

Registration Guidelines

We encourage interested City employees to apply for courses through the [online registration portal](#). A scanned paper copy of the registration form may also be submitted via email to EMItraining@sps.cuny.edu (see page 3).

Registration Guidelines

Supervisor / Agency Approval

Students must ensure that they have supervisor and/or agency (agency training liaison or HR department) approval before registering for a course. EMI will copy the supervisor on the student's course confirmation to ensure that the supervisor is aware of the learning objectives and time commitment. **Failure to obtain supervisor approval will result in cancellation** of the student's registration.

Prerequisites

Students must confirm that they have completed the course pre-requisites. EMI may also check students' enrollment history to determine their eligibility to attend a course.

Enrollment Confirmation

Please note that **students who have successfully submitted their registration are not automatically enrolled in a course**. All classes are free of charge for City employees, and there is a high demand for certain courses. In general, EMI approves student enrollment on first-come, first-served basis, but also considers whether students have completed necessary pre-requisites or the course subject matter is relevant to their job. **The EMI team will directly reach out to students who are confirmed** to attend the course with a calendar invite and next steps.

Waitlists

If a course is at full capacity, a student can add their name to the waitlist during the registration period. The EMI team uses the waitlist to fill open spaces right before the start of the course. The student will receive an email from the EMI team if they are moved off the waitlist and enrolled in the course.



Online Registration Process

The online registration short link is bit.ly/EMISpring2021. Click on the “Register Now” button on the portal to begin the registration process. There are five sections in the registration form:

Courses

1. Begin registration by selecting the course(s) you are looking to attend.
 - Review the course description for the course dates, duration, and overall time commitment.
 - Refer to the Course Catalog for further descriptions and information on how to select courses right for you.

- You may also skip this step by clicking on the “Skip This Step...” link.

Additional Information

1. Continue providing your additional applicant information such as agency, job title, etc.
2. Fields with an asterisk are (*) mandatory. Fields without an asterisk are optional and may be left blank.
3. Click “Continue” when you are done.

Applicant Information

1. Provide your name, email, and supervisor’s information.
2. By clicking on the “Supervisor Approval” box, you are confirming that you have obtained supervisor / agency approval to register for an Energy Management Institute course. By also clicking on the box, you are agreeing for EMI to copy your supervisor on initial correspondence regarding your acceptance into the course.
3. If you have registered before in CUNY’s *Swoogo* system, you may be prompted to sign in after you have submitted your information (after clicking on the “Continue” button).
 - You may continue to log in if you remember your password. You may also request to reset your password.

Registration Acknowledgement

1. Confirm your supervisor / agency approval, as well as your understanding of the course requirements and time commitment for the course(s) you have selected.

Confirmation

1. Click on the magnifying glass icon to review your registrant details and course selections.
2. You will be able to modify your registration while the registration period is still open.
3. You will receive an email notification (1) when you have successfully registered and (2) when your request for enrollment for the course is approved.

Cancellation of Online Registration

If a student is not able to attend the class, they should **log in to cancel their application** as soon as possible, so that their spot can be allocated to a waitlisted applicant.

Additional Help

Contact EMITraining@sps.cuny.edu for questions and concerns regarding your online application or waitlist status.

Spring 2021 Energy Management Institute Registration Form

Date _____

Applicant Information

Full Name _____
Last First M.I.

Agency _____

Work Phone _____ Alternate Phone _____

Work Email Address _____ Alternate Email Address _____

Civil Service Title _____ Work Title _____

Work Address _____
Street Address Unit/Floor

_____ *City*

_____ *Borough*

_____ *Zip Code*

What is your highest level of education or training?

- | | |
|--|---|
| <input type="checkbox"/> High School | <input type="checkbox"/> College (Associate's or Bachelor's Degree) |
| <input type="checkbox"/> Apprenticeship | <input type="checkbox"/> College (Master's or above) |
| <input type="checkbox"/> Technical College (Certificate or Associate's Degree) | <input type="checkbox"/> Other _____ |

Are you requesting special accommodations in order to participate in this program?

- No
 Yes

If yes, please explain: _____

.....
Supervisor's Name _____

Supervisor's Phone # _____ Supervisor's Email _____

Supervisor's Civil Service Title _____ Supervisor's Work Title _____

Cancellation Policy

DCAS Energy Management covers the cost of City staff participation in order to improve the energy efficiency of building operations and maintenance. Requests for cancellations or schedule changes must be received in writing at least **7 business days prior to the start of a confirmed class by CUNY SPS**. Requests received without the required notice may result in a charge of the full course fee to the agency training department. Agencies may designate a qualified participant for substitution up to the commencement of the class without penalty. Please refer to the Citywide Training Center (CTC) Catalog for specific course fee information.

Please complete and return application by email to EMtraining@sps.cuny.edu

Course Information

I would like to apply for:

Building Operator Certification Level 1 (BOC-1) Registration Deadline: 2/12

By selecting this course, I understand that this course is a combination of classroom sessions and online modules. I understand that I will be required to complete some of the course content from a computer.

- Cohort A Virtual** Start Date: Thursday, 2/18
- Cohort B Virtual** Start Date: Friday, 2/19

Certified Energy Auditor Registration Deadline: 2/12

- Virtual** Start Date: Monday, 4/19

Certified Energy Manager Registration Deadline: 2/12

- Cohort A Virtual** Start Date: Monday, 4/5
- Cohort B Virtual** Start Date: Monday, 5/10

Energy-Efficient Controls Systems Registration Deadline: 2/12

- Virtual** Start Date: Friday, 4/23

Fundamentals of Building Systems Registration Deadline: 2/12

By selecting this course, I understand that this course is a combination of classroom sessions and online modules. I understand that I will be required to complete some of the course content from a computer.

- Cohort A Virtual** Start Date: Tuesday, 3/16
- Cohort B Virtual** Start Date: Tuesday, 6/1

Introduction to Load Management Registration Deadline: 2/12

- Virtual** Start Date: Tuesday, 5/4

Load Management Training and Coaching Registration Deadline: 2/12

Building Operator Certification Level 1 must have been completed in Spring 2020 or prior; assigned to and/or are responsible for at least one agency building where major equipment can be controlled and can access trend logging functions in a BAS/BMS throughout the duration of the course.

- Cohort E, Virtual** Start Date: Wednesday (AM), 3/17

Renewable Energy 101 Registration Deadline: 2/12

- Virtual** Start Date: Tuesday, 6/15

Signature of Applicant: _____

Date: _____

Signature of Supervisor: _____

Date: _____