

Registration Form

Complete this form and send to the address below by the deadline. Use a separate form for each person (photocopy if needed). Please note: registration after the deadline is an additional \$25.

Name: _____

Employer: _____

Address: _____

City: _____ State _____ Zip: _____

Work Telephone: _____

E-mail: _____

I will be attending:

Level I Series Non-Member \$ 850
 Member \$ 700

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

Late Registration (after deadline) \$ 25

Total Enclosed \$ _____

or PO # _____

I qualify for the NorthWestern Energy scholarship (full tuition and travel expenses waived).

Please include a check or money order (payable to IBOA), or PO# with this registration form and return to: IBOA

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

Or fax registration and PO# to:
IBOA, (208) 343-8046

Refunds will be given in full up to the registration deadline date (Level I, May 10, 2009) with written cancellation. After that date, we will refund half the registration fee, allow a substitution, or apply seventy-five percent of the fee to another training session. No one will be considered registered until the purchase order or check is received.

BUILDING operator CERTIFICATION

Level I Training

May 18 - 22, 2009
Aberdeen, SD



Sponsored by

NorthWestern
Energy



introduction...

WHY YOU SHOULD ATTEND

Building Operator Certification (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.

Some state employment agencies recognize 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. ■

DATES AND LOCATION

Level I

May 18-22, 2009, 8 a.m. - 5 p.m.

Ramada

2727 6th Ave. SE


Aberdeen, SD 57401


(605) 225-3600

Deadline for registration – May 10, 2009

If fewer than 10 people are registered, we reserve the right to cancel the class (you will be notified and fully refunded).

Interest in this Level 1 Building Operator Certification course will determine availability of additional Level I and Level II courses in the future.

 *Lunch will be provided onsite by NorthWestern Energy.*

 *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 I requires 5 hours each year.*

“Having the BOC Certification brings a lot of credibility. Now I’m talking to them about facts. If I show them some legitimate reasons to save, they’ll do it.”

— Michael Washburn, JVAC
Technician with Boeing

BOC COURSE DESCRIPTION

Level I

Topic 1 – Introduction and Heating and Cooling

An overview of some of the terminology, energy terms and energy conversion factors. The value of the operators and the systems they are responsible for is discussed and it is made clear that providing safe and comfortable surroundings to allow the occupants to do their job is of highest importance. Heating and cooling plants are then studied with general operation, maintenance and integrating energy efficient practices in the everyday operation of the systems.

“I have attended both Level I and Level II. Taking Level I will get you to the point where you can walk the talk. You’ll learn so much about facility operations that it will take months for it to percolate. The more you know about facilities, the more you take from the class. Following this class your ability to communicate effectively to your staff and vendors will improve exponentially.”

— Lee Noll
Director, Facility Services
Vallejo Unified School District

Topic 2 – HVAC Systems

After the heating and cooling plants have generated the energy source, it then must be delivered to the customer. The various types of air systems are described and the different components are studied. How they all fit and operate together to provide comfortable and usable space conditions is presented in depth. Codes and good operating practices are reviewed and how to meet them while making wise use of the systems and energy.

Topic 3 – Controls

Whether it is a boiler, fan, pump or air handler, all must operate when needed and at the level required to do the job. And yet, it should not operate if it is not needed because it will wear itself out and waste resources. The many control systems and types of systems are reviewed and operating and maintenance practices are taught.

Topic 4 – Lighting

The entire day is spent on the basics of lighting and the various light sources and lighting systems. Human needs and requirements are clarified with the best means of meeting them. IES lighting recommendations are reviewed, color rendering, glare, contrast and controls are all clarified.

TOPIC 5 – ENERGY MANAGEMENT TECHNIQUES

Energy is critical to each and every organization. Our way of life would not be as

we now know it if we did not use energy. Rather than just conservation, which is simply reducing energy use, we discuss optimization of energy. This class brings all the others together into a summary of all that has been studied. Old wives tales and false habits are eliminated. A way of thinking is developed that will encourage the operators to do their job better, provide more comfortable spaces and do it with less energy and wear and tear on equipment. ■

FEES FOR TRAINING

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

Level I

| | |
|----------------------------|-------|
| Full Series (all 5 topics) | \$850 |
| Full Series (IBOA members) | \$700 |

Tuition funds and Class size is limited! Schools, hospitals, hotels, and government entities are encouraged to apply. Commercial facilities should encourage their maintenance staff to attend. ■

⚠ *Certification must be renewed every year.
The renewal fee is \$40*

⚠ *Cancellations will incur a \$50 fee per cancellation.*

REGISTER NOW!

NorthWestern Energy provides tuition scholarships for the our electric and natural gas commercial customers in South Dakota and Nebraska. Scholarships are available to the first 10 applicants from schools, hospitals or government facilities in the NorthWestern Energy service territory. IBOA dues and late registration fees will not be covered. Pre-approval of scholarship is required.

- ◆ Submit your Registration.
- ◆ Eligibility will be verified (\$50 deposit required, refunded upon completion of course.)
- ◆ Recipients will be notified. ■

⚠ *Questions or for more information call:*

Connie Searles
(208) 345-3072 or
e-mail: iboa@intlboa.org



“The knowledge gained in BOC classes is a valuable tool. It allows me to better serve my customers, to understand their needs and to provide solutions to their problems.”

— Mel Kotur
NorthWestern Energy