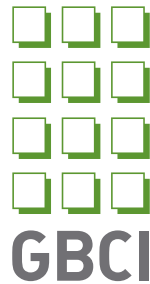# Credential Maintenance Program Guide

Valid for January 2012

Green Building Certification Institute

2101 L Street NW, Suite 650 • Washington, DC 20037 • www.gbci.org
1.800.795.1746 • +1.202.828.1145 • www.gbci.org/contact

GBCI

LEED® Credential Maintenance Program Guide, revised January 2012.

Information in this Guide represents current policies and procedures for GBCI's Credential Maintenance Program. Information in this Guide supersedes information contained in any previously published information.

All information and guidelines are subject to change.

Please read and understand the entire Guide including all policies, procedures, and consequences.

Revisions

The CMP requirements identified in this document are subject to revision. Changes and additions are published in revised guideline booklets, and on the GBCI website.

CMP Guides are updated periodically. This CMP Guide is valid for the year shown on the cover and in the footer. LEED Professionals are responsible for staying up to date and for meeting the current standards. Furthermore, when citing specific policies, please note the edition of the document as part of the policy's source.

Welcome!

Congratulations on earning your LEED Professional credential and thank you for your contributions toward a sustainable built environment. The intent of GBCI's Credential Maintenance Program (CMP) is to help you keep pace with the rapidly evolving green building industry.

LEED rating systems and the technologies used to implement them are dynamic. LEED Professionals enrich their knowledge base by seeking out green building's best practices and the newest methods for obtaining LEED credits. Your credential signifies to clients and employers that your professional expertise is meaningful and current within a rapidly transforming marketplace.

Changes to the LEED credentials emerged from the views of LEED Professionals who wanted to see more specialization, differentiation, and relevance. As GBCI implemented those objectives, we also added methods for sustaining them.

CMP was created with direct feedback from LEED Professionals. As we continue to grow, we will continue to incorporate your ideas. This guide has been transformed because of your comments. First, you'll find an outline of general facts in the Basics section. We then describe the framework of the program in the Policies section. The final sections, or appendices, address special situations and provide the rest of the details not covered in other sections.

For help finding CE hours, check out the CMP wizard.

Please note that this guide outlines the credential maintenance for LEED Green Associates and LEED APs with specialty. For information on how LEED APs without specialty can earn the LEED AP with specialty credential through enrollment, refer to the Enrollment Guide. ➡

**Enrollment Guide
(for LEED APs without specialty)**
Valid until October 27, 2011

Green Building Certification Institute
2101 L Street NW, Suite 650 • Washington, DC 20037 • www.gbci.org
1.800.795.1746 • +1.202.828.1145 • www.gbci.org/contact

Table of Contents

Basics

Understanding the six main aspects of CMP (reporting period, requirements, LEED-specific, categories, activities, and prescriptive credential maintenance) can help you get started:
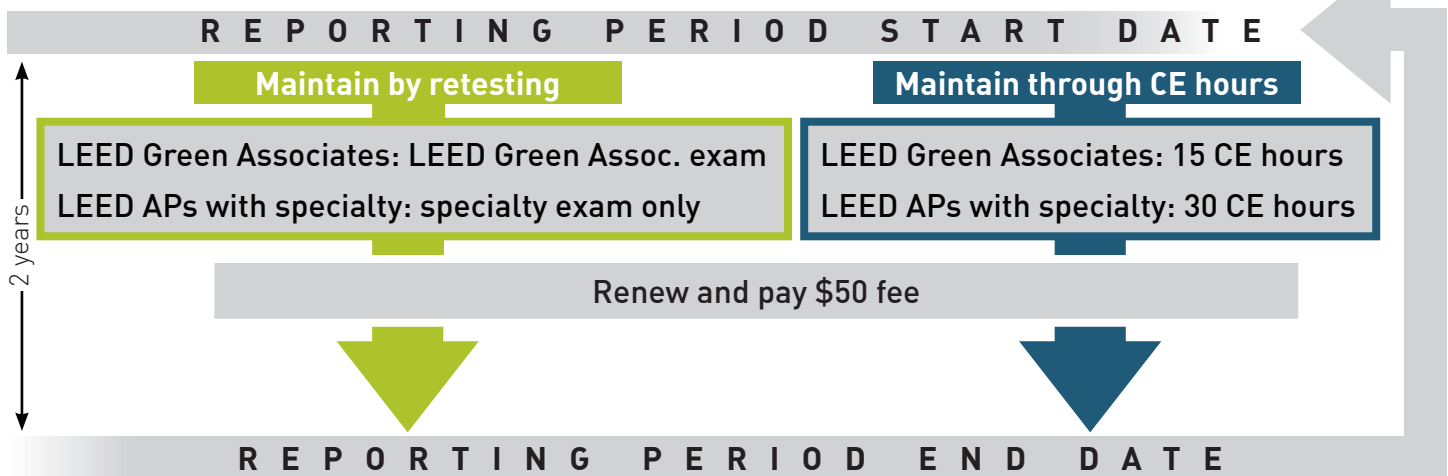
Reporting Period

Credentials are maintained in 2-year cycles, or reporting periods, starting when the credential is earned (based on exam or enrollment date) and ending 2 years minus 1 day from the start date. For example:

Exam or enrollment date/ reporting period start date	Reporting period end date	Next reporting period start date	Next reporting period end date
August 15, 2011	August 14, 2013	August 15, 2013	August 14, 2015

At the end of the 2-year reporting period, LEED Professionals are required to have maintained their credential(s). If LEED Professionals do not complete and report their continuing education (CE) hours or pass the applicable exam, the credential expires. For more information, see the Policies section.

Requirements

All LEED Professionals can choose to maintain their credential through CE hours or by retesting:

REPORTING PERIOD START DATE

Maintain by retesting

LEED Green Associates: LEED Green Assoc. exam

LEED APs with specialty: specialty exam only

Maintain through CE hours

LEED Green Associates: 15 CE hours

LEED APs with specialty: 30 CE hours

2 years

Renew and pay $50 fee

REPORTING PERIOD END DATE

To maintain by retesting:

LEED Green Associates pass the LEED Green Associate exam.

LEED APs with specialty only pass the specialty exam.

(For more information on maintenance through retesting, see Appendix A.)

To maintain through CE hours

LEED Green Associates complete 15 CE hours, 3 of which must be LEED-specific.

LEED APs with specialty complete 30 CE hours, 6 of which must be LEED-specific.

LEED APs with multiple specialties complete 6 LEED-specific hours for each additional specialty. (For more information, see Appendix B.)

Basics

LEED-specific

All CE hours must be relevant to green building. LEED-specific is defined as an activity that has an explicit connection to processes, procedures, or concepts (i.e. intents, requirements, and strategies) found in any of the current LEED rating systems. For LEED APs, LEED-specific CE hours must relate directly to their specialty.

Installation of lighting controls	Installation of daylight responsive lighting controls	Installation of daylight responsive lighting controls in all regularly occupied spaces within 15 feet of windows and under skylights to meet EAc1.2 in LEED CI
Typical building task	**Green building task**	**LEED-specific task**

Examples of LEED-specific content include a LEED update, an in-depth LEED project case study, a review of successful or unsuccessful implementation of LEED, or an analysis of the benefits of LEED.

Categories

LEED Professionals' CE hours should be relevant to the CMP categories applicable for their credential:

Category	LEED Green Assoc	LEED AP				
		BD+C	Homes	ID+C	ND	O+M
Synergistic opportunities and LEED application process	■					
Project site factors	■	■	■	■		■
Site					■	
Water management	■	■	■	■		■
Project systems and energy impacts	■	■	■	■		■
Neighborhood systems and impacts					■	
Acquisition, installation, and management of project materials	■	■	■	■	■	■
Improvements to the indoor environment		■	■	■		■
Stakeholder involvement in innovation	■	■	■	■		■
Stakeholder involvement and public outreach					■	
Project surroundings and public outreach	■	■	■	■		■
Land use and urban design					■	

For more information including the subcategories that help define each category, see Appendix C.

Basics

Activities

EIGHT WAYS TO EARN CE HOURS

| ERB-approved activities | Live presentations | Self-study | College & university courses | Certificates, licenses, & credentials | Committee & volunteer work | Authorship | LEED project participation |

There are 8 types of activities that earn CE hours. (Basics are provided below; more information is available in Appendix D.)

1. Education Reviewing Body-approved activities*

Attending or leading professional development activities that have been approved by an ERB.

- **You earn:** 1 CE hour for first hour; 0.5 CE hours for each additional full half of an hour
  2 CE hours for time spent developing content for instructors
- **Limit:** None. The same instructional program can be counted only once.

2. Live presentations

Attending or presenting real-time presentations to an audience or via broadcast technology.

- **You earn:** 1 CE hour for first hour; 0.5 CE hours for each additional full half of an hour
  2 CE hours for time spent developing content for presenters
- **Limit:** 50% of required CE hours for attending and presenting combined
  5 CE hours for attending

3. Self-study

Structured study (audio, audio-visual, written, online, etc.), an examination, or reading.

- **You earn:** 1 CE hour for first hour; 0.5 CE hours for each additional full half of an hour
- **Limit:** 5 CE hours

4. College and university courses

Completing or teaching courses offered at accredited colleges or universities.

- **You earn:** 1 CE hour per classroom hour
  2 CE hours for time spent developing content for instructors
- **Limit:** None

5. Certificates, professional licenses, and credentials

Initial earning of a certificate, professional license, or credential related to green building.

- **You earn:** 1 CE hour for certificates
  3 CE hours for licenses and credentials
- **Limit:** None. (Sample designations listed in Appendix D.)

---

*Titled professional development/continuing education in the 2010 and previous version of this Guide.

Basics

6. Committee and volunteer work

Committee and volunteer work that support the LEED system.

- **You earn:** 2 CE hours for holding a leadership position
  0.5 CE hours per meeting attendance
- **Limit:** 4 CE hours

7. Authorship

Publishing articles and books that are related to the relevant CMP categories

- **You earn:** 3 CE hours for published article
  10 CE hours for published book
- **Limit:** None

8. LEED project participation

Paid or unpaid work on a project that is registered for LEED certification

- **You earn:** 1 CE hour per LEED credit or prerequisite
  2 CE hours per project for being the project administrator
- **Limit:** 10 CE hours. Projects must be registered for LEED (but not necessarily certified).

Prescriptive credential maintenance

If a LEED AP without specialty (credentialed between January 2001 and June 2009) chooses to enroll in the LEED AP with specialty credential, prescriptive credential maintenance is one option for enrollment. For more information on enrollment, see the Enrollment Guide. **Prescriptive credential maintenance does NOT apply to any other credential holders (i.e. LEED Green Associates, LEED APs who earned their credential through testing, including those who enrolled through testing).**

Prescriptive credential maintenance requires earning a minimum number of CE hours within each of 7 GBCI categories:

Category	BD+C	ID+C	O+M
Project site factors	4 CE hours	1 CE hour	3 CE hours
Water management	3 CE hours	3 CE hours	4 CE hours
Project systems & energy impacts	6 CE hours	6 CE hours	6 CE hours
Acquisition, installation, and management of project materials	3 CE hours	5 CE hours	4 CE hours
Improvements to the indoor environment	5 CE hours	6 CE hours	4 CE hours
Stakeholder involvement in innovation	2 CE hours	1 CE hour	2 CE hours
Project surrounding & public outreach	1 CE hour	2 CE hours	1 CE hour

The prescriptive credential maintenance is only required the first reporting period after enrollment. In subsequent reporting periods, there is no prescriptive requirement and CE hours can be distributed in any of the GBCI categories. For more detail on prescriptive credential maintenance, see Appendix E.

Reporting credential maintenance

LEED Professionals must self-report all of their CMP activities online through My Credentials.

To report CMP activities:

1. Log into My Credentials and select Review/Report CMP Activity.
2. Select the category to which the CMP activity applies.
3. Enter the activity date, end date (if applicable), subcategory, delivery methods, description, details, content type, and CE hours earned.

LEED Professionals can add, delete, or review CE hours at any time and can print a report of complete and remaining CE hours. View a tutorial on reporting CE hours »

Preapproval

CE hours reported in My Credentials are reviewed for preapproval within 24-48 hours. Pre-approved indicates that the CE hour(s) have met our basic requirements but may be reviewed again in the event of an audit.

Renewal

Renewal is available one year into your reporting period. Within 24 hours of renewing, your next reporting period will appear on your main menu and your expiration date will be updated in the LEED Professional Directory. You cannot earn or report CE hours until your new reporting period begins.

You will receive notifications that your reporting period is ending. You have 90 days after the end of your reporting period to renew without penalty, but all CMP activities must be earned between the reporting period start and end dates.

Maintaining through CE hours

To renew when maintaining through CE hours:

1. Report required CE hours in My Credentials, ensuring you have met all requirements
2. Select "Renew" on the main menu page
3. Agree to terms and conditions
4. Pay the $50 renewal fee (if applicable)

Within 24-48 hours, you will receive either an approval email or notification of audit. For more information, see the Audits section.

Policies

Maintaining through retesting

For more information on maintaining through retesting, see Appendix A.

When you pass the appropriate exam, you will have also renewed your credential. The $50 renewal fee is not required as it covers the cost of the auditing of CE hours.

Maintaining multiple specialties

If you have multiple specialties, you can maintain through CE hours, retesting, or a combination of both. Using any method, you can renew once you have maintained your primary specialty and choose, during the renewal process, to let your other specialties expire. When maintaining through retesting only, once you pass all of the required exams, you will be automatically renewed and will not be charged the $50 renewal fee.

You can also maintain with a combination of CE hours and retesting. When you pass an exam for one of your specialties, you fulfill its CMP requirement. If you maintain your primary specialty through retesting, you must still complete the required CE hours for each of your secondary specialties. If you maintain a secondary specialty through retesting, you must still complete 30 CE hours for your primary specialty and any required CE hours for additional secondary specialties. For example:

		CE hours required		Renewal fee required
		BD+C (Primary)	ID+C (Secondary)	
Exam(s) passed	BD+C only	0	6	
	ID+C only	30	0	$0
	All	Automatically renewed		

If you renew early and earn another specialty, your CMP requirements for that specialty don't begin until your new reporting period.

Fees

LEED Professionals who maintain through CE hours are responsible for the biennial $50 CMP renewal fee at the time of renewal. Payments will be accepted only in US dollars. This fee is waived for LEED Professionals who maintain through testing and for the first renewal for all LEED APs without specialty who enroll in the LEED AP with specialty credential. (For more information on enrollment, see the Enrollment Guide.)

Past Due

Credential Holders will have 90 days to renew and report hours previously earned within their reporting period, which starts after the reporting period has ended. You will not be able to earn hours during this time. If you don't report enough hours and successfully renew by the end of the past due period, your credential will expire.

Expiration

LEED Professionals' credential(s) will expire if they fail to complete the CMP requirements and submit for renewal 90 days after their reporting period.

Audits

GBCI audits 5-7% of LEED Professionals who maintain through CE hours. In addition, any published article or book submitted for CE hours will be automatically subject to audit. For more information on audits, see Appendix F.

Failure to comply

Each LEED Professional is responsible for demonstrating full compliance with CMP requirements. Unsupported, misstated, or fraudulent reporting of CE hours is a violation of GBCI's Disciplinary and Exam Appeals Policy. Such reporting is cause for action by GBCI and may be grounds for disciplinary action, up to and including revocation of the GBCI credential. See GBCI's Disciplinary and Exam Appeals Policy for more information.

Failure to fulfill and/or report the required CE hours for the CMP reporting period will result in expiration of the LEED Green Associate or the LEED AP with specialty credential. The LEED AP without specialty credential is held in perpetuity and does not have any credential maintenance requirements or fees.

Waivers/extensions

If unforeseen circumstances prevent you from being able to complete your credential maintenance requirements in your 2-year reporting period, you may request a waiver or extension. Situations that could be recognized by GBCI as hardship include:

- Long term unemployment
- Military deployment
- Health problems
- Death in the family

This list is not exhaustive nor do these circumstances guarantee a waiver or extension. Written requests with supporting documentation must be received at least 30 days before the end of your reporting period. GBCI reviews requests on a case-by-case basis and only grants waivers or extensions in situations where you were prevented from completing the requirements.

Reinstatement

To regain a credential after expiration, one must apply, register, and retest as a new candidate. Such individuals are responsible for all applicable fees.

Appendix A: Maintenance Through Retesting

LEED Green Associates and LEED APs are not required to retest after earning their credential (unless their credential expires); however, they do have the option of maintaining their credential through retesting without completing any CE hours.

LEED Professionals maintaining through retesting can only test during their retesting window. The retesting window is from 12 to 21 months after the start of their reporting period. No candidates will be able to test less than 12 months from the start date or less than 3 months from the end of the reporting period. For example, if the reporting period start date was August 1, 2011 and the reporting period end date was July 31, 2013:

2011	2012	2013
A S O N D	J F M A M J J A S O N D	J F M A M J J

9-MONTH RETESTING PERIOD

In order to maintain through retesting, LEED Professionals must:

1. Apply (including meeting eligibility requirements) through My Credentials.

2. Register for the required exam.

3. Take and pass the applicable exam. LEED Green Associates are required to take the LEED Green Associate exam; LEED APs with specialty are required to take only the LEED specialty exam.

If a LEED Professional does not pass the applicable exam during the 9-month retesting window, he/she has 3 months to complete and report the required CE hours in other to avoid expiration. For more information on expiration, see the Policies section.

Appendix B: Multiple Specialties

LEED APs can maintain multiple specialties. LEED APs designate their "primary specialty," the specialty in which they will complete the majority of their CE hours. All other specialties will be designated as "secondary specialties."

LEED APs must complete 30 CE hours in their primary specialty (6 of which must be LEED-specific) and complete an additional 6 LEED-specific hours for each secondary specialty:

Number of specialties	Total CE hours required	Total LEED-specific hours*	Total fee
1	30 (30 for primary specialty)	6 (6 per specialty)	$50
2	36 (30 for primary specialty, 6 for additional specialty)	12 (6 per specialty)	$50
3	42 (30 for primary specialty, 6 for each additional specialty)	18 (6 per specialty)	$50
4	48 (30 for primary specialty, 6 for each additional specialty)	24 (6 per specialty)	$50
5	54 (30 for primary specialty, 6 for each additional specialty)	30 (6 per specialty)	$50

Prorating

If the primary and secondary specialties are not earned at the same time, the reporting period cycle does not change and the CE hours for the secondary specialty are prorated for the reporting period in which the secondary specialty is earned:

Time after start of reporting period	Prorated LEED-specific hours required for secondary specialty
0-6 months	6 LEED-specific hours
7-12 months	4.5 LEED-specific hours
13-18 months	3 LEED-specific hours
19-24 months	1.5 LEED-specific hours

For example, if the reporting period for the primary specialty begins on 6/1/2011:

- 6 CE hours are required if the secondary specialty is earned between 6/1/2011 and 11/30/2011
- 4.5 CE hours are required if the secondary specialty is earned between 12/1/2011 and 5/31/2012
- 3 CE hours are required if the secondary specialty is earned between 6/1/2012 and 11/30/2012
- 1.5 CE hours are required if the secondary specialty is earned between 12/1/2012 and 5/31/2013

---

* Due to the duplication of CMP requirements in some of the LEED Rating Systems, LEED-specific hours earned for one specialty may count as LEED-specific hours for another specialty. However, GBCI Credential Maintenance staff will make those determinations on a case-by-case basis.

Appendix C: Categories & Subcategories

For credentialing maintenance, continuing education must be related to green building, green technology, or LEED.

Category and subcategories	LEED Green Assoc	LEED AP				
		BD+C	Homes	ID+C	ND	O+M
Synergistic opportunities and LEED application process						
CIRs/requests and precedents that lead to exemplary performance credits	■					
Components of LEED Online and project registration	■					
Components of LEED score card	■					
Components of letter templates	■					
Costs	■					
Credit interactions	■					
Green resources	■					
Multiple certifications for same building	■					
Occupancy requirements	■					
Preliminary rating	■					
Prerequisites and/or MPRs for LEED certification	■					
Project boundary; LEED boundary; property boundary	■					
Project requirements	■					
Requirements to earn LEED AP credit	■					
Standards that support LEED credit	■					
Strategies to achieve credit	■					
USGBC policies	■					
Project Site Factors						
Climate conditions		■	■		■	■
Community connectivity	■	■	■	■	■	
Considerations for site selection		■	■		■	
Development	■	■	■	■	■	■
Green management			■		■	■
Zoning requirements	■					
Water Management						
Chemical management						■
Irrigation demand		■	■		■	■
Specialized equipment needs				■		
Stormwater		■	■	■	■	■
Types and quality of water	■					
Water management	■					
Water treatment		■	■	■	■	■

Appendix C: Categories & Subcategories

Project Systems and Energy Impacts | Neighborhood Systems and Impacts (for ND)						
Building components		green	orange	yellow		teal
Green power	dark green					
Energy performance measurement		green	orange	yellow		teal
Energy performance policies		green	orange	yellow	blue	teal
Energy tradeoffs		green	orange	yellow	blue	teal
Energy usage		green	orange	yellow		teal
Environmental concerns	dark green					
On-site renewable energy		green	orange	yellow	blue	teal
Sources		green			blue	teal
Specialized equipment power needs			orange	yellow		teal
Third-party relationships		green	orange	yellow		teal
Acquisition, Installation, and Management of Project Materials						
Building reuse		green	orange	yellow	blue	teal
Chemical management policy and audit				yellow		teal
Construction waste management	dark green					
Environmental management plan				yellow		teal
Food materials						teal
Locally harvested and manufactured materials	dark green					
Material acquisition		green	orange	yellow		teal
Neutral homes			orange			
Rapidly renewable materials		green	orange	yellow		teal
Recycled materials	dark green					
Improvements to the Indoor Environment						
Acoustics			orange	yellow		
Air quality		green	orange	yellow		teal
Ergonomics				yellow		
Indoor air quality		green	orange	yellow		teal
Indoor/outdoor chemical and pollutant control			orange	yellow		teal
Low-emitting materials		green	orange	yellow		teal
Lighting controls		green	orange	yellow		teal
Minimum ventilation requirement		green	orange	yellow		teal
Residential requirements			orange			
Tobacco smoke control		green	orange	yellow		teal
Thermal controls		green	orange	yellow		teal
Types of building spaces		green		yellow		teal
Ventilation effectiveness			orange	yellow		teal
Views		green	orange	yellow		teal

Appendix C: Categories & Subcategories

Stakeholder Involvement in Innovation | Stakeholder Involvement and Public Outreach (for ND)

Subcategory	C1	C2	C3	C4	C5	C6
Design workshop/charrette		X	X	X	X	X
Durability planning and management	X					
Innovative and regional design	X					
Education of building manager		X	X	X		
Education of building manager and operations staff						X
Education of homeowner or tenant			X	X		
Integrated project team criteria	X					
Ways to earn credit		X	X	X		X

Project Surroundings and Public Outreach | Land Use and Urban Design (for ND)

Subcategory	C1	C2	C3	C4	C5	C6
ADA/universal access			X	X	X	X
Codes	X					
Demographics					X	
Development footprint reduction methods			X		X	
Government planning agencies		X	X		X	X
High priority development areas					X	
Historical considerations					X	
Infrastructure		X	X		X	X
Information on available community resources			X	X	X	
Land development phases			X		X	
Pedestrian oriented streetscape design		X	X		X	
Planning terminology			X		X	
Preferred location			X		X	
Public meetings					X	
Public-private partnership			X		X	X
Reduced parking methods		X	X	X		X
Site selection in collaboration with developer			X		X	
Streetscape planting			X		X	
Traffic studies					X	X
Transit oriented development		X	X	X	X	
Zoning requirements		X	X		X	X

Appendix D: Activities

1. ERB-approved activities*

Attending or leading an activity approved by an ERB. This includes professional development, career training, workshops, continuing education, workforce training, personal enrichment, courses offered by a college or university's extension school, live presentations, conferences, and online courses.

You earn: 1 CE hour for first hour, 0.5 CE hours for each additional full half of an hour
　　　　　2 CE hours for time spent developing content for instructors

Limit: None. The same instructional program can be counted only once.

LEED-specific hours possible: Yes for activities designated as LEED-specific by an ERB.

Education Reviewing Body (ERB)

The ERB approval process distinguishes courses that promise high quality, relevance to green building or LEED, and measurable rigor. Indicators of ERB-approved activities that meet these standards include courses that:

- are designed and instructed by persons qualified in the subject matter,

- provide documentation of successful course completion to the LEED Professional, and

- are at least 50 minutes of instructional time in length.

The ERB maintains a course catalog of their approved content, LEED-specific content, and, if applicable, the LEED Rating System to which the course applies. The list(s) are available online at www.gbci.org/courses.

---

*Titled professional development/continuing education in the 2010 and previous version of this Guide.

2. Live presentations

Participating as an attendee or as a presenter, discussion leader, speaker, or panelist in presentations, which are not approved by an ERB, are at least 50 minutes in length, and are delivered in real-time to an in-person audience or through broadcast technology (including live webinars and webcasts).

You earn: 1 CE hour for first hour; 0.5 CE hours for each additional full half of an hour
　　　　　2 CE hours for time spent developing content for presenters

Limit: 50% of required CE hours for attending and presenting combined
　　　　5 CE hours for attending

LEED-specific hours possible: No.

More information: CE hours may be earned only once for attending or leading the same presentation.

Appendix D: Activities

3. Self-study

Studying of at least 60 minutes in length that may be structured (audio, audio-visual, written, online, etc.), a written or online examination, or reading professional manuals, publications, and articles, which is not ERB approved.

You earn: 1 CE hour for first hour, 0.5 CE hours for each additional full half of an hour

Limit: 5 CE hours

LEED-specific hours possible: Yes, for reading a LEED Rating System or Reference Guide, or a standard referenced in a LEED Rating System or Reference Guide.

More information: LEED Professionals earning credit through research or reading of professional manuals, publications, or articles (that are relevant to the practice of a LEED Professional and addresses any of the topics listed in Appendix C) will need to supply GBCI with a record of the periodical read, exact pages, and linkage to accepted topics.

4. College and university courses

Successfully completing or teaching of courses offered at accredited (including non-US accreditation) colleges or universities (including community colleges and online programs), which are not ERB-approved. The courses must have been reviewed and approved by the college or university as part of their curriculum. This approval is indicated by a course that earns credit hours toward a degree. LEED Professionals may earn CE hours regardless of whether they are enrolled to earn credit or are degree-seeking.

For courses that mimic participation on a LEED project, see example 3 of LEED project participation.

You earn: 1 CE hour per classroom hour
2 hours for time spent developing content for instructors

Limit: None

LEED-specific hours possible: Yes, if 75% or more of the course content is related directly to current versions of the LEED Rating Systems (credits, intents, referenced standards, and requirements), the LEED certification process, and/or LEED Online.

More information: Online courses count based on how the course credit compares to a traditional university course. (For an online course valued at 3 semester credits, the equivalent in-person course would involve 36 classroom hours. Therefore, the online course would earn 36 CE hours.)

Appendix D: Activities

5. Certificates, professional licenses, and credentials

Passing the examinations for certificates, professional licenses, or credentials (including earning additional LEED AP specialties) for a profession or in an industry that is related to green building.

You earn: 1 CE hour for certificates
3 CE hours for licenses and credentials

Limit: None

LEED-specific hours possible: Yes, for earning other LEED Professional Credentials and Certificates.

More information: CE hours will be awarded only once for receiving a designation. Designations are eligible for CE hours only for the reporting period during which they were earned; no CE hours are earned for certificates, licenses, or credentials granted in the past. If audited, the candidate will need to attest to how the designation relates to green building and CMP topics (see Appendix C).

Examples and definitions:

Certificates	Licenses	Credentials
An award given to an individual recognizing completion of a training program related to or supporting green building	Any national, state, or provincial licensing exam required to work in a field related to or supporting green building	A voluntary process by which individuals are recognized based on predetermined, standardized criteria for knowledge of a field related to or supporting green building
Certified Kitchen Designer (CKD) Construction Documents Technology (CDT) Construction Safety & Health Specialist Green Advantage LEED for Homes Green Rater LEED Project Reviewer	Architecture General or specialty contractor Interior Design Landscape Architect Professional Engineer Real Estate	American Institute of Certified Planners (AICP) Certification Certified Energy Manager (CEM) Certified Home Energy Rater Certified Professional Constructor (CPC) Certified Property Manager (CPM) Certified Construction Specifier (CCS) Facility Management Professional (FMP) Fundamentals of Engineering (FE) Lighting Certified (LC) Professional National Council for Interior Design Qualification Certificate Professional Management Professional (PMP) Real Property Administrator (RPA)

This list is intended as a guideline and is not exhaustive. Certificates, professional licenses, or credentials not included here are eligible for CE hours. Any professional designations recognized by the Council on Licensure Enforcement and Regulation (CLEAR) will be acceptable for CE hours.

Appendix D: Activities

6. Committee and volunteer work

Participating in committees at or volunteer work with USGBC, GBCI, local USGBC Chapters, or other volunteer organizations that support the LEED system.

Committee work	Volunteer work
You earn: 2 CE hours for a leadership position 0.5 CE hours per meeting attendance **Definitions:** A leadership position is serving on USGBC or GBCI Board of Directors or being Chair, President, Vice Chair, Vice President, or Chapter Advocacy Program Leader. A meeting is a single official gathering of committee members to transact business where there is no cessation of proceedings and where official recorded minutes are kept. **Examples:** USGBC or GBCI Board of Directors, steering committees, and working groups.	**You earn:** 1 CE hour per hour of work **Definitions:** Volunteer work is unpaid work relating to green building or LEED that enhances a credential holder's knowledge of and employs green building tasks. For unpaid work on a LEED-registered project, see LEED project participation. **Examples:** Working with a community-based or USGBC affiliated organization that builds sustainable homes on a volunteer basis.

Limit: 4 CE hours

LEED-specific hours possible: Yes, if the committee or volunteer work helps to develop or implement the LEED Rating Systems. Examples of LEED-specific committees are USGBC and GBCI Board of Directors, Technical Advisory Groups and Steering Committees.

7. Authorship

Publishing articles and books that are related to topics listed in Appendix C and contribute to the competency of LEED Professionals.

You earn: 3 CE hours for published article
          10 CE hours for published book

Limit: None. Any published article or book will be automatically audited for verification and will have to demonstrate the linkages to the topics in Appendix C and how the article/book contributes to the competency of LEED Professionals.

LEED-specific hours possible: Yes, if 75% or more of the book or article's content is related directly to current versions of the LEED Rating Systems (credits, intents, referenced standards, and requirements), the LEED certification process, and/or LEED Online.

Appendix D: Activities

8. LEED project participation

Working (paid or unpaid) on the implementation of LEED credit requirements and documentation of performance on a project that is registered for LEED certification.

You earn: 1 CE hour per LEED credit or prerequisite
2 CE hours per project for being the project administrator

Limit: 10 CE hours. Projects must be registered for LEED certification (but not necessarily certified).

LEED-specific hours possible: Yes, all LEED project participation earns LEED-specific hours.

Examples:

1. A civil engineer performs stormwater calculations for a project. She documents SSp1 for Soil Erosion and Sedimentation Control, SSc6.1 for Stormwater Design Quantity Control, and SSc6.2 for Stormwater Design Quality Control. The engineer is eligible to report 3 CE hours for the project.

2. A project architect assumes the responsibilities of LEED project administrator for a project and manages the documentation of the project in LEED Online for the project team. The architect also documents SSc7.2 Heat Island Effect—Roof, MRc4.1 Recycled Content, and EQc8.1 and EQc8.2 for Daylight and Views. The architect is eligible to report 6 CE hours for the project.

3. Widget University uses the first half of a course discussing the intents, prerequisites, and requirements for MR Credit 1 within the O+M rating system. The second half of the course sends the students on campus to work directly with the university's purchasing staff to change, and then document how it purchases paper products, toner cartridges, and batteries. The documentation should link their efforts to the implementation instructions in the O+M Reference Guide.

Activity Prerequisites

All CMP activities should:

*   address one or more topics in Appendix C and are related to green building.

*   be chosen by LEED Professionals for their own professional development. These should supplement LEED knowledge in the areas of sustainable building practices, materials, and technologies, working with an integrated design team and, for specialists, advanced education related to specific specialties.

*   not endorse or promote any companies or products.

*   increase the competency of LEED Professionals.

*   follow current green building practices and provide accurate and relevant program content.

Appendix E: Prescriptive Credential Maintenance

Requirements

Prescriptive credential maintenance applies only to LEED APs who select it as an option for enrollment and only for the first reporting period. For more information on enrollment, see to the Enrollment Guide. (In all subsequent reporting periods, there is no prescriptive requirement and CE hours can be distributed among any of the GBCI categories).

Prescriptive credential maintenance does NOT apply to any other credential holders (i.e. LEED Green Associates, LEED APs who tested, including those who enrolled through testing). Prescriptive credential maintenance requires earning a minimum number of CE hours in each of 7 GBCI categories:

Category	BD+C	ID+C	O+M
Project site factors	4 CE hours	1 CE hour	3 CE hours
Water management	3 CE hours	3 CE hours	4 CE hours
Project systems & energy impacts	6 CE hours	6 CE hours	6 CE hours
Acquisition, installation, and management of project materials	3 CE hours	5 CE hours	4 CE hours
Improvements to the indoor environment	5 CE hours	6 CE hours	4 CE hours
Stakeholder involvement in innovation	2 CE hours	1 CE hour	2 CE hours
Project surrounding & public outreach	1 CE hour	2 CE hours	1 CE hour

Multiple specialties with prescriptive credential maintenance

LEED APs who have earned multiple specialties through prescriptive credentialing maintenance must complete prescriptive credential maintenance for each specialty in the first reporting period:

Specialties	Total CE hours required	Total LEED-specific hours	Total CMP renewal fee
1	30	6	$50
2	60 (30 for each specialty)	12 (6 for each specialty)	$50
3	90 (30 for each specialty)	18 (6 for each specialty)	$50

Maintenance for subsequent reporting periods is outlined in Appendix B.

LEED APs who enrolled through prescriptive credential maintenance can also earn additional specialties through testing and maintain them with 6 additional LEED-specific CE hours as outlined in Appendix B; the prescriptive specialty automatically becomes the primary specialty.

Switching to non-prescriptive credential maintenance

Prescriptive credential maintenance can switch to non-prescriptive credential maintenance by passing the applicable specialty exam. The required CE hours change to non-prescriptive and are prorated:

Months into reporting period	Total CE hours required	Total LEED-specific hours
0–6	30	6
7–12	22.5	4.5
13–18	15	3
19–24	7.5	1.5

LEED APs who enrolled through prescriptive credential maintenance can test during their entire reporting period (except for application restrictions outlined in the Candidate Handbooks). Application and exam fees apply.

Switching specialties

Since the LEED AP without specialty credential did not distinguish between the New Construction (NC), Commercial Interiors (CI), and Existing Buildings (EB) exam tracks, LEED APs can enroll through prescriptive credential maintenance into any specialty among BD+C, ID+C, and O+M regardless of which track they originally passed.

To switch, enroll into the specialty you are automatically assigned (i.e. NC=BD+C, CI=ID+C, and EB=O+M) first and then contact us.

Appendix F: Audits

Audit

GBCI audits 5-7% of LEED Professionals who maintain through CE hours and all authorship CE hours. GBCI also reserves the right to audit or review any CE hours at any time. Within 24-48 hours of renewing, we will let you know if you have been approved or if you will be audited. If you are selected for audit, we will conduct our initial review within 7-10 business days.

Initial Review

In our initial review, we check the reported CE hours for the following:

1. Dates: that the activity was within the reporting period

   (LEED APs who enrolled in 2009 and Canada LEED APs who enrolled in 2010 can count retroactive hours. If you have any questions, please contact us.)

2. Activity Types: that the activity is categorized correctly

   A. ERB-approved activities can be found at www.usgbc.org/courses

   B. Live presentations are live and not approved by the ERB

   C. College courses are part of a degree program (although you do not have to be seeking a degree)

   D. LEED Project Participation is contribution to specific credits

3. CE hours: that activities are reported correctly

   A. All CE hours are reported in multiples of .5

   B. Certificates (1 CE hour), credentials and licenses (3 CE hours),

   C. presenting and teaching (2 additional CE hours for preparation),

   D. and roject participation (1 CE hour per credit), and being project administrator (2 CE hours per project) all have specific values

   E. College courses are calculated per classroom hour

4. LEED-specific

   A. Live presentations cannot be LEED-specific

   B. ALL project participation hours are LEED-specific

   C. Only ERB-approved activities labeled as LEED-specific count as such

5. Reported activities are not exam prep nor promote a product

Appendix F: Audits

6. Total ctivity ours: that activities don't exceed limits

   A. Live presentations: 5 CE hours as an attendee, 50% of total CE hours as a presenter

   B. Self-study: 5 CE hours

   C. Committee and volunteer work: 4 CE hours

   D. Project participation: 10 CE hours

7. Content reported is green building related and relevant to its category

After Initial Review

Following the initial review, we will contact you if we find any errors or if we need any more information. Instructions will be in your My Credentials reporting page. You will have 30 days to make any necessary changes or provide any documentation.

Documentation

If we need any proof of your CMP activities, we will request documentation. For example:

ERB-approved Activities	• Certificates of completion OR • Attestation from instructor OR • Attendance list

Live Presentations	• One of the following:
	    o Certificate of completion OR
	    o Attendance list OR
	    o Outline of the presentation written by you

Self-study	• GBCI Self-study form (LINK)
College Courses	• Transcript OR • Official notification of grade OR • Certificate of completion OR • Attestation from instructor

Appendix F: Audits

Certificates, licenses, and credentials	- Digital copy of the certificate, license, or credential OR - A letter on official letterhead verifying the acquisition of the certificate, etc. Must include the date it was earned
Committee/Volunteer	- GBCI committee and volunteer form (LINK) - For volunteer work, a letter from the coordinating supervisor or letter from the organization acknowledging your contribution
Authorship	The book or article written for consideration. Credential holder must be at least a contributor.
LEED Project Participation	- Verification through LEED Online OR - GBCI project participation form (LINK) AND a letter of attestation from an employer, client, or project administrator

Earning more CE hours

If our initial review finds errors, you may need to report more hours. If you renewed before the end of your reporting period, you will have your remaining reporting period to earn and report CE hours. The earlier you renew, the more time you will have to earn CE hours.