



2012 AOBA Education Programs

Visit www.aoba-metro.org for details and registration info for the following educational programs:

HVAC Basics and HVAC Beyond Basics – March 6 and 13 – 8:00 to Noon, 1350 I Street, NW, Lower Level

These two seminars will provide participants with a basic understanding of HVAC for commercial properties and the info necessary to be able to ask the right questions when interfacing with engineering staff, vendors, subcontractors and building owners. The sessions are interactive, and include plenty of Q & A, “show and tell”, and multimedia presentations. The March 13th session also includes a tour of a boiler/chiller plant. (Pending: DC/VA/MD CEC designation credits)

Emergency Preparedness Workshop: Are You Ready for the First Hour? – May 9 – 8:00 to 11:30am, Capital Hilton

This workshop will include timely information regarding how to best prepare your team and your building, *especially during the first hour after an event*. This program, geared to commercial property management professionals, provides a forum to discuss strategic and operational issues and challenges related to various emergency scenarios. We will share best practices and focus on how to enhance teamwork and coordination during and immediately following an incident. We'll examine lessons learned from recent events, and we will break out into small groups for a table-top exercise. Participants will also take away hand-outs with helpful resources. (Pending: DC Real Estate License credits may apply.)

Understanding Your Utility Bill and Competitive Energy Contracts – April TBD, 8:30 to 11:30am, 1350 I Street, NW, Lower Level

Understanding complex utility billing issues is critical to managing energy costs. Learn from the experts about the key elements of your utility bill, and understand the important aspects of competitive energy contracts. (DC/VA/MD CEC designation credits)

What Property Managers and Engineers Need to Know: Getting LEED Certified and Preparing for Recertification – June 7, 8:30am to 11:30am, 1350 I Street, NW, Lower Level

This morning workshop will include an overview of LEED trends; best practices for property managers and engineers who want to attain LEED certification; specific steps for those whose buildings are already certified and need to know exactly what's involved in how to get recertified. (Pending: UGBCI credits may apply.)

Expert Techniques to Manage, Motivate, Hire and Fire Your Staff – Sept. 13 – 8:30am to 11:30am, 1350 I Street, NW, Lower Level

This morning seminar will cover key HR topics. It is geared to property managers, engineers, other commercial and multifamily managers who must manage others and give performance reviews. Speakers will include expert trainer Mary Abbajay, Careerstone Group. (Pending: DC/VA/MD CEC designation credits)

Understanding Net Operating Income (NOI) – October 2012 – 8:30am to 11:30am, 1350 I Street, NW, Lower Level

Learn from the experts about NOI and how to calculate it. Review formulas and case studies for measuring the profitability and value of a real estate project.

ON-GOING SUSTAINABILITY PROGRAMS

LEED Green Associate – Online Exam Preparation Course – Four Wednesdays each month.

Offered online with a live facilitator each month through 2012, this course includes four, 2-hour classes that prepare students to take the LEED Green Associate exam. Students also receive a valuable Study Guide and practice tests. Sponsored by the AOBA Alliance, Inc., this course is for AOBA members and AOBA Alliance participants.

DESIGNATION/ CERTIFICATION PROGRAMS

Real Property Administrator (RPA - BOMI) – The following courses will be offered, **pending a minimum of 15 students register**: *Design, Operation and Maintenance of Building Systems, Part 1* – Tuesdays, starting Feb. 7; *Budgeting and Accounting* – Wednesdays, starting Feb. 8; *Environmental Health and Safety Issues* – Mondays, starting March 5. Check online for summer and fall course dates.

National Apartment Leasing Professional (NALP - NAA) – April 9-11

Foundations of Real Estate Management (BOMA) – *Spring*: April 4, 11, 13, 20 and 26 and *Fall*: Oct. 12, 19, 26 and Nov. 2 and 9.

LICENSING REQUIREMENTS – MUST HAVE COURSES

AOBA will provide courses during 2012 to help members maintain their DC real estate license. Please note that the 15-hour continuing education (CE) requirements for the upcoming real estate licensing cycle (2011-2013) include: Fair Housing (3-hours); DC Legislative Update (3-hours); Financing Issues/Update (3-hours); General electives (6-hours)