

## ADVANCE YOUR CAREER WITH A: Real Property Administrator (RPA®) Designation

### YOU MAY ALREADY HAVE COURSE CREDIT!

Have you completed BOMA International's *Foundations of Real Estate Management*® course and passed the exam with a 70% or higher?

If so, you are eligible to receive competency credit for *Fundamentals of Real Property Administration*, an elective course in the RPA Designation Program—which puts you one step closer to earning BOMI International's universally recognized RPA Designation!

All you have to do is submit the attached Administrative Competency credit application and proof of your *Foundations of Real Estate Management* exam score to BOMI International **before December 31, 2014**.\*

For additional information, talk with your Local BOMA office and/or contact BOMI International at 1.800.235.BOMI (2664), or at [services@bomi.org](mailto:services@bomi.org).

\*Please note that there is a \$225 fee to apply for Administrative Competency credit and a \$175 fee to enroll in the RPA Designation Program.

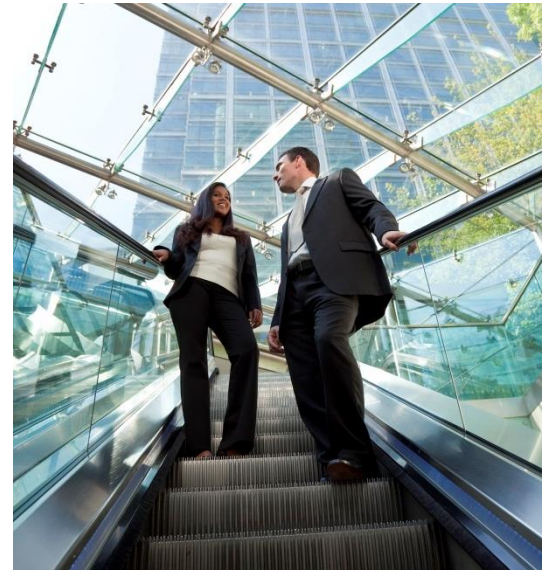
### THE PROOF IS IN THE NUMBERS:

**98%** of BOMI International graduates said that BOMI International courses have enabled themselves or their employees to be more **efficient**.

**94%** of graduates who have earned a BOMI International designation and/or certificate agree that they have helped better position their corporation or organization for **success**.

**66%** of graduates have experienced a decrease in monthly operating expenses with energy consumption being the number one cost **savings**.

-Statistics are based on a recent graduate survey.



“Since earning my RPA Designation, I am much better qualified to meet the challenges for the ever-changing real estate management environment.”

Terri Richmond, RPA  
Insignia Group

### APPLY FOR YOUR COURSE CREDIT TODAY!

Send your application and other required documentation to BOMI International via fax or e-mail.

Fax 410.974.1935

E-mail [service@bomi.org](mailto:service@bomi.org)

In addition to completing this application, students must be enrolled in BOMI International. Include payment of the application fee, and submit the appropriate documentation to verify requirements. Application fees are specific to the option you choose (see chart below). The Administrative Competency GUIDELINES ARE NOT FLEXIBLE and all application fees are NON-REFUNDABLE. Guidelines completed more than 7 years prior to the date that your application is received WILL NOT qualify.

**GENERAL INFORMATION**

Your Name: \_\_\_\_\_ BOMI ID Number: \_\_\_\_\_

RPA Program Enrollment: (Please check one):

- I am currently enrolled in the RPA® program.
- I am not enrolled in any of the designation programs offered by BOMI. Enclosed is my \$175.00 First Designation Enrollment Fee.
- I am enrolled in the FMA® and/or SMA® program, but not the RPA® program. Enclosed is my \$75.00 Additional Designation Enrollment Fee.

Preferred Address:            Home            Business           **Please complete both addresses and note which is preferred.**

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

Company Name \_\_\_\_\_ Street Address \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, and Zip \_\_\_\_\_ City, State, and Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Application Options - Please Check (✓) <b>Guideline must have been completed within past 7 years</b>	Application Fee	Course Credit Awarded	Verification Required
<input type="checkbox"/> Architectural Degree from a four-year accredited college or university	\$225.00	<i>The Design, Operation, and Maintenance of Building Systems, Part I</i>	Official Transcripts *See Attached
<input type="checkbox"/> Licensed Architect	\$225.00	<i>The Design, Operation, and Maintenance of Building Systems, Part I</i>	Copy of License
<input type="checkbox"/> Professional Engineer/Mechanical	\$225.00	<i>The Design, Operation, and Maintenance of Building Systems, Part I</i>	Copy of License
<input type="checkbox"/> MAI Member Appraisal Institute	\$225.00	<i>Real Estate Investment and Finance</i>	Proof of MAI
<input type="checkbox"/> Six college credit hours of finance courses from an accredited college or university or the equivalent in ACE/CREDIT college credit recommendations <b>MUST INCLUDE A FINANCIAL MANAGEMENT COURSE</b>	\$225.00	<i>Real Estate Investment and Finance</i>	Official Transcripts *See Attached
<input type="checkbox"/> CCIM Course CI104 Investment Analysis for Commercial Investment Real Estate	\$225.00	<i>Real Estate Investment and Finance</i>	Verification of Crs Completion
<input type="checkbox"/> Six college credit hours of accounting courses from an accredited college or university or the equivalent in ACE/CREDIT college credit recommendations	\$225.00	<i>Budgeting and Accounting</i>	Official Transcripts *See Attached

Application Options-Please Check <input checked="" type="checkbox"/> <b>Guideline must have been completed within past 7 years</b>	Application Fee	Course Credit Awarded	Verification Required
<input type="checkbox"/> CPA Designation	\$225.00	<i>Budgeting &amp; Accounting</i>	Proof of current CPA
<input type="checkbox"/> Three non-introductory college credit hours of law courses and three non-introductory college credit hours of risk management courses from an accredited college or university or the equivalent in ACE/CREDIT college credit recommendations	\$225.00	<i>Law and Risk Management</i>	Official Transcripts *See Attached
<input type="checkbox"/> Successful Completion of BOMA International's Foundations of Real Estate Management (Must have received a score of 70% or better on the final examination.)	\$225.00	<i>Fundamentals of Real Property Administration</i>	BOMA Completion Certificate verifying a score of 70% or better.
<input type="checkbox"/> Completion of BOMI International courses entitled <i>The Design, Operation, and Maintenance of Building Systems, Parts I and II</i>	No Fee	<i>Building Design and Maintenance</i>	Proof of course completion
<input type="checkbox"/> CSM Certified Shopping Center Manager	\$225.00	<i>Fundamentals of Real Property Administration</i>	Proof of CSM
<input type="checkbox"/> CLS Certified Leasing Specialist	\$225.00	<i>Leasing and Marketing for Property Managers</i>	Proof of CLS
<input type="checkbox"/> SIOR Society of Industrial Office Realtors	\$225.00	<i>Leasing and Marketing for Property Managers</i>	Proof of SIOR
<input type="checkbox"/> Six college credit hours of environmental courses from an accredited college or university or the equivalent in ACE/CREDIT college credit recommendations	\$225.00	<i>Environmental Health and Safety Issues</i>	Official Transcripts *See Attached
<input type="checkbox"/> CIH Certified Industrial Hygienist	\$225.00	<i>Environmental Health and Safety Issues</i>	Proof of CIH
<input type="checkbox"/> IREM/CPM Certified Property Manager	\$600.00	<i>Real Estate Investment and Finance</i> <i>Law and Risk Management</i> <i>Fundamentals of Real Property Administration</i> <i>Ethics Is Good Business</i> RPA Experience Requirement	Proof of CPM
<input type="checkbox"/> CCIM Certified Commercial Investment Member	\$450.00	<i>Real Estate Investment and Finance</i> <i>Ethics is Good Business</i> RPA Experience Requirement Please select one elective: <input type="checkbox"/> <i>Leasing and Marketing for Property Managers</i> <input type="checkbox"/> <i>Asset Management</i> Note: The RPA Program only requires one elective	Proof of CCIM and copy of all course completion certificates.

Application Options-Please Check <input checked="" type="checkbox"/> <b>Guideline must have been completed within past 7 years</b>	Application Fee	Course Credit Awarded	Verification Required
<input type="checkbox"/> Six college credit hours in Business Management, Business Administration, and/or Business Communication from an accredited college or university or the equivalent in ACE/CREDIT college credit recommendations. At least 3 credit hours must be non-introductory	\$225.00	<i>Managing the Organization</i>	Official Transcripts *See Attached
<input type="checkbox"/> SMT® Systems Technician (BOMI International Designation) and completion BOMI International course <i>Building Design and Maintenance</i> .	No Fee	<i>The Design, Operation, and Maintenance of Building Systems, Parts I and II</i>	Proof of SMT and completion of <i>Building Design and Maintenance</i>

**RPA® Administrative Competency Program Policies**

- Unless noted otherwise, students may receive competency credit for a maximum of three courses in the RPA program.
- To apply course credit toward any academic Administrative Competency guideline, students must earn a grade of “C” or better for all applicable courses.
  - Guidelines achieved more than 7 years prior to the date the application is received will not qualify for Competency credit.
- BOMI International reserves the right to refuse incomplete or outdated applications. Contact BOMI to ensure that your application is current.

**PAYMENT OPTIONS**

**Check or Money Order** -- payable to BOMI International

**Credit Card (circle one)**      **Visa**      **MasterCard**      **American Express**

Card Number: \_\_\_\_\_ Expiration Date: Mo. \_\_\_\_\_ Yr: \_\_\_\_\_

Please enter your 3 or 4 digit security code \_\_\_\_\_

\_\_\_\_\_  
*Cardholder's Name (please print)*

\_\_\_\_\_  
*Billing Address (required for credit card processing)*

\_\_\_\_\_  
*Cardholder's Signature*

Charges to Apply:

**Please Check All Applicable Fees**

\$175.00 First Designation Enrollment Fee

Yes    No

\$75.00 Additional Designation Enrollment Fee

Yes    No

Total RPA® Administrative Competency Administrative Fees Due

\$ \_\_\_\_\_

**Total Amount to be Charged to Credit Card**

**\$ \_\_\_\_\_**

**A COPY OF THIS FORM MUST BE ATTACHED TO THE TRANSCRIPTS**  
**WHEN THEY ARE RECEIVED AT BOMI FROM THE COLLEGE/UNIVERSITY**

To the Student: Please complete the following information and forward this form to the registrar of the college or university that you attended. If you attended more than one school, please photocopy this form and forward a copy to each college or university. (Your college or university may charge a nominal fee to release your transcripts ~ Please contact them to determine if you must include payment with this request.)

Application submitted for:  
(Student Check all that Apply)

- The Design, Operation, and Maintenance of Building Systems, Part I*
- Real Estate Investment and Finance*
- Environmental Health and Safety Issues*
- Budgeting and Accounting*
- Law and Risk Management*
- Managing the Organization*

Your Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

If attended under a different name from above, give that name: \_\_\_\_\_

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

City, State, and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Name of College or University: \_\_\_\_\_

School Attended within University (if applicable): \_\_\_\_\_

Enrollment Date: \_\_\_\_\_ Graduation Date: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Your Signature (REQUIRED): \_\_\_\_\_

**To the College/University Registrar**

A copy of this form must be attached to the transcripts when received at the BOMI International.  
Transcripts received without the attachment will be returned to you.

The above-named person is applying for ADMINISTRATIVE Competency Credit for one or more courses offered by the BOMI Institute. Receipt of official transcripts is a required component of the application process.

Please ATTACH an official copy of the student's transcripts TO THIS FORM, and forward to:

**BOMI International**  
**Professional Development**  
**One Park Pl Ste 475**  
**Annapolis, MD 21401**

If you have any questions regarding this request, please contact the student  
BOMI at 410-974-1410.

~Thank you~