

DESIGNATION PROGRAM

SPRING REAL PROPERTY ADMINISTRATOR (RPA) COURSES



AOBA will once again offer BOMI Institute (Building Owners and Managers Institute) RPA and FMA Courses to its membership and to the industry at large.

RPA/FMA — “ENVIRONMENTAL HEALTH AND SAFETY ISSUES” (REQUIRED)

MONDAYS, STARTING APRIL 12, 2010

INSTRUCTOR: Richard Silberman, CEO, Healthy Buildings

TIME: 5:30pm-7:30pm | LOCATION: AOBA, 1050 17th Street, NW, Washington, DC

RPA/FMA “REAL ESTATE INVESTMENT AND FINANCE” (REQUIRED)

THURSDAYS, STARTING APRIL 15, 2010

INSTRUCTORS: Michael Allen, Principal and C. Cutchin Powell, Jr., Manager, Property Tax from Ryan Company

TIME: 5:30 pm to 7:30pm | LOCATION: AOBA, 1050 17th St, NW, Washington, DC

RPA GUIDELINES

- If you decide for any reason not to take the RPA class once you have registered, you must return the text book and the “Key Concept Study Guide” to the AOBA office. **Cancellations will not be accepted after Friday, April 23, 2010.** A \$25.00 processing fee will be imposed.
- Please submit a copy of the original invoice with payment, as this helps to identify WHO and WHAT the payment is for.
- Computerized testing took effect January 1, 2010. You will receive exam information directly from BOMI.



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PRICE

The course fee for AOBA Members is \$835.00 and \$860.00 for Non-AOBA Members. For first time students, there is an additional one-time only \$175.00 enrollment fee that **MUST** be included with the course fee. This price also includes the “Key Concept Study Guide” and a \$60.00 computerized testing fee. *Books will be available for pick-up only beginning April 5, 2010. Make check payable to AOBA and send it with the registration form to: AOBA, 1050 17th Street, N.W., Suite 300, Washington, D.C. 20036. Registrations must be received at the AOBA Office no later than Friday, April 9, 2010. (Registrations received after this date is subject to a \$25.00 late fee.) Students are urged to register for this class as early as possible. If enrollment does not reach fifteen (15) students per class, the class will be cancelled.*

PAYMENT

Payments are due within (30) thirty days of the invoice date. Any payments received after this date will be subject to a 15% service charge, compounded every fifteen (15) days the invoice remains unpaid.

LOCATION

AOBA, 1050 17th Street, NW, Suite 300, Washington, DC, nearest Metro stations are Farragut West (Orange and Blue lines) and Farragut North (Red line).

BOOKS AND MATERIALS

Books may be picked up at the AOBA office. All general inquiries, questions regarding payment and requests for registration materials should be made to Pascha Francis at AOBA, 202-296-3390. **Self-study students should contact BOMI directly at 410-974-1410.**

**IMPORTANT INFORMATION

- Computerized testing took effect January 1, 2010. You will receive exam information directly from BOMI.
- At the start of class, please review your confirmation letters and invoice for any errors in the spelling of your name, address, and amount you have been billed. You will have (5) five business days to submit any corrections. There will be no waiving of late fees for any reason. All mail correspondence between you and AOBA will be sent to your business address, **ONLY**.