

## *Why You Should Attend*

BOC training is designed for staff responsible for the maintenance and operation of equipment and systems in commercial and public buildings.

A recent report indicates that BOC participants will save, on average, 55,000 kilowatt-hours a year for their employer.

Our building operator certification program emphasizes the practicality of training for an overlooked group of people who are very important in the energy management of buildings. At a time when the operations of commercial buildings are becoming more complex, the maintenance staff is being shifted into positions that operate the building. Our courses are designed to translate complex information into practical terms that people can implement on a day-to-day basis.

Certification of operation and maintenance employees is an important component of training. It encourages the student to complete the course work, offers employers a measure of staff competence and recognizes and enhances the credibility of building operators. The state of Idaho, Dept. of Employment recognizes our certification by giving extra points in hiring and promotion.

The savings realized from operations personnel who understand the interrelationship of building systems and how to efficiently manage their operation will more than pay for the money invested in Building Operator Certification.

Our class sizes are limited, so sign up now for this proven certification program.



IBOA  
270 N. 27th St., Ste. B  
Boise, ID 83702-4741



Building  
Operator  
CERTIFICATION

***Registration Form***

***Level II Training***

***Helena, MT***

***November 10-14, 2008***

***Sponsored by:***

***NorthWestern Energy***



## About Level II Courses

### Topic 1 - Heating, Ventilating & Air Conditioning

Covers energy efficient operation and maintenance of HVAC systems at a more advanced level. This course will provide a thorough in-depth working knowledge of HVAC equipment and systems typically found in operator's facilities. The 2 1/2 day course consists of approximately 16 hours of classroom instruction and field trips.

### Topic 2 - Energy Management

Covers energy management, strategies and energy conservation methods. This course goes into ECOs and ECMs and provides in-depth knowledge of energy management techniques. The 2 1/2 day course consists of approximately 12 hours of classroom instruction and field trips.

**You must hold a Level I certification, or take a challenge test, in order to enroll in level II certification courses.**

Call Connie at 208 345-3072 for more information.



## Fees for training & certification

The course fees include manuals, exam materials, classroom instruction, and final certification.

### LEVEL 2

Full Series (Topics 1&2)

\$1,000

Single Topics \$550 each

### IBOA Members

Full Series – \$800

Single Topics – \$450 each

Certification must be renewed every year.

## Course Dates & Location

November 10-14, 2008

Howard Johnson's

2101 East 11th Avenue  
Helena, MT 59601

Classes are from 8 a.m. to 5 p.m. each day

**REGISTRATION LIMITED**

**Deadline for registration**

**October 31, 2008**

NorthWestern Energy provides tuition and travel scholarships for its Public School and Local Government customers in Montana. Pre-approval of scholarships is required. Contact Betsy Pahut at 406.497.2609 or betsy.pahut@northwestern.com for details.

### \*\*\*PLEASE NOTE\*\*\*

Once certified, certificate holders must acquire continuing education hours each year to keep their certificates current. Renewal notification will be sent each year and proof of the continuing education will be required. Level II requires 10 hours each year.

## Registration Form

Complete this form. Use a separate form for each person (photocopy if needed). **Registration after the deadline is an additional \$25.**

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

Title: \_\_\_\_\_

Employer: \_\_\_\_\_

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

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

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

Work Telephone: \_\_\_\_\_

Please sign me up for Level II certification.

\_\_\_\_\_ Full Series Non-Member \$1,000

\_\_\_\_\_ Full Series Member \$ 800

Individual Topics: (Space available only)

\_\_\_\_\_ Topic I Non-Member \$ 550

\_\_\_\_\_ Topic 2 Member \$ 450

\_\_\_\_\_ I would like to become a member and am adding the membership fee (allows you to register at member rates). \$ 40

**Late Registration** (after deadline) \$ 25

**Total Enclosed** \$ \_\_\_\_\_

\_\_\_\_\_ I qualify for the scholarship

**Please include check/money order made out to IBOA or PO# with this registration form and return to: IBOA, 270 N. 27th St., Ste. B Boise, ID 83702-4741. Or Fax registration & PO# to 208.343.8046. PO # \_\_\_\_\_**

Refunds will be given in full up to the registration deadline date with written cancellation. After that date, we will refund 1/2 the registration fee, allow a substitution, or apply 3/4's of the fee to another training session. No one will be considered registered until the PO or check is received