



## Building Operator Certification INSTRUCTOR QUALIFICATIONS

### Introduction

The Midwest Energy Efficiency Alliance is seeking qualified instructors for its Building Operator Certification (BOC) program. The BOC training program follows a fully developed curriculum covering building systems, energy conservation techniques, HVAC systems and controls, facility lighting, environmental health and safety regulations, indoor air quality, and facility electrical systems. Instructors teach one or two-day courses in their fields of expertise using standardized BOC instructional materials. Instructors receive competitive compensation for their services and have the opportunity to teach one to six classes a year.

### Application

Individuals seeking to contract as instructors for the Building Operator Certification program must submit a completed instructor application plus any requested supplemental materials and references to the Midwest Energy Efficiency Alliance. Copies of all applications received are forwarded to the Northwest Energy Efficiency Council (NEEC) for review and approval. NEEC is the licenser of the BOC curriculum and only NEEC-approved instructors may teach courses qualifying participants for certification

### Minimum Qualifications for BOC Instructors

Instructors for the BOC program must have demonstrated teaching experience and technical expertise in the course topic area for which they are applying. NEEC evaluates applications for both instruction and industry experience. The minimum criteria are:

- Work experience as an instructor within the last 2 years
- At least 3 years of experience as an instructor of employees in workplace settings and/or experience teaching technical topics relevant to building operations and maintenance. (5 years or more desirable)
- Evaluations of courses or trainings taught showing greater than 70% approval for clarity, organization and presentation. If evaluations are not available, applicants may receive provisional approval to teach through an interview and selection process.
- At least 2 years of employment in the field or industry related to the training topics. (4 years or more desirable)
- A bachelor's degree. Work experience may be substituted for degree. (One year of work experience in instruction or industry equivalent to one year of college degree work.)

### BOC Instructors Listing

Qualifying individuals will be placed on the Midwest Energy Efficiency Alliance's list of NEEC—approved instructors. This list will serve as the source of instructors for courses in the BOC training series and will be made available to BOC sponsors.

### Notification

Applicants will receive written confirmation of the course topics for which they have been approved to teach and will be asked to provide information on their availability. A brief biography of BOC program instructors may be included in promotional literature on the BOC program and published on the Midwest's BOC program website—[www.boccentral.org](http://www.boccentral.org).