

B.O.M.A Re-Certification Information

- 120 hours are required for re-certification
- Hours will only be accepted for the current certification period.
- It will be your responsibility to submit your certificates of completion or your transcript(s) to the J.A.T.C. Training Center, even if you attended classes at the Training Center.
- If you submit a transcript or a certificate, it must indicate the actual hours you attended the course as well as the course name.
- The above paperwork must be submitted before your expiration date.
- The above paperwork must be submitted to: Local 501 Training Center, 2501 West Third Street, Los Angeles, CA 90057.
- You may also submit hours via e-mail to: jatc-lainfo@local501.org

FREQUENTLY ASKED QUESTIONS

1. How long do I have to re-certify my BOMA?

BOMA certified engineers will have five (5) years from the date of their certification to re-certify by completing 120 hours of trade related classroom instruction.

2. How do I get credit for courses I have taken over the last few years since I became BOMA certified?

You are responsible for submitting Certificates of Completion to the Local 501 Training Center for approval at: 2501 W. Third Street, Los Angeles, CA 90057 or via e-mail to jatc-lainfo@local501.org. Even if you took the classes at the Local 501 Training Center – it is your responsibility to submit the Certificate to the Local 501 Training Center office.

3. What kind of material do I have to submit?

If you have taken courses at the Local 501 Training Center or a local community college in trade related subject, submit copies of your transcripts or Certificates to the Local 501 Training Center (see above address) after evaluation, you will be notified by US mail as to how many hours will be credited towards BOMA recertification.

4. How do I know what courses are qualified?

Any trade related course for which you receive a completion certificate will be qualified. If you submit a certificate or transcript, it must indicate the course subject, your name, date of completion, and actual hours attended. Each completed course will also have to coincide with your current BOMA certification period. If the submitted course certificate/s does not fall within your BOMA certification period, no training hours will be credited.

Ex. BOMA Certification Period: 1/10/2010 – 1/10/2015

Completed Course: Plant Operations II Hrs: 56

Completion Date: 1/7/2010

The Plant Operations II course could not be accredited towards BOMA hours because it did not fall within the individuals current certification period.

Ex. BOMA Certification Period: 3/15/2010 – 3/15/2015

Completed Course: Energy Management Hrs: 60

Completion Date: 3/10/2015

The Energy Management course was accepted and credited towards the individuals BOMA because it coincided with the with the individuals certification period.

5. Where can I take qualified courses?

You can take qualified courses at your local community college, trade school or other training facility that offers trade related courses.

6. What if I have taken college courses like geology, calculus or general education?

These courses will not be given credit, they are not trade related.

7. How many hours will I receive per certificate submitted?

Hours given will be based on actual hours spent in class.

8. If I let my certification lapse, what would I have to do to become BOMA Certified again?

You will be required to retake and pass the BOMA Certification Test.

9. What if I do not want to take additional training classes? Can I retake the BOMA Certification Test instead?

Yes. If you wish to take the Certification Test, you may contact the Local 501 Training Center in order to be scheduled for testing. The Local 501 Training Center offers the BOMA Certification exam every second Saturday of each month. You must pre-register to take the exam. No walk-ins are permitted.

10. Will I receive credit for on-site training provided by the Local 501 Training Center?

Yes you will. The on-site training sign in sheet will be used as proof of attendance for the on-site training provided.

11. Will I receive credit for training provided in-house by my employer?

Yes, as long as you can provide us with a certificate of completion and/or other pertinent documentation.

12. What if I misplace or if my BOMA card is stolen, can I get a new one?

Yes, you will have to contact the Training Center and pay the fee for a replacement.

13. I have read all the FAQ's and I still have questions and/or am unsure if the class I want to take will qualify for re-certification.

Please feel free to contact the training center via email JATC-LAinfo@local501.org. We will be happy to answer any questions you may have.

14. How far in advance can I retake the exam for re-certification in case I don't have time to Accumulate the required 120 hours of continued education?

You may take the exam one year ahead of your Certification expiration date.