The Citywide Training Center The DCAS Division of Energy Management and CUNY School of Professional Studies *Present*	**Building Operators Certification Course Level 1**

Course Description

The Citywide Training Center, in partnership with the City University of New York (CUNY) School of Professional Studies and the DCAS Division of Energy Management, is offering the **Building Operators Certification (BOC) Level 1 course beginning September 9, 2011.** This 15-week course is designed for building operators to help them manage their facilities more energy efficiently 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.

Schedule: 8:30 am to 4:30 pm each day, with a one-hour midday break

September 9	October 21	December 2
September 16	October 28	December 9
September 23	November 4	December 16
September 30	***November 10 (Thursday)***	December 23
October 7	November 18	
October 14	***November 25 (no class)***	

Location: Citywide Training Center, 2 Washington Street, 21st floor, in lower Manhattan

REGISTRATION

This program 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 "no show" or late cancellation in accordance with CTC cancellation policy.

Register by completing a Citywide Training Center Application and FAX it to
(212) 313-3439, or register through your Agency Training Liaison.
You will receive confirmation for your registration.

The deadline for registration is August 31, 2011

Citywide Administrative Services

DCAS Division of Energy Management

The City University of New York

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