



GRADUATE'S NAME _____

BOC Credential Maintenance Points Tracking Sheet

To remain current, you must accumulate five maintenance points annually for Level I TCOC or CBO and ten points for Level II TCOC. Use this form to track your maintenance points earned for this year. **DO NOT SEND TO BOC.**

BOC MAINTENANCE ACTIVITIES AND POINTS EARNED

THIS IS FOR YOUR RECORD KEEPING ONLY AND DOES NOT SERVE AS AN APPLICATION.

EMPLOYMENT

Full-time employment in facilities profession. **POINTS:** Earn 2 maintenance points for any BOC credential for continuous employment during the year. (For example, if you maintained eligible employment and are applying to maintain any BOC credential, you would earn a total of 2 points.)

JOB TITLE FOR EMPLOYMENT IN CURRENT YEAR	HOURS/POINTS
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TRAINING

Workshops/Classes

Attend continuing education/training in building management, operation & maintenance, or energy management topics.

POINTS: Earn 1 point for every hour of continuing education completed.

EVENT NAME	SCHOOL	DATE	TRAINING SUMMARY	HOURS/POINTS
EVENT NAME	SCHOOL	DATE	TRAINING SUMMARY	HOURS/POINTS
EVENT NAME	SCHOOL	DATE	TRAINING SUMMARY	HOURS/POINTS

Quizzes

Complete and submit a quiz from the BOC newsletter or blog. **POINTS:** Earn 1 maintenance point per quiz completed.

ARTICLE NAME	POINTS
ARTICLE NAME	POINTS

Projects

Completion of special projects to improve facility operation, maintenance, and/or energy efficiency in your company or organization; or awards received for resource efficient building operations. **POINTS:** Earn 1 point for each hour of project time up to a maximum of 11 points.

PROJECT FORM COMPLETE (http://www.theboc.info/why-boc/success-stories/send-us-your-story/)	Hours/Points
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Benchmark your building

Completion of an energy consumption benchmark for the previous 12 month period using ENERGY STAR® Portfolio Manager or alternative energy accounting tool. **POINTS:** Earn 3 maintenance points for each benchmark completed.

PM SCORE	PM BUILDING ID #	SITE EUI #	POINTS
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Webinars

Enroll in a BOC web based technical webinar series. **POINTS:** Earn 1.5 maintenance points per webinar event after successfully completing each webinar and quiz.

WEBINAR NAME	DATE	POINTS
WEBINAR NAME	DATE	POINTS

Membership

List memberships in facility or trades organization. **POINTS:** Earn 1 maintenance point for membership.

ASSOCIATION NAME	DATE OF SUBSCRIPTION/RENEWAL	POINTS
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Leadership

Holding a leadership position with a facility or trades organization. **POINTS:** Earn 2 points for your office held.

ORGANIZATION NAME	OFFICE HELD	POINTS
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Awards

Awards received involving resource efficient operations. **POINTS:** Earn 2 points for awards earned.

AWARD NAME	GIVEN BY	DATE RECEIVED	POINTS
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Total Points Earned (Minimum Required: Level I TCOC or Certification = 5 points or Level II TCOC = 10 points): _____