

Spring 2016 - Energy Management Institute Application Form

Applicant Information		
Last Name	First Name	Middle Initial
Agency Name	Division	Title
Work Address		
Work Phone	Email Address	CC Email
Supervisor Name	Supervisor Phone	Supervisor Email
Class Information		
<input type="checkbox"/> Building Operator Certification – Level I, start date: Friday, 2/5/2016, registration deadline: 1/5/2016 <input type="checkbox"/> <i>I understand that this course is a combination of classroom sessions and online modules. I understand that I will be required to complete some of the course content online from a computer.</i> <input type="checkbox"/> <i>I understand that I will be asked to take assessments to measure my knowledge of basic Math and the use of Excel. If I score below 70% on these assessments, I will be required to take a Math Brush-up Course and an Excel Brush-up Course, which will help me in preparation for the BOC – Level I course. Both of these courses will be offered online.</i>		
<input type="checkbox"/> Building Operator Certification – Level II, start date: Friday, 1/22/2016, registration deadline: 12/28/2016 BOC Level I must have been completed in Spring 2015 or earlier. I completed BOC Level I on _____ (date)		
<input type="checkbox"/> Building Retuning (BRT), start date: Thursday, 4/7/2016, registration deadline: 3/14/2016 Applicants must have a BAS/BMS in their facility		
<input type="checkbox"/> Certified Building Commissioning Professional (CBCP), start date: Tuesday, 3/15/16, registration deadline: 2/12/2016 Applicants must have completed BOC Level I		
<input type="checkbox"/> Certified Energy Manager (CEM), start date: Tuesday, 6/7/2016, registration deadline: 5/6/2016 Applicants must have completed BOC Level I and II		
<input type="checkbox"/> Energy Efficient Operations of Electrical Systems, start date: Wednesday, 2/17/2016, registration deadline: 1/15/2016		
<input type="checkbox"/> Energy Efficient Operations of Mechanical Systems, start date: Tuesday, 3/8/2016, registration deadline: 2/5/2016		
<input type="checkbox"/> Energy Efficient Operations of Plumbing Systems, start date: Thursday, 6/2/2016, registration deadline: 5/6/2016		
<input type="checkbox"/> Energy Efficient Operations of Controls Systems, start date: Tuesday, 3/15/2016, registration deadline: 2/12/2016		
Cancellation Policy		
<p>DCAS Energy Management covers the cost of City staff participation in order to improve the energy efficiency of building operations and maintenance. Requests for cancellations or schedule changes must be received in writing at least 7 business days prior to the start of a confirmed class. Requests received without the required notice will result in a charge of the full course fee to the agency training department. Agencies may designate a qualified participant for substitution up to the commencement of the class without penalty. Please refer to the CTC Catalog for specific course fee information.</p>		
Signature of Applicant: _____		Date: _____
Signature of Supervisor: _____		Date: _____

Please complete and return application by fax: 646-664-8726 or email: EMITraining@sps.cuny.edu