

## What is Competency Certification?

The simplest way to describe competency certification is to suggest it is an independent validation by a qualified third party that an individual has demonstrated their skills associated with an occupational profile, and has confirmed that they indeed possess all the skills and knowledge, or competencies necessary to perform the tasks associated with that occupational profile.

## How can competency certification benefit me as a building operator?

There are many immediate benefits to you as a building operator. Firstly, it is a way to determine if the skills you have already acquired are applicable to the role of a building operator. Secondly, you will be able to determine how current your skills are in relation to the tasks to be performed. Thirdly, the self-assessment module allows you to conduct a gap analysis between your existing skills and those required for the job and will identify areas where you may need additional training or a refresher in certain areas. But more importantly, competency certification is a way to recognize the skills you have developed in the course of your career.

## How can competency certification benefit me as an employer?

An important aspect of today's property and asset management is the managing of risks associated with those core activities. A property manager can address certain aspects of risks through the proper training, staff development and licensing, where required, of operations personnel. The BOMA BODP and the associated competency certification provides a tool to manage these risks. The program is compliant with Criminal Code Section 217 (the old Bill C-45). Managers whose operators have been certified can take comfort in knowing their BOMA-certified operators have demonstrated their skills.

## How can I get a BOMA Competency Certification in Building Operations?

There are two ways:

1. If you are looking to **become a building operator**, then we recommend taking the training beginning with Building Operator Level 3, the introductory course. This course is focuses on occupational health and safety matters as well as basic building systems.
2. If you are **an existing operator**, then you may wish to simply take the Self Assessment module which will allow you to perform a gap analysis of your skills against the profile requirements. If there are gaps, you may wish to take some additional training, or simply a refresher, in any areas of weakness. When you are ready then you may challenge the Provincial Examination.

## **How long is this certificate valid?**

Certification is generally valid for three years. However, if there is a change in one of the critical competencies, then you will have to re-certify but only in that competency that has changed. Once this is done, then the three-year expiration moves forward from that point. This is a mechanism to ensure that your competencies are always up to date.

## **How do I renew my certification?**

As long as you continue to be registered in the system, you will receive email notices of any coming expiration of your competency certification. That email will provide you with specific instructions.