

# DESIGNATION PROGRAM

## FALL REAL PROPERTY ADMINISTRATOR (RPA) COURSE



### RPA/FMA — (ACCELERATED) “DESIGN, OPERATION AND MAINTENANCE OF BUILDING SYSTEMS, PART I” (REQUIRED)

**DATES: NOVEMBER 16-19, 2017 (THURSDAY-SUNDAY)**

**INSTRUCTOR:** Bill Clark, Director of Operations, Blake Real Estate, Inc.

**TIME:** 8:00am to 2:00pm | **LOCATION:** 1425 K Street, NW, 4th Floor, Washington, DC 20005

### OVERVIEW

This course provides information that property and facility managers need to manage the ongoing operation and maintenance of building systems and to maximize building efficiency and cost-effectiveness.

#### KEY TOPIC AREAS:

building design and construction • life-cycle costing • construction materials • structural systems • building envelopes • roofing interior walls, ceilings, and flooring • HVAC and plumbing systems • building system controls and automation

### RPA GUIDELINES

- If you decide for any reason not to take the RPA class once you have registered, you must return the textbook and the “Key Concept Study Guide” to the AOBA office. A \$25 processing fee will be imposed.
- BOMI will send computerized testing information. If you have not received this information one month after the start of class, contact BOMI directly at (410) 974-1410 or [services@bomi.org](mailto:services@bomi.org).
- The course fee for AOBA Members is \$1,110 and \$1,135 for Non-AOBA Members. For first time students, there is an additional, one-time only enrollment fee of \$225 that **MUST** be included with the course fee. This price also includes the “Key Concept Study Guide” and computerized testing fee. Books will be available on **Monday, November 6, 2017**.
- AOBA accepts payment by MC, VISA, AMEX and checks should be made payable to AOBA and sent along with the registration form to: **AOBA, 1025 Connecticut Avenue, NW, Suite 1005, Washington, D.C. 20036**.
- Registrations must be received at the AOBA Office no later than **Friday, November 3, 2017**. (Registrations received after then are subject to a \$25 late fee.) Students are urged to register for this class as early as possible. If enrollment does not reach fifteen (15) students per class, the class will be cancelled.
- Payments are due within (30) thirty days of the invoice date. Any payments received after this date will be subject to a 15% service charge, compounded every thirty (30) days the invoice remains unpaid.
- Books are available for **pick-up only** at AOBA, which is located at 1025 Connecticut Street, NW, Suite 1005, Washington, DC. Nearest Metro stations: Farragut West (orange and blue lines) and Farragut North (red line).
- All general inquiries, questions regarding payment and requests for registration materials should be made to Pascha Steward at AOBA, 202-296-3390. **Self-study students should contact BOMI directly at 410-974-1410.**

# DESIGNATION PROGRAM

## FALL REAL PROPERTY ADMINISTRATOR (RPA) COURSE

### COURSE REGISTRATION FORM — PLEASE TYPE OR PRINT LEGIBLY

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

BOMI ID# (if a current student): \_\_\_\_\_ Company Name: \_\_\_\_\_

Email: \_\_\_\_\_ Mail correspondence/grades to:  Office  Home

OFFICE ADDRESS ←	Please fill out BOTH addresses	→ HOME ADDRESS
Company Address: _____		Home Address: _____
City: _____		City: _____
State: _____ Zip: _____		State: _____ Zip: _____
Work Phone: _____ Fax: _____		Home Phone: _____ Fax: _____

#### 1 ENROLLMENT OPTIONS AND FEES — a, b, c, d or f:

**CURRENT STUDENTS** — If you have not yet completed the enrollment application, please do so and submit with this registration form.

- a.  I am already enrolled in the Institute's  RPA  FMA  SMT/SMA designation program.
- b.  I am a BOMI designation holder who wants to enroll in a second (or third) designation program. Check one:  RPA  FMA  SMT/SMA \$100
- c.  I am a new student who wants to enroll in the (check one):  RPA  FMA  SMT/SMA designation program. \$225
- d.  I am a new student who wants to take an individual course (or courses) only. \$100
- e.  I would like to enroll in a certificate program (check one)  PAC  PMFP \$100

Your first course enrollment fee may be applied toward a designation enrollment fee.

TOTAL ENROLLMENT FEE(S)	_____
-------------------------	-------

#### 2 COURSE REGISTRATION

Course Title	Study Method	Dates	Location	Fee
Design, Operation and Maintenance of Building Systems, Part I	C	11/16-11/19	1425 K Street, NW Washington, DC 20005	
<b>Fees: AOBA Member: \$1,110</b>				
<b>Non-AOBA Member: \$1,135</b>				

TOTAL ENROLLMENT FEE(S)	_____
TOTAL AMOUNT DUE	_____

#### 3 PAYMENT METHOD

Check — Payable to AOBA  Purchase Order — Copy of P.O. must be attached

Mastercard  VISA  AMEX (check one)

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Signature: \_\_\_\_\_