



# Request for Applications

## Building Operator Certification Training for Public Employees

Release Date: April 20, 2017

Submittal Deadline: May 26, 2017

Application Form available at [www.boccentral.org/RFA](http://www.boccentral.org/RFA)

### 1. Overview

The Midwest Energy Efficiency Alliance (MEEA) seeks applications from Midwest municipalities, cities, counties, tribal organizations, local government entities and other public organizations interested in obtaining Building Operator Certification (BOC) training for their facility management staff at a steeply discounted tuition rate. With support from EPA Region 5, MEEA will award up to two municipalities, non-federal public departments or local groups of public employees the opportunity to train up to 30 individuals for a nominal tuition fee of \$300 per student. Typically, tuition across the Midwest is \$1,695 per student. MEEA, in partnership with EPA Region 5, is offering discounts and tuition reimbursements to assist eligible entities in receiving this important training.

### 2. Building Operator Certification

BOC is a nationally-recognized, award-winning training program for commercial facility personnel, including building engineers, maintenance technicians, operations staff and other building management professionals. Focused on the energy efficient operation of building equipment and energy systems, BOC training provides these personnel with the background and the perspective needed to implement cost-saving operational improvements, from no- or low-cost maintenance upgrades to large-scale energy efficiency retrofits. These improvements not only reduce facility energy costs, but also improve indoor air quality, improve the tenant experience, increase equipment durability, and garner other important benefits. Please see Attachment A for a detailed description of the BOC program.

### 3. Provided Services

MEEA will provide the following services to selected entities:

- Provide instructors from MEEA's pool of qualified subject matter experts.
- Provide a full set of training materials to each student.
- Provide logistics support and close coordination to schedule each course.
- Administer online registration if needed.
- Process graduate certificate applications in coordination with national BOC program.
- Share results of students' instructor evaluations after each course.



#### **4. Eligible Applicants**

This opportunity is available to municipalities, cities, counties, tribes, state or local government entities or departments within those organizations located within Illinois, Indiana, Michigan, Minnesota, Ohio or Wisconsin. For those eligible entities who may not have a large amount of potential trainees, this training can also be available to combinations of the above-mentioned entities that wish to form a local training group. In this case, only one organization should apply, but the applicant should describe the other entities seeking training as well.

Please note that there are eligibility requirements for enrolling in the BOC training itself. See Attachment A for more information.

#### **5. Terms**

Selected entities agree to the following terms:

- The cost of training is \$300 per participant (Midwest BOC tuition is typically \$1,695 per participant).
- Provide a course coordinator to serve as an on-site classroom manager, to receive shipped books and other training materials, mail test results and extra course training back to MEEA, provide feedback to MEEA on instructor performance and grade in-class tests and take-home assignments.
- Coordinate with MEEA to schedule courses and communicate relevant information with students.
- Provide an appropriate classroom or training facility.
- Employees/students must be able to attend the full BOC training series; however, course scheduling can be flexible as needed to accommodate.

#### **6. Screening Criteria**

All eligible entities are encouraged to apply. However, in evaluating applications MEEA will give preference to:

- Applicants in areas where the BOC program has not had a strong presence recently or where BOC training has never been held. For reference, a map of past trainings is provided at [www.boccentral.org/RFA](http://www.boccentral.org/RFA); however, this should not necessarily discourage applicants from areas where training has occurred previously.
- Applicants where no source of relevant funding (e.g., utility incentives) is normally available to support BOC training tuition.
- Applicants seeking to train more than 15 employees or bringing together groups of more than 15 individuals.



- Applicants seeking to hold their training series within calendar year 2017.

## **7. Application Timeline**

Applications are due to MEEA no later than midnight Central Time on May 26, 2017. To submit, send an electronic version of the completed *Application Form* (available at [www.boccentral.org/RFA](http://www.boccentral.org/RFA)) to the email address [boc@mwalliance.org](mailto:boc@mwalliance.org). MEEA will confirm receipt of submitted Application Forms within three business days. Applicants can expect to receive notice of awards by no later than June 9, 2017.



## **Attachment A: Description of BOC**

BOC is a nationally-recognized, award-winning, eight-day training program for commercial or public facility personnel, including building engineers, maintenance technicians, operations staff, and other building management professionals. Focused on the energy efficient operation of building equipment and energy systems, BOC training provides these personnel with the background and the perspective needed to implement cost-saving operational improvements, from no- or low-cost maintenance upgrades to large-scale energy efficiency retrofits. These improvements not only reduce facility energy costs, but also improve indoor air quality, improve the tenant experience, increase equipment durability, and garner other important benefits.

The BOC program has been shown across dozens of evaluations to effectively enable building operators to apply their knowledge in the workplace and achieve a large amount of energy savings. The national average for evaluated energy savings is 100,500 kWh, 14.5 kW and 1,400 therms annually per participant; at average energy prices, the electricity savings alone translate into over \$10,000.<sup>1</sup> BOC credentials have also been shown to result in significant professional development outcomes, including increases in responsibility, raises and promotions.

Training includes seven unique courses taught over eight days (the first course is two days) that are typically spaced one or two weeks apart. Five courses involve a take-home assignment to be completed using the student's own facility. A short test is taken at the close of each day of training. Upon successful completion of the training series, students earn the BOC Training Certificate of Completion, a nationally recognized credential. As a result of a recent programmatic alignment with the ISO 17024 standard, there is now an optional, third-party administered exam available to individuals who wish to pursue an additional credential, the Certified Building Operator designation. Both the Training Certificate of Completion and the Certified Building Operator credentials do not require maintenance or renewal for two years, but then do require it every year after that. Credential maintenance is a simple and inexpensive process and more information can be found online.<sup>2</sup>

BOC is for building operators with two or more years of experience in building operation and maintenance who wish to broaden their knowledge of the total building system. Past participants have included building engineers, stationary engineers, maintenance supervisors, maintenance workers, facility coordinators, HVAC technicians, electricians, operations supervisors, operations techs, and others in the facility operation and maintenance field. Eligibility for completing the training is based on work experience and education, AND completion of BOC classes, tests and on-the-job projects. Eligibility requirements are as follows:

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<sup>1</sup> Factsheet: *Energy Savings for the Building Operator Certification (BOC®) Program*. 2016 version. Available at [www.theboc.info/wp-content/uploads/2017/02/BOC-Energy-Savings-FAQ-2.0-web.pdf](http://www.theboc.info/wp-content/uploads/2017/02/BOC-Energy-Savings-FAQ-2.0-web.pdf).

<sup>2</sup> Please visit [www.theboc.info/continuing-education/maintaining-credentials](http://www.theboc.info/continuing-education/maintaining-credentials) for more information.



It is highly recommended that all attendees have a high school diploma or GED, and must have one of the following:

- Two or more years of experience working in operations and maintenance of a commercial or institutional facility,
- A minimum of one year of experience working in operations and maintenance of a commercial or institutional facility AND one year of technical college level education in facilities engineering related program,
- Two or more years of experience in energy management of facilities with a focus on operations and maintenance.

The BOC Level I curriculum provides an overview of the building shell and reviews the design and maintenance of energy-using systems and equipment. The curriculum is comprised of 6 core classes and 1 supplemental class, totaling 8 days of training with 74 hours of class and project time. Classes include:<sup>3</sup>

- BOC 1001 – Energy Efficient Operation of Building HVAC Systems (two days)
- BOC 1002 – Measuring and Benchmarking Energy Performance
- BOC 1003 – Efficient Lighting Fundamentals
- BOC 1004 – HVAC Controls Fundamentals
- BOC 1005 – Indoor Environmental Quality
- BOC 1006 – Common Opportunities for Low-Cost Operational Improvement

One supplemental course is offered per series; typically, a course from the following list that best suits the audience is chosen:

- BOC 1007 – Facility Electrical Systems
- BOC 1008 – Operation & Maintenance Practices for Sustainable Buildings
- BOC 1009 – Building Scoping for Operational Improvement
- BOC 1010 – Energy Efficient Ventilation Strategies and High Performance Heating & Cooling Equipment
- BOC 1011 – Energy Efficient Ventilation Strategies and Energy Savings through Energy Recovery
- BOC 1012 – High Performance Heating & Cooling Equipment and Energy Savings through Energy Recovery

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<sup>3</sup> Please visit [www.theboc.info/building-operator-training/course-descriptions](http://www.theboc.info/building-operator-training/course-descriptions) for detailed descriptions of each course.