

# Instructions for Self-Assessment and How to Obtain a BOMA Calgary Certificate

## Certificates:

- Floor Measurement Certificate
- Building Operator Level 3 – Introduction to Building Operations Certificate

## UTRAC System Support from:

**Manager Implementation Services**  
**403-337-8057**  
[UTRAC@worldicu.com](mailto:UTRAC@worldicu.com)

Questions about the certificate:	Questions about the online course: Floor Measurement Building Operations	Questions about who will validate:	Questions about payment and overall requests:
BOMA Calgary Administrative Services <a href="http://www.boma.ca">www.boma.ca</a> 403-237-0559 (tel)	BOMA Calgary Administrative Services <a href="http://www.boma.ca">www.boma.ca</a> 403-237-0559 (tel)	Authorized Validators <a href="http://www.boma.ca">www.boma.ca</a> for contact coordinates	World ICU Main Office 403-337-8057 <a href="mailto:info@worldicu.com">info@worldicu.com</a> <a href="http://www.worldicu.com">www.worldicu.com</a>

## **BOMA Calgary Certificate**

### **Instructions**

#### **How to acquire your chosen BOMA Calgary Certificate Profile and how to move through Self-Assessment of the competencies**

**\*\*\*If you have ever had a record on UTRAC, please contact the System Administrator at 403-337-8057 before continuing.**

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*Please read the following text carefully to ensure you follow the proper steps.*

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### **To start:**

#### **For payment instructions, contact Lee-Anne Comrie:**

[leeannec@telusplanet.net](mailto:leeannec@telusplanet.net) OR 403-337-8057

**Go to <https://worldicu.com/qti/servlet/qti.IndexServlet>**

And you will be taken to the entry point of UTRAC.

If you are an existing user, log in using your login ID and password → and go to #2 below

**If you are New User, follow these instructions** to sign on and acquire the relevant certificate profile.

#### **1. Create a New User record:**

- Click on the "New User" button.
- Read the "Terms of Confidentiality". If you disagree, there will be no further action. If you agree, click on 'I Agree" and you will go forward.
- Input personal information - name, address, telephone number, email address, etc.
- Create your password. Click on the "Submit Request" button. Your login and password will be displayed immediately. ***Please make a note of this login information for future use.***
- When your request has been approved, an email will be sent to you from the system confirming your login id and password.

## 2. Select Your Validator:

Click <http://www.boma.ca/BuildingOperations/Listing%20of%20Approved%20Validators.pdf>

All instructions will be provided to select and hire your certificate profile Validator. If you have questions about selecting a Validator contact BOMA Calgary at [info@boma.ca](mailto:info@boma.ca)

**Hint: Select a Validator that best fits your needs for the profile you will choose in Step #3 (choose someone based on the bio, location, etc.).**

*Note: Once you and your Validator have agreed to work together, your Validator will send an email to [UTRAC@worldicu.com](mailto:UTRAC@worldicu.com) informing World ICU of your working agreement. World ICU will assign the Validator to your record.*

*When you request validation of your competencies (Step #6), contact your Validator and he/she will help you move forward with your validation.*

## 3. Acquire Your Chosen BOMA Calgary Certificate Profile:

**Note:** This must be done prior to completing your self-assessment

- Click on "Assessment" listed under the **menu**.
- Click on "View All Profiles" - then click on BOMA Calgary, and then click on "Select Profiles" at the bottom of the screen.
- Click on the number in front of BOMA Calgary Certificate Profile you wish to acquire (#1999 Floor Measurement or #2148 Building Operator Level 3 – Intro to Building Operations). After you selected this profile it is displayed on the screen, click on "Acquire this Profile" (on the upper right hand side of the screen).
- You can now access this profile by clicking on "My Profiles" under the **menu**.

## 4. Complete your Self-Assessment:

- Click on "My Profiles" under the **menu** - you will see the profile you have just acquired.
- Click on the number in front of the profile in order to access the self-assessment.
- Once the profile competencies are displayed, click on the number in front of the first competency and answer the first 3 questions.
- The answers for the first question, "How competent are you (includes theory and practical)?", are defined as follows:
  - Work Independently – means you understand the theoretical and practical components of the competency and can do the task with no supervision
  - Requires Assistance with Theory – means you can do the task, but don't have a clear understanding of the theory behind it
  - Requires Assistance with Tasks – means you understand the why, but need supervision to complete the task
  - Learning – means you are still new at the task and are learning the theory and practical components of the competency
  - No Experience – means you have never done the task
  - Not Applicable – means the competency is not done at your worksite

**NOTE:** You can click on "Show Details" for a list of the theory and task statements for each competency.

- Click on "Next" at the bottom of the screen to move to the next competency, or use the navigation buttons (First, Next, Last, Previous, Go-To) until self-assessment is complete.
- Clicking on "Next" saves the answers for each competency completed. You do not need to worry about losing any work.

## **BOMA Calgary Certificate**

### **Instructions** **How to access Education services and Validation services**

After completing your self-assessment:

#### **5. Submit for Validation**

To begin the validation process with your Validator, click "Submit for Validation" button under the **menu**. The screen will refresh and ask you again to Submit All Competencies for Validation.

- This action sends an email message to your Validator to let them know you are now ready for the next step in the process - to become validated as competent in the profile competencies.

#### **6. Looking at Results of Self-Assessment**

- After submitting for validation, review your profile to check the status of your competencies. To do this, click on 'Acquired Profiles' on the menu on the left side of the screen.
- On the right side, your profiles will appear. Choose the profile you want to view and click on the number beside it.
- Wait until the competencies are displayed. Listed against each competency are the results of your self-assessment:

SUB = Submitted to your Validator

NT = Needs Training and your competencies are NOT submitted to your Validator

- Under the 'Sorting Competencies' section close to the top of the screen, in the first sort parameter, click on 'Status' and then click the 'Sort Competencies' button.
- The competencies will now be sorted in Status order. If you wish to go to the BOMA site to pursue training for your NT competencies, print this page or highlight the NT competencies and copy them to a Word document.

#### **7. Choose Validation or Education**

Please contact your validator (from Step #3 above) to have all Submitted competencies validated.

**NOTE:** The Validator will charge you a fee for validation. Make sure you discuss the best approach to validation to save yourself time, effort and money (e.g. validate competencies in packages or validate all competencies at the same time).

Based on the validation, your Validator will enter your validation results into your profile.

- Consult with your Validator about the status of each competency;
- And you can track your progress through UTRAC as well. See Step 6 – you can see when your competencies at SUB status change to VAL (Validated) status.

For those competencies marked with NT ...

- Go to the Resource Button listed for each competency to access online help  
OR
- Go to the BOMA website to find suitable training to fill your gaps ([www.boma.ca](http://www.boma.ca))

**You will continue to move through  
self-assessment, validation and education until  
you are validated competent in all competencies.**

Once all validation results are entered ... you can proceed to the next step to apply for your certificate.

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## **BOMA Calgary Certificate**

### **Instructions**

#### **How to apply for your BOMA Calgary Certificate**

##### **Apply for Certification**

1. Once you have logged on to the system, click on 'Enter', and then on 'Certifications' under 'My Portfolio'.
2. Now click on 'Request Certification'. The screen will display a drop-down list of certifying Institutions with which World ICU has agreements. Choose BOMA Calgary and click on 'Continue'.
3. The screen will now display a list of the certificates available from BOMA Calgary and the recommendations for certificate eligibility (i.e. Deny or Grant). Check eligibility for the certificate you are interested in obtaining.
4. After confirming that you meet the requirements (i.e. Grant), choose the certificate you desire and then click on 'Request Certification' at the bottom of the screen. The screen will then refresh, advising you the request has been submitted.
5. Use this link to pay for your certificate:
6. A UTRAC Administrator will then verify all requirements are met (payment + certificate documentation) and release the certification request to BOMA Calgary.
7. It normally takes 2-4 weeks for BOMA Calgary to process the request and forward a certificate.
8. If you wish to check on the status of your request, click on 'Review Certifications' on the menu on the left side of the screen and your request and the status will be displayed (i.e. Awaiting Certification or Granted).

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**CONGRATULATIONS ... on obtaining your Certificate!!!!**

**Would you like to become a BOMA Calgary Authorized Validator for the Certificate you just completed? >>> email: [info@boma.ca](mailto:info@boma.ca)**

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