



# Building Operators' Certificate Program

The ELA Institute for Facility Management Education presents an educational program leading to a certificate in Building Operations. The certificate will be of most benefit to managers with total responsibility for multi-facilities, as well as those with single facility responsibility. The Faculty is composed of the lead instructors for the Education Departments of the Electric League of Arizona and the Arizona Heat Pump Council; APS energy personnel; SRP energy personnel; Arizona Energy Office personnel; and guest instructors, as appropriate. The program is offered 8 hours a day, one-day a week for 8 weeks at the ELA Institute located in the Electric League of Arizona Education Center. Topics include:

**FME 101** – HVAC Fundamentals for the Commercial/Industrial Facility

**FME 102** – Airflow Dynamics for the Commercial/Industrial Facility

**FME 103** – HVAC Codes and Safety for the Commercial/Industrial Facility

**FME 104** –Electrical Codes and Standards for the Commercial/Industrial Facility

**FME 105** – Electrical Maintenance and Power Systems for the Commercial/Industrial Facility

**FME 106** – Electrical Safety for the Commercial/Industrial Facility

**FME 107** - Lighting Fundamentals and Efficiency for the Commercial/Industrial Facility

**FME 108** – Power Quality for the Commercial/Industrial Facility

**FME 109** - Indoor Air Quality for the Commercial/Industrial Facility

**FME 110** – Energy Conservation Techniques for the Commercial/Industrial Facility

**FME 111** – Energy Audit for the Commercial/Industrial Facility

(Class order subject to change)

*The ELA Institute for Facility Management Education is operated by the Electric League of Arizona and the Arizona Heat Pump Council, and sponsored by SRP.*

## Building Operators' Certificate Program Registration

Tuition (Space is limited register early) \$1250 ELA Mbr. & \$1300 Non-Mbr. (Tuition includes books & lunch) Tuition Reimbursement may be available upon the successful completion of the program. Contact the Institute for information at 602-263-0115.

Are you a member of the Electric League of Arizona?  Yes  No

Dates: September 10 - October 29, 2008 – Eight Wednesdays ~ 9:00am - 5:00pm

Student Name: \_\_\_\_\_ Prefer to be called: \_\_\_\_\_

Company: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Title: \_\_\_\_\_ Last 4 digits of SSN: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: AZ

Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment must be received prior to start of class.**

Method of Payment:  Check enclosed, ck# \_\_\_\_\_  M/C  Visa Total Fees Due: \$ \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_ 3 digit Sec. Code \_\_\_\_\_

Exact name on card: \_\_\_\_\_ Signature: \_\_\_\_\_

Billing address if different: \_\_\_\_\_

**\*Cancellation Policy:** A full refund will be issued only if written notice of cancellation is received **seven (7) days** prior to the class start date. All registrations received by mail, or fax are confirmed registrations, unless canceled within the proper timeframe. All courses are subject to cancellation if minimum enrollment requirements are not met. **No-shows:** participants are charged the full amount if they register but do not attend. Due to the number of classes we hold each season, we do not provide confirmation.

\_\_\_\_ Please initial here indicating you have read and understand the cancellation policy.

Please return application and fees to:

**ELA Institute • 2702 N. 3rd Street, Suite 2020 • Phoenix, Arizona 85004  
Fax 602-277-9881 or call 602-263-0115**

