READ BEFORE COMPLETING REGISTRATION FORM:

The Building Operation Certificate Preparation Program is designed to prepare qualified working professional to successfully complete the BOC Certification Exam and earn the Certified Building Operator Certificate. Only eligible candidates will be permitted to sit for the exam.

ELIGIBILITY

Program eligibility is based on work experience and education AND completion of BOC classes, tests, and facility projects.

Level I: Building Systems Maintenance - It is highly recommended that program participants have a high school diploma or GED, and:

- Two or more years of experience working in operations and maintenance of a commercial or institutional facility; OR
- A minimum of one year of experience working in operations and maintenance of a commercial or institutional facility AND one year of technical college level education in commercial or industrial facilities operations and maintenance; OR
- Two or more years of experience in energy management of commercial, institutional or industrial facilities with a focus on operations and maintenance.

BOC Prep Registration Form

STUDENT INFORMATION *(Please print clearly)*

Last Name: ________________________
First Name: ______________________
Date of Birth: ________________
Address: __________________________________________________________
City: ____________________________ State: _______ Zip: ________________
Phone: ___________________________ Gender: □ Female □ Male
Email: ____________________________

Demographic Information

1. Please select the race(s) you identify as:
   - □ American Indian or Alaska Native
   - □ Asian
   - □ Black or African American
   - □ Native Hawaiian or other Pacific Islander
   - □ White
2. Are you Hispanic or Latino? □ Yes □ No
3. Are you Cape Verdean? □ Yes □ No
4. Country of Citizenship: ____________________________
5. If you are not a US citizen, do you have Permanent Resident Status (green card)? □ Yes □ No

Educational Information

Do you have:
   - □ High School Diploma □ GED/HiSET
   - □ Currently pursuing GED/HiSET □ Don’t have

Have you attended RCC before? □ Yes □ No
Are you an RCC Degree Candidate? □ Yes □ No
Student is Child Under Age 18 □ Yes*  
*Must complete Photo Release/Liability Waiver

A non-refundable registration fee is included in your total cost. If you wish to drop the course and request a refund (minus the $30 registration fee), you must officially submit a request during business hours before the start of the second class.
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# COURSE REGISTRATION AND SCHEDULE – EXAM COST NOT INCLUDED IN COURSE FEES:

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TOPIC &amp; SCHEDULE</th>
<th>DAY</th>
<th>TIME</th>
<th>TUITION</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Measuring and Benchmarking Energy Performance – 2/7/20</td>
<td>F</td>
<td>8 AM 3 PM</td>
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<tr>
<td></td>
<td>Efficient Lighting Fundamentals – 3/4/20</td>
<td>W</td>
<td>8 AM 3 PM</td>
<td></td>
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<tr>
<td></td>
<td>HVAC Control Fundamentals – 3/5/20</td>
<td>R</td>
<td>8 AM 3 PM</td>
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<td></td>
<td>Indoor Environmental Quality – 3/6/20</td>
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<td>8 AM 3 PM</td>
<td></td>
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<tr>
<td></td>
<td>Common Opportunities for Low-Cost Operational Improvement – 3/25/20</td>
<td>W</td>
<td>8 AM 3 PM</td>
<td></td>
</tr>
</tbody>
</table>

**STUDENT ID #:**

**TUITION TOTAL:** $1,865

**NON-REFUNDABLE REGISTRATION FEE** $30

**TOTAL AMOUNT TO BE PAID:** $1,895

I hereby register for the above course(s) and assume full responsibility for the accuracy of the information above.

Student’s Signature: ____________________________ Date: ____________________________

Payment Method: □ Check  □ Money Order  □ Credit/Debit Card  □ 3rd-Party Billing: ____________________________

RCC Staff Signature: ____________________________ Date: ____________________________