at the BOMA/Suburban Chicago office prior to April 9, 2020.
<b><u>Final Exams:</u></b>	Administered at Pearson Vue Testing Centers and the fee is included in registration.
<b><u>About BOMI:</u></b>	BOMI International is a nonprofit, independent educational institute to fulfill the need for a higher level of training and expertise in the property and facility management profession. BOMI Courses are recognized by many other organizations such as IREM, IFMA, IUOE, and AIA. Credits from these organizations may apply. For information about BOMI's other educational courses visit <a href="http://www.bomi.org">www.bomi.org</a> .

Please complete and return this form to BOMA/Suburban Chicago.

Email to: [BarbT@BomaSuburbanChicago.com](mailto:BarbT@BomaSuburbanChicago.com)

Mail to: BOMA/Suburban Chicago, 1515 E. Woodfield Rd., Suite 110, Schaumburg, IL 60173

Phone: 847-995-0970 • Fax: 847-995-0971 • [www.bomasuburbanchicago.com](http://www.bomasuburbanchicago.com)

# Continuing Professional Development Course

Offered by BOMI International and BOMA/Suburban Chicago



## Fundamentals of Facilities Management

6 Week Course – Requirement for the FMA® designation

**Location:** BOMA/Suburban Chicago Office, 1515 E. Woodfield Rd., Suite 110, Schaumburg, IL  
**Dates:** Thursday: April 9, 16, 23, 30 and May 7, 14, 2020  
**Time:** 5:30 – 8:30 p.m.

Save \$50 Each!  
 3 or more  
 students from  
 same company  
 enrolled in the  
 same class

Student Information (all fields required)			
First Name (indicate as it will appear on certificate)	Middle Name	Last Name	
BOMI ID # (if a current student)	Email	Mail Correspondence/Grades to <input type="checkbox"/> Home <input type="checkbox"/> Office	
Company Name		BOMA/Suburban Chicago Member <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Address (Required)	City	State	Zip
Home Address (Required)	City	State	Zip
Office Phone	Fax	Home Phone	

Enrollment Options and Fees (Check <input checked="" type="checkbox"/> Only 1 of the 4 Options):			
Current BOMI Students:			
<input type="checkbox"/> I am already enrolled in the following BOMI designation program Check <input checked="" type="checkbox"/> one: <input type="checkbox"/> RPA <input type="checkbox"/> FMA <input type="checkbox"/> SMT/SMA			No Enrollment Fee
<input type="checkbox"/> I am a BOMI designation holder who wants to enroll in a second (or third) designation program Check <input checked="" type="checkbox"/> one: <input type="checkbox"/> RPA <input type="checkbox"/> FMA <input type="checkbox"/> SMT/SMA			Enrollment Fee: \$100
New BOMI Students:			
<input type="checkbox"/> I am a new student who wants to enroll in this BOMI designation program Check <input checked="" type="checkbox"/> one: <input type="checkbox"/> RPA <input type="checkbox"/> FMA <input type="checkbox"/> SMT/SMA			Enrollment Fee: \$225
<input type="checkbox"/> I am a new student who wants to take individual BOMI Course(s) only Your first course enrollment fee may be applied toward a designation enrollment fee			Enrollment Fee: \$100
Enrollment Fee:			
Course Registration (You are considered a BOMA member if you are a member of any local BOMA association. A local BOMA member is the named representative of a BOMA building or business.)			
<b>BOMA Members</b> <input type="checkbox"/> \$1,050	<b>Non-Members</b> <input type="checkbox"/> \$1,150	<b>Audit Only</b> (Available only to those who have already taken this course) <input type="checkbox"/> \$300	<b>Registration Fee:</b>
Contact BOMA/Suburban Chicago staff for payment options, if required.			<b>Total Fees Due:</b>

Payment Information				
<input type="checkbox"/> Check (Payable to BOMA/Suburban Chicago)		<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AMEX
<input type="checkbox"/> Discover	Name on Card	Card Number	Exp. Date	Security Code
Signature				

Please complete and return this form to BOMA/Suburban Chicago.  
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