

# SMT/SMA/FMA Registration

## BOMA Members Cost for SMT/SMA Courses

### Members Cost:

\$825 - Refrigeration Systems and Accessories (SMT)  
\$925 - Managing the Organization (SMA or FMA)

### Non Member Cost:

\$925 - Refrigeration Systems and Accessories (SMT)  
\$1,025 - Managing the Organization (SMA or FMA)

The registration fee covers instructor costs, workbook materials, key concept study guides, test materials and exam fees.

**One-Time Enrollment Cost:** Please Note that if this is your first SMT/SMA class there is a one-time enrollment fee of \$175 that is paid by all students.

Parking is free for all students in the Town Square Ramp which is located at 405 Minnesota Street courtesy of Allied Parking, Inc.

Please complete the information below and return to the BOMA office (332 Minnesota Street, Ste. W-2950, St. Paul, MN 55101) or fax form to 651-291-1031 and you will be billed upon receipt. Please note that registrations received after **January 2, 2015** will incur a \$60.00 late registration charge.

Name: \_\_\_\_\_

My company is a BOMA member  Yes  No

I am a new student  Yes  No (\$175 one-time fee)

Course I am registering for:

Refrigeration Systems and Accessories. (SMT)  
 Managing the Organization (SMA or FMA)

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

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

City/State/Zip: \_\_\_\_\_

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

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

Greater Saint Paul BOMA  
First National Bank Building  
332 Minnesota Street, Suite W-2950  
Saint Paul, MN 55101  
*Address Correction Required*

**WINTER 2015**

SMT®  
Systems Maintenance Technician  
SMA®  
Systems Maintenance Administrator  
FMA®  
Facilities Management Administrator

The Greater Saint Paul  
Building Owners  
and Managers  
Association  
(BOMA)

&

BOMI International  
(BOMI)

SMA/FMA  
Start Date: Mon., Jan. 12<sup>th</sup>

Time: 6:00 - 9:00 p.m.

SMT Start Date: Wed., Jan. 14<sup>th</sup>

Time: 6:00 - 9:00 p.m.

Location: Ecolab  
370 Wabasha Street  
Saint Paul, MN 55102

Parking in Town Square  
Ramp, courtesy of  
Allied Parking, Inc.

## Do You or Someone You Know or Work With...

Have direct responsibility for major building systems, including heating, refrigeration, air handling, plumbing, and electrical controls?

Serve on an engineering - maintenance team in any type of commercial building, including universities, schools, hospitals, and government offices?

Work day-to-day with building service contractors?

Want a deeper understanding of how building systems affect overall company operations?

Want to ensure that your building's systems are running at peak efficiency?

**If so, then the SMT/SMA/FMA Designation Program is right for you!**

### ABOUT OUR INSTRUCTOR

Saint Paul BOMA is pleased to have a very talented and qualified instructor leading the SMT/SMA/FMA classes.

Scott Petersen, SMT has worked as a Building Engineer for Ecolab in downtown Saint Paul for the last 25 years. He began teaching SMT/SMA classes in 2004.

## SMT/SMA/FMA Designation

Required for SMT® designation

- Refrigeration Systems and Accessories
- Air Handling, Water Treatment, and Plumbing Systems
- Electrical Systems and Illumination
- Boilers, Heating Systems, and Applied Mathematics
- Energy Management and Controls

Required for SMA® designation, plus the 5 SMT classes listed above.

- Managing the Organization (SMA/FMA Course)
- Building Design and Maintenance \*\*
- Environmental Health and Safety Issues (SMA/FMA Course)

Required for FMA® designation

- Facilities Planning and Project Management
- Fundamentals of Facilities Management
- Environmental Health and Safety Issues
- Ethics is Good Business ShortCourse
- The Design, Operation, and Maintenance of Building Systems, Part I
- The Design, Operation, and Maintenance of Building Systems, Part II

FMA Elective Courses (must choose two)

- Asset Management
- Managing the Organization
- Real Estate Investment and Finance

Courses do not have to be taken in any specific order; however, students new to BOMI's curriculum should begin with subject matter well known to them and save new material for later study.

Please note that some courses are offered as part of both SMA & FMA designation class, and these only needs to be taken once.

\*\* If you have taken Building Design and Maintenance and have the SMA designation the credits can be applied toward The Design, Operation, and Maintenance of Building Systems Part I and II.

For more information on these programs, call the BOMA office at 651.291.8888.

## WINTER 2015 Class Offerings

### Managing the Organization - SMA & FMA

Start Date: Mon., January 12<sup>th</sup>, Seven weeks total  
Test Date: Schedule through off site testing facility.  
Class Time: Mondays - 6:00 - 9:00 p.m.

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.

#### **Key topic areas:**

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

### Refrigeration Systems and Accessories - SMT

Start Date: Wed., January 14<sup>th</sup>, Seven weeks total.  
Test Date: Schedule through off site testing facility.  
Class Time: Wednesdays - 6:00 - 9:00 p.m.

Maintaining the proper comfort level in an office environment is essential for tenant satisfaction. Refrigeration equipment is a key component of an air-conditioning system that must be properly maintained and operated at maximum efficiency. This course reviews the basic refrigeration cycle and refrigeration system components, as well as how to operate and maintain reciprocating and absorption refrigeration systems. You will gain the skills and knowledge to describe the principles of refrigeration and identify the performance characteristics of refrigeration components.

#### **Key topic areas:**

• refrigeration cycles and principles • mechanical components of refrigeration systems • systematic troubleshooting • general maintenance procedures •