



Energy Management Institute Application Form – Spring 2014

Applicant Information

Last Name	First Name	Middle Initial
Agency Name	Division	Title
Work Address		
Work Phone	Work Fax	Work Email
Supervisor Name	Supervisor Phone	Supervisor Email

Class Information

- Building Operator Certification – Level I, start date: Friday, 2/14/2014; Registration deadline: 1/3/2014**
- 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 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.*
- Building Retuning, start date: Wednesday, 4/2/2014; Registration deadline 3/21/2014**
- AEE Certified Energy Manager, start date: Tuesday, 2/11/2014; Registration deadline: 1/24/2014**
- AEE Certified Building Commissioning Professional, start date: Tuesday 5/13/2014; Registration deadline: 4/25/2014**
- Electrician Energy Management Training Program, start date: Wednesday, 3/26/2014; Registration deadline: 3/12/2014**

Cancellation Policy

DCAS Energy Management covers the cost of City staff participating 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.

Signature of Applicant: _____ Date: _____

Supervisors: By signing below, you approve this applicant's participation in the above selected class

Signature of Supervisor: _____ Date: _____

To register, complete and send this form to:

Krystyna Horn

CIUS Building Performance Lab

Krystyna.horn@baruch.cuny.edu

Fax: 646-660-6996

For more information, please email or call 646-660-6958