

## Managing the Organization

**Requirement for the RPA®, FMA and SMA Designation.**

**Instructor:** Karen M. Stiansen, CPM, CCIM, MCR, RPA, FMA, LEED AP  
Vice President, Property Services, Thalhimer

**Location:** **THIS IS A VIRTUAL COURSE**

**Dates:** **Thursdays, September 10, 17, 24, October 1, 8, 15**

**Time:** 4:30pm – 8:30pm

**Cost:** Members \$1,100  
Non-Members \$1,150

**Course fee includes computerized testing fee. There is a one-time \$225 registration fee for those entering the RPA, FMA and SMA programs.**

**If you are not pursuing a designation, there is an additional \$100 fee. Fees required by BOMI International.**

### Course Description:

This newly redesigned course will help you become an effective manager and leader in your organization. Your role will take on new meaning as you learn and understand the impact that you can have on your organization and on the individuals, who work for you. The course will reinforce the theory and strategies with a new case study in which management practices are applied to address industry trends and issues related to enhancing the value of an asset.

### Major Topic Areas Covered in this Course:

managerial roles and leadership skills • organizational culture and effective group/team management • strategies for planning, controlling, decision making, and problem solving • skills for improving communication and motivating employees • lessons on how to implement change successfully • sustainable strategies for managing building operations

### Applies to:

FMA®, RPA®, SMA® designations

Recommendations:

**USGBC Recommendation: 30 GBCI continuing education hours toward the LEED Credential Maintenance Program**

**Registration Deadline:** **Thursday, September 3, 2020**

**Questions?** Contact Barb Turbett at [BarbT@BomaSuburbanChicago.com](mailto:BarbT@BomaSuburbanChicago.com) or 847.995.0970.

**Cancellation Policy:** A \$200 cancellation fee will apply to any cancellation made after **September 3, 2020**  
Cancellations will not be accepted after **September 3, 2020**

**Textbooks:** Textbooks must be picked up at the BOMA/Suburban Chicago office by September 10, 2020.

**Final Exams:** Final exams will be administered at Pearson Vue Testing Centers and the fee is included in registration.

**About BOMI:** 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 [www.bomi.org](http://www.bomi.org).

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

# Managing the Organization - THIS IS A VIRTUAL COURSE

Requirement for the RPA®, FMA and SMA designation.

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

Date: **Thursdays, September 10, 17, 24, October 1, 8, 15**

Time: 4:30pm – 8:30pm

| <b>Student Information</b> (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:<br><input type="checkbox"/> Home <input type="checkbox"/> Office |     |
| Company Name   |             | BOMA/Suburban Chicago Member<br><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 Only 1 of the 4 Options):

#### Current BOMI Students:

|   |                              |
|---|------------------------------|
| <input type="checkbox"/> I am already enrolled in the following BOMI designation/certificate program<br>Check <input checked="" type="checkbox"/> one: <input type="checkbox"/> RPA <input type="checkbox"/> FMA <input type="checkbox"/> SMT/SMA <input type="checkbox"/> FMC <input type="checkbox"/> PAC <input type="checkbox"/> PMFP                   | <b>No Enrollment Fee</b>     |
| <input type="checkbox"/> I am a BOMI designation holder who wants to enroll in a second (or third) designation program<br>Check <input checked="" type="checkbox"/> one: <input type="checkbox"/> RPA <input type="checkbox"/> FMA <input type="checkbox"/> SMT/SMA <input type="checkbox"/> FMC <input type="checkbox"/> PAC <input type="checkbox"/> PMFP | <b>Enrollment Fee: \$100</b> |

#### New BOMI Students:

|   |                              |
|---|------------------------------|
| <input type="checkbox"/> I am a new student who wants to enroll in this BOMI designation program<br>Check <input checked="" type="checkbox"/> one: <input type="checkbox"/> RPA <input type="checkbox"/> FMA <input type="checkbox"/> SMT/SMA <input type="checkbox"/> FMC <input type="checkbox"/> PAC <input type="checkbox"/> PMFP | <b>Enrollment Fee: \$225</b> |
| <input type="checkbox"/> I am a new student who wants to take individual BOMI Course(s) only<br>Your first course enrollment fee may be applied toward a designation enrollment fee   | <b>Enrollment Fee: \$100</b> |

**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>   | <b>Non-Members</b>               |                               | <b>Registration Fee:</b>            |                               |
| <input type="checkbox"/> \$1,100                                      | <input type="checkbox"/> \$1,150 |                               |                                     |                               |
| Contact BOMA/Suburban Chicago staff for payment options, if required. |                                  |                               | <b>Total Fees Due:</b>              |                               |
|   |                                  |                               |                                     |                               |
| <b>Payment Information:</b>   |                                  |                               |                                     |                               |
| <input type="checkbox"/> Check (Payable to BOMA/Suburban Chicago)     |                                  | <input type="checkbox"/> Visa | <input type="checkbox"/> MasterCard | <input type="checkbox"/> AMEX |
| Name on Card  |                                  | Card Number                   | Exp. Date                           | Security Code                 |
| Signature   |                                  |                               |                                     |                               |

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## FREQUENTLY ASKED QUESTIONS

### FEES

Fees are subject to change without notice.

### ENROLLMENT FEES

To enroll in your first program, a \$225 (USD) enrollment fee will be applied. To enroll in your second or third program, a \$100 (USD) enrollment fee will be applied. There is a \$100 (USD) fee for individual courses (those taken separately from a certificate or designation program). Fees are nonrefundable and must be paid with or before enrolling in a course, certificate, or designation program.

### COURSE REQUIREMENTS

Because this is a dynamic industry, specific course requirements are based on date of enrollment. If you are not sure of your particular course requirements, please check with BOMI International.

### REFUNDS

Refund policies are set by the BOMA Locals; please check with your BOMA Local.

*For more information on BOMI International policies, including eligibility periods, rescheduling, and cancellation options, please visit [www.bomi.org](http://www.bomi.org) to review the BOMI International Computer-Based Testing (CBT) Student Handbook.*

### COMPUTER-BASED TESTING (CBT)

With the exception of Ethics Is Good Business® ShortCourse™, exams are administered via Computer-Based Testing (CBT) through our testing provider, Pearson VUE. The registration fee provides for one testing session during the six-month eligibility period, which can be scheduled at the student's convenience at a Pearson VUE testing center of their choice. [Click here](#) to locate your nearest Pearson VUE testing center.

### EXAM ELIGIBILITY PERIOD

Students have a six-month eligibility period to schedule and take their exam. For Classroom students, the eligibility period begins on the first day of class.

### EXAM ADMINISTRATION FEE (INCLUDES RETAKES, NO-SHOWS, AND EXTENSIONS)

Students who fail an exam, do not cancel a scheduled exam appointment at least 24 business hours prior, or wish to extend their eligibility period by an additional six months, will incur an Exam Administration Fee. This fee includes testing and administrative fees and gives students a new six-month eligibility period to complete the exam. This new six-month window begins when the payment is processed. Exam Administration Fee: \$150 (USD)

### COURSE COMPLETION

Successful completion of a course requires passing an exam with a minimum score of 70 percent. Upon registration, students are provided a six-month eligibility period in which to take the exam. Students requiring an additional eligibility period will incur an Exam Administration Fee for the course and will be required to purchase updated course materials if applicable.

### BOMA-SPONSORED SEMESTER-LENGTH AND ACCELERATED REVIEW POLICIES AND PROCEDURES

Please call your BOMA Local for up-to-date information.

- Register with your BOMA Local for a specific course.
- Check with your BOMA Local for payment schedules; pay the BOMA Local directly.
- Learning materials will be provided by your BOMA Local.
- Cancellations for any reason are handled by each BOMA Local. Check with your BOMA Local about specific policies.
- Some BOMA Local Associations offer discounted prices to BOMA members.
- You are considered a BOMA member if you hold membership in any BOMA Local Association. You are responsible for verifying membership.

### ETHICS IS GOOD BUSINESS® SHORTCOURSE™ POLICIES AND PROCEDURES

All Ethics Is Good Business® ShortCourse™ exams will be administered online using BOMI International's Learning Management System. Self-Study students taking the Ethics Is Good Business® ShortCourse™ have six (6) months from the time they register to successfully complete the exam. Classroom students have six (6) months from the class start date to successfully complete the exam. Students will be given three chances to pass the exam. The first passing score will be recorded. For an additional six-month period, students will incur the full course fee and receive the course materials upon re-registration for the Ethics Is Good Business® ShortCourse™. **\*System recommendations for Ethics Is Good Business® ShortCourse™ and exam: Although the courses have been tested on multiple sites and platforms, the recommended software and hardware are: Microsoft Windows operating system, Internet Explorer 7.0 and above, and a high-speed connection**

### STATEMENT OF NONDISCRIMINATION

BOMI International is committed to providing an education opportunity for all persons and admits students of any race, color, gender or sexual preference, age, non-disqualifying handicap, religion, or national or ethnic origin.

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