

## **Building Automation System Operations 1526X01FWO 2023-2024 Academic Cycle Eligibility Package**

Eligibility process for applicants who do not meet the published post-secondary admission requirements:

### **Option 1 (Academic Eligibility)**

Provide official transcripts demonstrating the successful completion of a two-year community college diploma or degree in an electrical, instrumentation or mechanical-related field such as:

- Ontario College Diploma, Ontario College Advanced Diploma or Degree or equivalent in an Electrical Engineering, Mechanical Engineering, Mechatronics, Electro-Mechanical, Instrumentation and Control, Robotics, Electronics Engineering, Information Technology, Building Science, Energy Management, Telecommunications Engineering, HRAC, OR
- A minimum of a diploma (in a non-electrical-related field) with 3 years working experience in an electrical or mechanical-related field.

All transcripts should be sent directly to [OntarioColleges.ca](https://OntarioColleges.ca), if you already submitted your transcript, no further action is required.

### **Option 2 (Work Experience and/or Academic Eligibility)**

Provide documentation demonstrating that you have completed a minimum of two (2) year diploma (in a non-electrical-related field) and that you have at least three (3) years experience in a Building Automation field. A combination of work and education may be accepted once reviewed and approved.

# Additional Admission Requirements

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To be considered for admission under option 2, please submit:

- Current resume including any education and work experience demonstrating sufficient years and type of relevant electrical or mechanical work experience.
- Confirmation of employment letter (on company letterhead) from at least 1 (one) of your construction management employers included in your resume.
- Any education transcripts (if applicable)
- Additional documents may be requested

## **Document Submission:**

Additional documents must be submitted to the Program Coordinator, Andrew Huddleston, at [huddlea@algonquincollege.com](mailto:huddlea@algonquincollege.com).

Certificate Requirements: To be eligible to receive the Building Automation System Operations Ontario College Graduate Certificate candidates must successfully complete all the courses listed in the Program of Study.

For more information, refer to the [Building Automation System Operations](#) Program website.