

SMT/FMA/RPA Registration

BOMA Members Cost for SMT/FMA/RPA Courses

Members Cost:

\$825 - Boilers, Heating Systems, and Applied Math (SMT)

\$925 - Real Estate Investment and Finance (FMA or RPA)

Non Member Cost:

\$925 - Boilers, Heating Systems, and Applied Math (SMT)

\$1,025 - Real Estate Investment and Finance (FMA or RPA)

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/FMA/RPA 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 **March 13, 2015** will incur a \$50.00 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:

Boilers, Heating Systems, and Applied Math (SMT)

Real Estate Investment and Finance (RPA or FMA)

Company: _____

Billing Address: _____

City/State/Zip: _____

Phone Number: _____

Email Address: _____

Address Correction Required

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

SPRING 2015

SMT[®]
Systems Maintenance Technician
RPA[®]
Real Property Administrator
FMA[®]
Facilities Management Administrator

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

&

BOMI International
(BOMI)

RPA/FMA
Start Date: Mon., Mar. 23rd

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

SMT Start Date: Wed., Mar. 25th

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.

A designation that fits your needs...

Systems Maintenance Technician - Ideal for those who operate and maintain major building systems such as HVAC, electrical, and plumbing.

Systems Maintenance Administrator - Ideal for those who manage the people who run building systems. SMAs ensure that the building systems run efficiently, both from an energy use and tenant comfort standpoint, as well maintain all aspects of a building or facility, including HVAC, electrical systems, plumbing, and hardware.

Facilities Management Administrator - Ideal for those who manage a facility from the user's prospective, either as a tenant or an owner of the facility, where you are responsible for the care, comfort, and productivity of your employees by maintaining building systems, technology, furniture systems, and daily maintenance.

Real Property Administrator - Ideal for those who manage a single building or a portfolio of real estate assets with emphasis on building systems, risk management, brokerage, and enhancing overall financial performance of the asset.

ABOUT OUR INSTRUCTOR

Saint Paul BOMA is pleased to have talented and qualified instructors leading the SMT/SMA/FMA/RPA 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.

Rick Hansen, RPA has worked as a Property Manager for the past 20 years. He is currently working with MSP Commercial .

SMT/ SMA/ FMA/ RPA 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
- Building Design and Maintenance
- Environmental Health and Safety Issues

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

Required for RPA® designation

- Budget and Accounting
- Law & Risk Management
- Real Estate Investment and Finance **
- 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

RPA Elective Courses (must choose one)

- Asset Management **
- Fundamentals of Real Property Administration
- Leasing and Marketing for Property Managers
- Managing the Organization **

**** Classes offered by St. Paul BOMA for the RPA designation**

SPRING 2015 Class Offerings

Real Estate Investment and Finance - RPA & FMA

Start Date: Mon., March 23rd, Seven weeks total
Test Date: Schedule through off site testing facility.
Class Time: Mondays - 6:00 - 9:00 p.m.

Through this course you will learn to take charge of real estate investments in order to maximize the value of a property. You will develop knowledge about basic financial concepts as they relate to real estate, including valuation, analysis, taxation, depreciation, and life-cycle costing. Similarly, you will learn to evaluate real estate investments and to develop budgets that estimate net operating income. You will study the income capitalization approach and cover property taxation costs and strategies to offset these costs. You will also gain the skills to conduct discounted cash flow analyses and calculate net present value and internal rate of return. This course features exercises that require the basic use of the HP 10bII* financial calculator.

Key topic areas: asset valuation and enhancement • costs and taxes • capitalization • site and building analysis • the appraisal process • discounted cash flow measurement • ownership vehicles • the basics of lending and current lending practice

Boilers, Heating Systems, and Applied Mathematics - SMT

Start Date: Wed., March 25th, Seven weeks total.
Test Date: Schedule through off site testing facility.
Class Time: Wednesdays - 6:00 - 9:00 p.m.

Building technicians need to understand the inner workings of boilers, burners, controls, fittings, valves, and pumps, as well as how they connect and interrelate. This course will teach you how to operate and maintain steam, hot water, warm air, and radiant heating systems. You will also learn the principles of mathematics that are essential to operating these building systems.

Key topic areas: heating systems operations • mechanical components of heating systems • heating sources • thermodynamics • steam and hydronic heating • humidification • basic mathematics needed to operate heating systems