

DESIGNATION PROGRAM

FALL REAL PROPERTY ADMINISTRATOR (RPA) COURSES



OVERVIEW

AOBA will once again be offering BOMI Institute (Building Owners and Managers Institute) RPA and FMA Courses to its membership and to the industry at large.

RPA/FMA “DESIGN OPERATION OF BUILDING SYSTEMS, PART II” (REQUIRED)

TUESDAYS, STARTING SEPTEMBER 21, 2010

INSTRUCTOR: David Avedesian, RPA, P.E., Newport Associates, LLC

TIME: 5:30pm-7:30pm | LOCATION: AOBA, 1050 17th Street, NW, Washington, DC

RPA — “ASSET MANAGEMENT” (ELECTIVE)

WEDNESDAYS, STARTING SEPTEMBER 22, 2010

INSTRUCTOR: Karen Stiansen, RPA Portfolio Manager, Akridge

TIME: 5:30pm-7:30pm | LOCATION: Akridge, 601 13th Street, NW, Suite 300 North, Washington, DC

RPA “LAW AND RISK MANAGEMENT” (REQUIRED)

WEDNESDAYS, STARTING SEPTEMBER 22, 2010

INSTRUCTOR: Todd Kelting, Esq./Mazin Elias, Esq. (Law Portion), Offut Kurman Attorneys at Law, Kanita Anjou (Risk Management Portion), Sr. Risk Consultant, Willis

TIME: 5:30pm-7:30pm | LOCATION: AOBA, 1050 17th Street, NW, Washington, DC

RPA GUIDELINES

- If you decide for any reason not to take the RPA class once you have registered, you must return the text book and the “Key Concept Study Guide” to the AOBA office. **Cancellations will not be accepted after October 1, 2010.** A \$25.00 processing fee will be imposed.
- Please submit a copy of the original invoice with payment, as this helps to identify WHO and WHAT the payment is for.
- Testing is computerized, and you will receive exam information directly from BOMI.



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PRICE

The course fee for AOBA Members is \$875.00 and \$900.00 for Non-AOBA Members. For first time students, there is an additional one-time only \$175.00 enrollment fee that **MUST** be included with the course fee. This price also includes the “Key Concept Study Guide” and a \$60.00 computerized testing fee. *Books will be available for pick-up only beginning September 13, 2010.* **Make check payable to AOBA and send it with the registration form to: AOBA, 1050 17th Street, N.W., Suite 300, Washington, D.C. 20036. Registrations must be received at the AOBA Office no later that Friday, September 17, 2010. (Registrations received after this date is subject to a \$25.00 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.**

PAYMENT

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 fifteen (15) days the invoice remains unpaid.

LOCATION

For courses held at AOBA 1050 17th Street, NW, Suite 300, Washington, DC 20036, there are two Metro locations: Farragut West (Orange and Blue lines) and Farragut North (Red line). The course held at Akridge 601 13th Street, NW, Suite 300 North, Washington, DC is the Red line, Metro Center.

BOOKS AND MATERIALS

Books are to be picked up at the AOBA office. All general inquiries, questions regarding payment and requests for registration materials should be made to Pascha Francis at AOBA, 202-296-3390. **Self-study students should contact BOMI directly at 410-974-1410.**

**IMPORTANT INFORMATION

- Testing is computerized, and you will receive exam information directly from BOMI.
- At the start of class, please review your confirmation letters and invoice for any errors in the spelling of your name, address, and amount you have been billed. You will have (5) five business days to submit any corrections. There will be no waiving of late fees for any reason. All mail correspondence between you and AOBA will be sent

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): _____ CompanyName: _____

Email: _____ Social Security Number: _____

* Mail textbook(s) to: Office Home (No P.O. Boxes, please) * BOMI Member: Yes No

* Mail correspondence/grades to: Office Home If yes, which Local: _____

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

1 ENROLLMENT OPTIONS AND FEES — Check option a, b, c, or d or e:

CURRENT STUDENTS — If you have not yet completed the enrollment application to the left 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 \$75.00
- c. I am a BOMI designation holder who wants to take a BOMI course for CPD credit (maximum 1 course every 3 years). No additional enrollment fee.

NEW STUDENTS — All new students are required to fill out the enrollment application to the left and submit with this registration form.

- d. I am a new student who wants to enroll in the (check one): RPA FMA SMT/SMA designation program. \$175.00
- e. I am a new student who wants to take an individual course (or courses) only. \$75.00

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

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|-------------------------|--|
| TOTAL ENROLLMENT FEE(S) | |
|-------------------------|--|

2 STUDY METHOD — Mark the code that applies to each course you are registering for in the form below:

C – Classroom Study

3 COURSE REGISTRATION

| Course Title | Study Method | Dates | Location | Fee |
|---|--------------|-------|----------|-----|
| Design Operation of Building Systems, Part II | C | 9/21 | AOBA | |
| Law and Risk Management | C | 9/22 | AOBA | |
| Asset Management | C | 9/22 | Akridge | |
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| | | | | |
| Fees: AOBA Member: \$875.00 | | | | |
| Non-AOBA Member: \$900.00 | | | | |

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|-------------------------|--|
| TOTAL ENROLLMENT FEE(S) | |
|-------------------------|--|

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|------------------|--|
| TOTAL AMOUNT DUE | |
|------------------|--|

4 PAYMENT METHOD

- Check — Payable to AOBA Purchase Order — Copy of P.O. must be attached
- Mastercard VISA (check one)

Card Number: _____ Expiration Date: _____ Name: _____

Billing Address: _____ Signature: _____