DCAS Energy Management, The Citywide Training Center & The CUNY School of Professional Studies	**Building Operators Certification Course Level 1**

Schedule & Location
BOC-1 meets one Friday per week for fifteen weeks, from 8:30 am to 4:30 pm each day, with a one-hour midday break. Both sessions of the class meet at the Citywide Training Center, 2 Washington Street, 21st floor, in lower Manhattan.

Session A: Feb 3 through May 18, excluding Friday April 6
Session B: Feb 10 through May 25, excluding Friday April 6

Course Description
The Citywide Training Center, in partnership with the City University of New York (CUNY) School of Professional Studies and DCAS Energy Management, is offering two sessions of the **Building Operators Certification (BOC) Level 1 course in spring 2012.** This 15-week course is designed to instruct building operators and engineers on energy efficient facility operation as part of the City's efforts to meet its 30% greenhouse gas reduction goal. The BOC Level 1 course is a competency-based training and certification program that will teach students the tools necessary to increase the energy efficiency and comfort of City facilities. It also offers students the opportunity for improved job skills.

The course provides an overview of building systems, especially those related to energy use. The course focuses on equipment and system functions, including lighting, mechanical, and electrical systems, as well as provides guidance to improve thermal comfort, air quality, and life-safety considerations.

Objectives of the course include gaining or improving:

- Knowledge of building mechanical and electrical systems—HVAC equipment and controls, electrical distribution, motors, and lighting–and how their operation relates to energy efficiency performance and building comfort conditions;
- Recognition of system configurations, drawing of schematics, observation and interpretation of operating conditions;
- Ability to develop strategies for systematic maintenance and performance monitoring;
- Understanding of energy data sources, data management and interpretation, including use of software tools, calculation of indices;
- Capabilities for participating in a structured approach to surveying and assessing energy-using systems, leading to qualitative and quantitative formulation of energy projects.

The course is designed for building operators who may have limited formal training but have substantial work experience in building systems. This course would also be beneficial to facility managers who have entered the field from a management background and seek to improve their understanding of physical and equipment principles. The City is covering the cost of city staff participation in order to improve the energy efficiency of building maintenance and to encourage building staff to develop, implement and monitor energy efficiency projects.

Text and Practical Projects

Each participant will receive a copy of the textbook, *Mechanical and Electrical Systems in Buildings* by Richard Janis and William Tao, the BOC Level 1 Handbooks (seven volumes) and miscellaneous handouts. In addition, for certification all participants will be required to complete practical projects in their own facilities that will require characterizing and quantifying aspects of mechanical and electrical systems.

Certification

The CUNY School of Professional Studies will provide Building Operator Certification to students who (a) successfully complete this course, including passing performance on exams and required projects, (b) demonstrate appropriate experience via the BOC application submission and (c) complete the BOC application and review process.

REGISTRATION
Each session is limited to a maximum of **25 attendees.** The Building Operator Certification course is being offer at NO COST. However, a fee of $1,875 will be assessed for a "no show" or late cancellation in accordance with CTC cancellation policy. Course Codes: C-7200A (Feb 3 – May 18) and C-7200B (Feb 10 – May 25) Register for the course by completing a Citywide Training Center Application and scan & email it to citywidetrainingcenter@dcas.nyc.gov or FAX it to (212) 313-3439. You may also register through your Agency Training Liaison. You will receive confirmation for your registration approximately 1-2 weeks before the start of the course.
The deadline for registration is **January 18, 2012.**

NYC Citywide Administrative Services | Energy Management

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