

Canadian Transition FAQ

The Transition

Why did BOMI International make the decision to terminate their agreement with Building Owners and Managers Institute of Canada?

BOMI International has a 50-year history of providing quality commercial property educational programs throughout North America and is considered best-in-class by property and facility management professionals for commercial property professional designations such as the RPA®, FMA®, SMA®, BOMI-HP® and SMT®, in addition to our certificate programs.

BOMI International and our Canadian marketing partner, the Building Owners and Managers Institute of Canada agreed to terminate their agreement as of December 31, 2019. The Canadian constituency will continue to receive first-class service and support through a new BOMI International partner, **BOMI Education Canada**, as of January 1, 2020.

Over the past several months, BOMI International and the existing provider have developed a plan to provide a seamless transition for all learners enrolled in our Certificate and Designation programs, as well as Continuing Professional Development (CPD) coursework.

When will the transition occur?

BOMI Education Canada will begin accepting Canadian learner course registrations on January 1, 2020. Learners remain able to register for courses through the existing provider until that time.

What is being done to ensure a smooth transition?

BOMI International maintains all education records, so the transition will likely go unnoticed by learners with the exception of new BOMI Education Canada contact information and the enrolment and course registration process. In the past, Building Owners and Managers Institute of Canada provided billing, marketing and learner support, which will now be handled by **BOMI Education Canada** effective January 1, 2020. A monthly newsletter for Canadian learners will be distributed beginning January 2020.

Registering for a Course

Will the learner registration process change?

Canadian learners and Canadian BOMA local organizations will continue to be supported by experienced Education Coordinators. **BOMI Education Canada** is completing their registration process with Canadian authorities and tax certificate information will be provided on the website and through email to all learners in the near future.

Beginning on January 1, 2020, you will be able to access the website at www.bomicanada.ca. You will receive a “Check it out” email once the site is launched. Learners will register using the new eCommerce registration process on **BOMI Education Canada’s** website. Payments can be made via credit card or cheque.

Will my login information change?

Your login information for the learning system will remain the same. For the website, your username will remain the same, but you will be prompted to change your password.

Will course pricing change?

2020 course pricing will not increase.

How do I enroll and register for a course?

Please visit www.bomicanada.ca or call 647-256-1438 or 800-867-6049.

Does a profile have to be created on the website for ordering?

Creating a profile helps BOMI Education Canada serve you better. However, it is not a requirement for ordering. During the purchase process you will have the option to create a profile or check out as a guest.

What are your accepted methods of payment? Do you accept cheques and POs?

The new eCommerce registration solution, implemented as of January 1, 2020, is a secure payment system that accepts Visa, Mastercard, and American Express. Debit cards may also be used. If you prefer, you may elect to call our office and pay over the phone with a credit card.

Another option is to pay by cheque. If you select this option, course material will be sent once we receive payment.

What is your payment remittance address?

Beginning January 1, 2020, if you decide to pay by cheque, you may mail your payment to:

CAD PO Box Address

BOMI EDUCATION CANADA
DEPT 400147
PO BOX 4375 STN A
TORONTO ON M5W 0J3

CAD Street Address

BOMI EDUCATION CANADA
DEPT 400147
C/O PNC BANK
1270 CENTRAL PKWY W STE 100
MISSISSAUGA, ON L5C 4P4 CANADA

How is my coursebook shipped and what are turnaround times for shipping?

Coursebooks will be shipped directly to learners from our distribution center. Shipping times are dependent upon where a learner resides.

Your Learning Experience

How do I update my Name, Address, Title, or Other Personal Information?

Contact **BOMI Education Canada** at service@bomicanada.ca or you may call 647-256-1438 or 800-867-6049.

Will you be developing future courses for the Canadian market?

BOMI Education Canada will work with BOMI International to continue to review and refine content for the Canadian constituency, based on learner needs, industry trends, and learning best practices. BOMI currently offers three Canadian **online, self-paced** courses:

Real Estate Investment and Finance
Environmental Health and Safety Issues
Law and Risk Management

Can I download my eBook?

This process remains the same. If you elected to purchase the eBook vs print coursebook, our fulfillment vendor will provide you with instructions on how to download and access your coursebook.

Are there different Canadian grading minimum standards than US minimum grading standards that I am used to?

Grading standards are established as a result of established psychometric practices for exam performance across North America.

Are there specific course criteria for Canadian learners to meet designation requirements?

All credential achievement requirements are outlined on the BOMI Education Canada website.

How do I submit my Experience Requirement Application?

If you would like to submit an Experience Requirement Application, the completed application along with a copy of your resume should be sent to:

BOMI Education Canada
Attn: Experience Committee
229 Yonge Street, Suite 400
Toronto, M5B 1N9

How will I schedule my exam?

The process for scheduling an exam will remain the same. Please go to www.pearsonvue.com/bomi and enter your Eligibility ID to proceed with selecting a test center, and scheduling a date and time. Or call 866-998-2664 to register.

*Please note; students logging on to Pearson VUE's website for the first time need to allow up to 24 hours to confirm a username and password prior to scheduling. After the exam appointment is scheduled, you will receive a follow-up confirmation communication via e-mail if a valid email address is available.

Where do I return course materials?

Please return course materials to:

Viatech
BOMI Rtn
8857 Alexander Rd.
Batavia, NY 14020

Continuing Professional Development (CPD)

How do I submit my CPD points?

Our CPD Verification Form is available on the BOMI Education Canada website as of January 1, 2020. Check in at www.bomicanada.ca. Your completed CPD Verification Form, along with supporting documentation, can be emailed to service@bomicanada.ca or mailed to:

BOMI Education Canada
Attn: Experience Committee
229 Yonge Street, Suite 400,
Toronto, M5B 1N9, Canada

Do you have a CPD approved provider list?

All approved providers are listed on the BOMI Education Canada website. Please go to www.bomicanada.ca after January 1, 2020

How do I submit by CPD payment?

You may make a CPD payment by credit card, cheque or money order. Please call 647-256-1438 or 800-867-6049.

Send cheque or money order payable to:
January 1, 2020 you may submit payment to

CAD PO Box Address

BOMI EDUCATION CANADA
DEPT 400147
PO BOX 4375 STN A
TORONTO ON M5W 0J3

CAD Street Address

BOMI EDUCATION CANADA
DEPT 400147
C/O PNC BANK
1270 CENTRAL PKWY W STE 100
MISSISSAUGA, ON L5C 4P4 CANADA

How do I apply for Competency Credit?

Our Competency Application is available on the BOMI Education Canada website as of January 1, 2020. Check in at www.bomicanada.ca. In the interim you may email service@bomicanada.ca or call 647-256-1438 or 800-867-6049 for assistance in submitting your CPD documentation.

How do I submit my competency form?

For Industry and Academic Competency, the completed forms along with appropriate documentation in support of competency requirements, can be emailed to service@bomicanada.ca or mailed to:

BOMI Education Canada
Attn: Competency Dept.
229 Yonge Street, Suite 400,
Toronto, M5B 1N9, Canada

Payment must be received before any competency application is reviewed.

How do I pay my competency fee?

You may pay by credit card, cheque or money order. To pay using a credit card, please call 647-256-1438 or 800-867-6049.

Send cheque or money order payable to:

After January 1, 2020 you may mail a cheque or money order to:

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BOMI EDUCATION CANADA
DEPT 400147
PO BOX 4375 STN A
TORONTO ON M5W 0J3

CAD Street Address

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DEPT 400147
C/O PNC BANK
1270 CENTRAL PKWY W STE 100
MISSISSAUGA, ON L5C 4P4 CANADA

Who do I contact if I have questions?

Please contact service@bomicanada.ca or call 647-256-1438; 800-867-6049

What are your hours of operation?

We are available Monday through Friday, 9:00 am-5:00 pm EST.