

## Course Information

### Facilities Planning & Project Management

This BOMI International course is required for both the RPA® and FMA® designation programs.

Instructor: Michael J Lauhoff, RPA, FMA

Class

Date/Time: April 9-11, 2012  
8:00am-5:00pm  
5:00pm-7:00pm Independent Study

Course

Fee: \$975 BOMA Member Price  
\$1,125 Non-member Price

Testing Fee: \$60 – Computer Based Testing (CBT)

Class

Location: Southfield Town Center  
1000 Town Center, Suite 100  
Southfield, MI

Memo: Advance preparation is necessary to effectively participate in this concentrated review of the course. To ensure that you have sufficient time to prepare, you should be registered 10 business days prior to the class start date. A \$100 late fee will be applied to registrations received thereafter.

BOMI International, U.S. courses are recommended for college credit by the American Council on Education, CREDIT Recommendations Service. The ACE college credit recommendation for this course is 2 semester hours, upper division baccalaureate.

BOMI International graduates can fulfill 18 Continuing Professional Development (CPD) points by attending this course and completing and passing the exam. You may enroll in 1 CPD course every 3 years.

The state of Michigan may recognize this course for the completion of continuing education credits. Contact [www.michigan.gov/lara](http://www.michigan.gov/lara) for more details.

BOMI International courses are recognized by many other professional organizations such as IREM, IFMA, IUOE, USGBC, and more. Credits from these organizations may apply as well.



[www.bomi.org](http://www.bomi.org)



[www.bomadet.org/education.htm](http://www.bomadet.org/education.htm)

## Register Now for Facilities Planning & Project Management

Complete this form, and mail or fax it to:  
BOMA/Metro Detroit 38800 Country Club Drive  
Farmington Hills, MI 48331  
PHONE 248.848.3714 FAX 248.848.3744  
[www.bomadet.org/education](http://www.bomadet.org/education)

Prefix (circle one): Mrs. Ms. Miss Mr.  
Name: \_\_\_\_\_

First Middle Last

Please print your name as you would like it to appear on your certificate.

E-mail: \_\_\_\_\_

Mail textbook(s) to (circle one): Office Home  
Mail correspondence/grades to (circle one): Office Home

Fill out both Office and Home addresses.  
(No P.O. boxes)

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

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Enrollment Options and Fees

(Circle option a, b, c, d, or e)

#### Current Students:

- a. I am enrolled in a BOMI International program (circle one):  
RPA® FMA® SMA® SMT® PMFP FMC PAC SMC  
My BOMI International ID # is: \_\_\_\_\_
- b. I am a BOMI International designation holder. I want to enroll in another BOMI International program. (circle one)  
RPA® FMA® SMA® SMT® PMFP FMC PAC SMC  
I agree to pay the \$75 enrollment fee. \$ \_\_\_\_\_
- c. I am a BOMI International designation holder. I want to take a BOMI International course for CPD credit. No additional enrollment fee required.

#### New Students:

- d. I want to enroll in a BOMI International program (circle one):  
RPA® FMA® SMA® SMT® PMFP FMC PAC SMC  
I agree to pay the \$175 enrollment fee. \$ \_\_\_\_\_
- e. I want to take an individual course only. I agree to pay the \$75 enrollment fee. If you take an individual course then decide to enroll in a BOMI International program, the \$75 enrollment fee from your first course (only) may be applied toward the \$175 enrollment fee for your first program. \$ \_\_\_\_\_

#### All students are required to fill out an enrollment application (circle a or b):

- a. I have already completed the enrollment application.  
b. I need an enrollment application. Send it via (circle one):  
E-mail (Adobe format) Fax Mail

#### Course Registration Fee (circle a or b):

- a. \$975 BOMA Member Price \$ \_\_\_\_\_  
b. \$1,125 Nonmember Price \$ \_\_\_\_\_

Testing Fee (CBT) - \$60

Add the items to determine the total amount due. Total \$ \_\_\_\_\_

#### Payment Options (circle one):

Check enclosed Visa MasterCard AMEX

Make check payable to BOMA Detroit

Name on card: \_\_\_\_\_

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

4-digit code (Required for AMEX): \_\_\_\_\_

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

Signature: \_\_\_\_\_

By registering for BOMI International courses, students agree to abide by BOMI International's Code of Professional Ethics & Conduct.

## **FEES**

Fees are subject to change without notice.

### **ENROLLMENT FEES**

There is a \$75 (USD) enrollment fee for individual courses (those taken separately from a certificate or designation program). If you take an individual course, then decide to enroll in a certificate or designation program, the \$75 (USD) fee from your first course (only) may be applied toward the \$175 (USD) enrollment fee for your first certificate or designation program. There is a \$75 (USD) enrollment fee for students enrolling in a second or third 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 access [www.bomi.org](http://www.bomi.org) to review the BOMI International Computer-Based Testing (CBT) Student Handbook.*

### **COMPUTER-BASED TESTING (CBT)**

All BOMI International Designation examinations are administered through Computer-Based Testing (except *Ethics Is Good Business® ShortCourse™*). A testing fee will be collected upon registration. The fee allows for one testing session during the eligibility period, which can be scheduled at the student's convenience at a Pearson VUE Testing Center of choice.

### **TESTING FEE SCHEDULE**

Testing Fee:	Exam Administration Fee:
\$60 (USD)	\$100 (USD)

### **EXAM ELIGIBILITY PERIOD**

Students have a six-month eligibility period to schedule and take their exam. For classroom students, the eligibility period begins as of the first day of class. If a student does not take the exam within this period, the student must pay an Exam Administration fee to begin a new six-month eligibility period.

### **EXAM ADMINISTRATION FEE (INCLUDES EXAM TRANSFER, EXAM NO-SHOW, AND RETEST)**

Students who fail an exam, do not cancel a scheduled exam appointment, or require an additional six months to take the exam will incur an Exam Administration fee allowing for an additional six-month eligibility period. This fee includes testing and administrative fees.

### **EXAM COMPLETION**

Successful completion of a course requires passing an exam with a minimum score of 70%. Students have one year from the original start date to successfully complete the exam. Students exceeding this one-year period will incur an exam administration fee for the course and will be required to purchase updated course materials if applicable.

### **STUDY METHOD TRANSFER**

An exam administration fee will be charged to transfer between study methods.

### **BOMA SPONSORED SEMESTER LENGTH AND ACCELERATED REVIEW CLASS PROCEDURES AND POLICIES**

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

- Please 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 administrated online using BOMI International's Learning Management System. Classroom students have six (6) months from the class start date to successfully complete the exam. 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™*.

Students will receive an e-mail confirmation of registration in the online *Ethics Is Good Business® ShortCourse™* exam, including information about how to access the online exam, within two business days of registering.

System recommendations for the *Ethics Is Good Business® ShortCourse™* online exam: Although the exam has 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 modem or network 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, nondisqualifying handicap, religion, or national or ethnic origin. *By registering for BOMI International courses, students agree to abide by BOMI International's Nondisclosure Agreement and Code of Professional Ethics & Conduct.*