



THE BEST
EDUCATION
THE BEST
CREDENTIALS
THE BEST
LOCATION



2018 BOMI EDUCATION COURSES
HOSTED BY BOMA KANSAS CITY

2018 SCHEDULE

July 16-18	Environmental Health & Safety Issues
September 17-19	Budgeting & Accounting
October 24-26	Real Estate Investing & Finance

REGISTRATION FEES

Registration includes instruction, educational materials, and testing.

BOMA KC Member	\$1,025
Non-Member	\$1,125

BOMI Designation Enrollment	\$225 (one-time fee)
BOMI Individual Course Fee	\$100 (if not enrolled in designation program)
BOMI 2nd Designation Enrollment	\$100

WHY EARN A DESIGNATION?

"My RPA and FMA designations have given me a wealth of information in many areas to assist me in making the right decisions."

Dave Grosdeck, RPA, FMA, LEED | Green Associate | Property Manager-Burns & McDonnell

"My RPA/FMA designation has given me the tools to manage a diverse portfolio from multi-tenant buildings to large corporate/government facilities. The study materials serve as a great resource after the class."

Jackie Older-Hefner, RPA, FMA | Senior Property Manager | MC Realty Group, LLC

ENVIRONMENTAL HEALTH & SAFETY ISSUES | JULY 16-18

INSTRUCTOR: Cory Bates

Ensuring workplace and employee health and safety are issues at the center stage of today's property industry. As a property professional, this course will help you develop and manage proactive environmental/occupational health and safety programs, comply with regulatory standards and guidelines, and assess when to obtain technical assistance.

Key topic areas: local, state, and federal regulations • environmental site assessments • hazard communication • emergency response • asbestos and lead management • ergonomics • indoor air quality • hazardous waste • storage tanks • audits, recordkeeping, and other regulatory issues • ADA, EPA, OSHA, CERCLA, and the FULL ALPHABET SOUP of environmental health and safety

Applies to: FMA®, RPA®, SMA® designations

BUDGETING & ACCOUNTING | SEPTEMBER 17-19

INSTRUCTOR: Charles C. Connely, IV, CCIM,CFP,CPM

Budgeting and Accounting features applications and problems you can use to create building and facilities' budgets. In this course, you will have the opportunity to apply concepts within the real property and facilities context. You will follow the accounting process and creation of a budget from start to finish, learning valuable skills such as how to interpret financial statements, annual reports, and statements of cash flows. You will also learn practical skills such as how to compile lease abstracts and prepare rent rolls. The course includes valuable exercises pertaining to computing productivity ratios, depreciation, ending cash balances, preparing income and expense budgets, and explaining budget variances.

Key topic areas: record-keeping requirements • revenue and expenditure cycles • cash basis income statement • financial statements • annual reports • lease abstracts • income and expense budgeting • working with capital

Applies to: PAC and PMFP certificates, RPA® designation

REAL ESTATE INVESTING & FINANCE | OCTOBER 24-26

INSTRUCTOR: Charles C. Connely, IV, CCIM,CFP,CPM

Through this course you will learn to take charge of real estate investments in order to maximize the value of a property. You will develop knowledge about basic financial concepts as they relate to real estate, including valuation, analysis, taxation, depreciation, and life-cycle costing. Similarly, you will learn to evaluate real estate investments and to develop budgets that estimate net operating income. You will study the income capitalization approach and cover property taxation costs and strategies to offset these costs. You will also gain the skills to conduct discounted cash flow analyses and calculate net present value and internal rate of return. This course features exercises that require the basic use of the HP 10bII* financial calculator.

Key topic areas: asset valuation and enhancement • costs and taxes • capitalization • site and building analysis • the appraisal process • discounted cash flow measurement • ownership vehicles • the basics of lending and current lending practice

Applies to: PMFP certificate, FMA® and RPA® designations

REGISTRATION FORM

2018 BOMI EDUCATION COURSES
HOSTED BY BOMA KANSAS CITY



STUDENT INFORMATION

Name: _____

Company: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

BOMI Student ID Number*: _____

*If you have questions about your BOMI Student ID Number please contact Stephanie Russell at srussell@bomi.org.

CLASS REGISTRATION

- Real Estate Investing & Finance | October 24-26
- Environmental Health & Safety Issues | July 16-18
- Budgeting & Accounting | September 17-19

REGISTRATION FEES

Registration includes instruction, educational materials, and testing.

- BOMA KC Member | \$1,025
- Non-Member | \$1,125

ADDITIONAL BOMI FEES

- BOMI Designation Enrollment | \$225 (one-time fee)
Designation Program to enroll in: _____
- BOMI Individual Course Fee | \$100 (if not enrolled in designation program)
- BOMI 2nd Designation Enrollment | \$100
2nd Designation Program to enroll in: _____

TOTAL DUE \$ _____

PAYMENT INFORMATION

- Check mailed with registration form to: BOMA KC-4741 Central Ave. #550, KCMO 64112
- Credit card authorization of Total Due on registration form and emailed to: bae@bomakc.org

Credit Card Number: _____ Exp: ____/____

Billing Zip: _____ CVC: _____ Name on Card: _____

Email receipt to: _____

FINE PRINT

Registration is not complete until payment is received. No refunds within 14 days of course start. \$100 processing fee is non-refundable. Required minimum of 6 students to hold a course full refunds are provided in the case of a cancelled course. Students will receive a confirmation email one week prior to the first day of class that will include all of the course details.