



LEED Credentials: What Existing LEED APs Need to Know



Presenter:

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Objectives

By the end of this session, you will be able to:

- Describe the benefits of upgrading a LEED AP credential, and identify what happens if you choose not to upgrade
- Describe the two options for upgrading an existing LEED AP credential
- Identify activities that can be used to meet prescriptive education requirements
- Find key resources on the GBCI website that will help you track and report CE hours



How Have LEED Credentials Changed?

- GBCI has revised the LEED professional credentials
- LEED AP credential now associated with a specialty:
 - Building Design and Construction (BD+C)
 - Interior Design and Construction (ID+C)
 - Operations and Maintenance (O+M)
 - Neighborhood Development (ND)
 - Homes



What is the CMP?

- LEED AP with specialty credential must be maintained according to the Credential Maintenance Program (CMP)
 - Every two years, must earn 30 Continuing Education (CE) hours or retest
 - 6 hours must be LEED specific



Why Upgrade?

- Existing LEED APs can upgrade to LEED AP with specialty

Differentiates you as a professional

Shows you have specialized knowledge

Proves your expertise is current and relevant

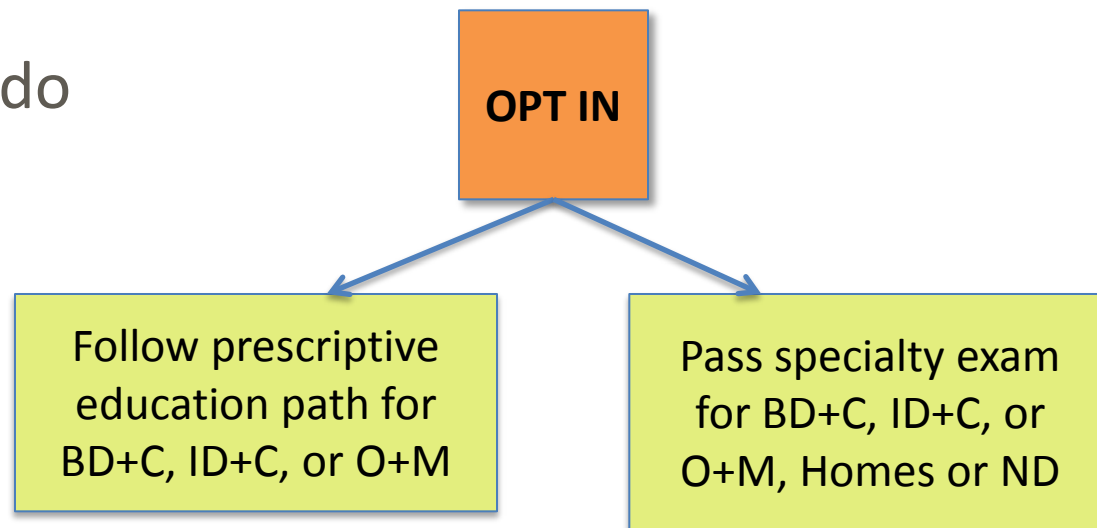
A future-proof LEED credential



Why Upgrade Now?

- A one-time offer
 - Special upgrade process is available only until set date (between Aug. 1 and Oct. 27, 2011)

- Easy to do



- No cost to upgrade and no renewal fee for 4 years



Immediate Benefits of Upgrading

- Use LEED AP with specialty title and logo

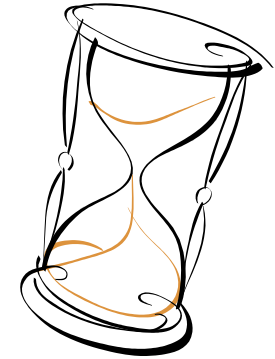


- Report green building education or activities for Continuing Education (CE) hours
 - As soon as you pass the exam, CE hours can be used for the Credential Maintenance Program (CMP)
 - As soon as you commit to continuing education option, CE hours can be used to meet requirements of prescriptive continuing education



What If I'm Not Sure About Upgrading?

- No matter what, you always have your LEED AP without specialty credential
- Upgrading now with prescriptive education is easy, and gives you two years to decide
- To become a LEED AP with specialty after the deadline (between Aug. 1. and Oct. 27, 2011) you would have to:
 - Meet eligibility requirements and pay application fees
 - Pay exam fees and pass both the Green Associate exam and the full LEED AP with specialty exam





What Happens if I Don't Upgrade?

- You keep your LEED AP without specialty credential in perpetuity
- You appear in the LEED Professional Directory
- You do not need to earn any CE hours or pay any renewal fees



How Do I Upgrade by Retesting?

- Meet eligibility requirements for exam
- Enroll with GBCI
 - Go to GBCI website
 - Click on “Log into My Credentials” and sign in
 - Select “Enroll through testing”
 - Agree to Disciplinary and Exam Appeals policy and agree to complete 30 CE hours every two years



How Do I Upgrade by Retesting (cont.)?

- Apply for the exam
 - In My Credentials, choose “Apply for a credential exam”
 - Provide the information requested and pay application fee
- Write the exam by the deadline (between Aug. 1 and Oct. 27)
 - In My Credentials, choose “Register for an exam”
 - Get eligibility ID, schedule your exam with Prometric, pay exam fee and pass!



How Do I Upgrade With CE Hours?

- Enroll with GBCI by the deadline (between Aug. 1 and Oct. 27)
 - Go to GBCI website
 - Click on “Log into My Credentials” and sign in
 - Select “Enroll through prescriptive credential maintenance”
 - Agree to Disciplinary and Exam Appeals policy
 - Agree to earn 30 prescriptive CE hours in the first two years and follow the CMP after that



How Do I Earn CE Hours?

- Take training/education
- Educate others – develop presentations or write for publication
- Paid or unpaid work in the green building industry – on LEED projects or sustainable building committees, etc
- Obtain certificates/professional licenses or credentials that relate to the green building industry



CE Hours for Education or Training

Type	Description	How to calculate CE hours	Maximum hours
ERB-approved	Any training/education approved for CE hours	Specified by course LEED-specific possible	Unlimited
College and university courses	Course in a degree-granting program at college or university, without approved CE hours	1 CE hour per classroom hour LEED specific possible	Unlimited
Live presentations	Live training, whether in-person or online, at least 50 minutes with no approved CE hours	1 CE hour for each hour of training, 0.5 CE hour for each half-hour Not LEED specific	4 hours
Self-study	Any training/study that is not live, at least 60 minutes in length, with no approved CE hours	1 CE hour for each hour of training, 0.5 CE hour for each half-hour LEED specific possible	5 hours



CE Hours for Educating Others

CMP delivery method	Description	How to calculate CE hours	Maximum hours
ERB-approved courses OR college or university courses	Presenting	1 CE hour for each hour of training, 0.5 CE hour for each half-hour LEED specific possible	Unlimited
	Developing content	Up to 2 hours per program LEED specific possible	Unlimited
Live presentations	Presenting	1 CE hour for each hour of training, 0.5 CE hour for each half-hour Not LEED specific	15 hours for attending + presenting
	Developing content	Up to 2 hours per program Not LEED specific	Unlimited
Authorship	Authoring article or book	3 hours for article, 10 hours for book LEED specific possible	Unlimited



Other Types of CE Hours

CMP delivery method	Description	How to calculate CE hours	Maximum hours
LEED project participation	Paid or unpaid work on registered or certified LEED project	1 CE hour per LEED credit or prereq., 2 CE hours per project for being project administrator Usually LEED specific	10 hours
Committee and volunteer work	Unpaid committee and volunteer work that supports the LEED system	2 CE hours for holding a leadership position, 0.5 CE hours per meeting attendance, 1 CE hour per hour of work LEED specific possible	4 hours
Certificates, professional licenses and credentials	Passing of examinations for relevant certificates, licenses, credentials	1 hour for certificates 3 hours for professional licenses and credentials LEED specific possible	Unlimited



Prescriptive CMP Requirements

Category	CE hours		
	BD+C	ID+C	O+M
Project site factors	4	1	3
Water management	3	3	4
Project systems & energy impacts	6	6	6
Acquisition, installation and management of project materials	3	5	4
Improvements to the indoor environment	5	6	4
Stakeholder involvement in innovation	2	1	2
Project surrounding & public outreach	1	2	1
Total	24	24	24

- A total of 30 hours are required. The remaining 6 hours can be from any category. Of the 30 CE hours, 6 must be LEED specific.



How CaGBC Can Help

The screenshot displays the CaGBC website interface. On the left, a navigation menu includes 'Home', 'The CaGBC', 'Chapters', and 'Programs'. Under 'Programs', 'LEED Prescriptive Education' is highlighted with a red box. The main content area features the 'Education' section with a sub-section for 'CE Hours Provided by CaGBC Courses'. Below this, there are links for 'CaGBC catalog', 'All Courses', 'LEED Exam Preparation', and 'LEED Credential'. The right side of the page contains two tables detailing course requirements and GBCI categories.

Table 1: Required CE Hours for LEED AP Specialties

Required CE Hours for LEED AP Specialties	Total CE hours	GBCI Categories							More Info
		PSF	WM	PS & EI	AIM & PM	IIE	SII	PS & PO	
Building Design and Construction (BD+C)	30 (6 LS)	4	3	6	3	5	2	1	GBCI
Interior Design and Construction (ID+C)	30 (6 LS)	1	3	6	5	6	1	2	GBCI
Operations and Maintenance (O+M)	30 (6 LS)	3	4	6	4	4	2	1	GBCI


Table 2: Course/Resource Details

Course/Resource	Languages/Description	Total CE hours	GBCI Categories							More Info / Register or Purchase
			PSF	WM	PS & EI	AIM & PM	IIE	SII	PS & PO	
Rating System - Comprehensive										
Building Green with LEED: LEED Canada for New Construction 2009	English French	36 LS	5.5 LS	5 LS	6 LS	6 LS	6.5 LS	5.5 LS	1.5 LS	Higher Education Providers
LEED Canada Documentation (NC 1.1)	English French	7.5	2.0	0.5	1.0	2.5	1.5	0	0	Calendar
LEED Canada for Existing Buildings: Operation & Maintenance Technical Review	English French	7 LS	1.0 LS	0.5 LS	2.0 LS	1.0 LS	2.0 LS	0.5 LS	0	Calendar
LEED Canada for New Construction 2009	English	7 LS	1.5 LS	0.5 LS	1.5 LS	1.0 LS	1.5 LS	0.5 LS	0.5 LS	Calendar



GBCI CMP Guides

My Credentials | LEED Online | Sign In | Help

 The Green Building Certification Institute (GBCI) recognizes excellence in green building practice and performance globally through its third-party certification services and professional credentials supporting market transformation.




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- About
- Enrollment
- CMP Toolbox
- Guides**
- CMP Wizard

- BUILDING CERTIFICATION

- ABOUT GBCI
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- CAREERS
- CONTACT

CMP GUIDES

The following guides provide valuable information for the credentialing maintenance process including GBCI policies and procedures.

[Credentialing Maintenance Program Guide](#) 

A guide to GBCI's LEED Professional Credentialing Maintenance Program including information about credentialing maintenance activities, fees, credential renewal, and more.

[CMP Enrollment Guide \(for LEED APs without specialty\)](#) 

A guide to the two methods of enrollment for LEED APs without specialty (those credentialled under the NC, CI, and EB exam tracks). [Read more about enrollment »](#)

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Credential Maintenance Program Guide

Valid for 2011


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GBCI Activity Validation Forms

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CMP TOOLBOX

The following are resources to help you navigate the CMP process:

[Activity Descriptions](#)
The activity description provided more information on all the activity delivery methods (i.e. professional development/continuing education courses, live presentations, self-study, college and university courses, authorship, committee and volunteer work, and LEED project participation), including examples of what does and does not count and other useful information.

[Step-by-step guide to reporting your CMP activity](#)
The step-by-step guide walks you through the process of reporting your CMP activity in your My Credentials account.

Webcast: "I'm enrolled. Now what?"
This webcast, designed for LEED APs without specialty who have enrolled in the LEED AP with specialty credential, helps you make the most of your new credential and your credential maintenance. It talks about your next steps, including how to find and select activities to maintain your credential. It provides explanations and examples of each activity type, how to report them, and much more. [Watch it now!](#)

CMP activity tracking forms:
The following forms help you track your CMP activities for your records and can be submitted if selected for audit:


- [For live presentations](#)
- [For self-study programs](#)
- [For committee and volunteer work](#)
- [For project participation](#)
- [For prescriptive credential maintenance](#)

The forms above are provided for your convenience. None of these forms are required unless audited.

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Print Form

 **GBCI Credential Maintenance Program**
Activity Validation Form: Live Presentations

GBCI Number	
First Name	
Last Name	

1. Did you attend or lead a live presentation?
 Attended Led

2. Please describe the nature (individual speaker, panel, etc.) the topic of the presentation, and its relevance to your credential in the space below:

3. Please name the speakers, instructors, or panelists that spoke.

1	
2	
3	
4	
5	

4. Please provide the date, duration, and location of the presentation.

1. Date MM/DD/YYYY

2. Duration

3. Location



GBCI Prescriptive CMP Spreadsheet

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Microsoft Excel

Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard Font Alignment Number Styles

A1 LEED AP BD+C

Prescriptive_Path_Worksheet.sflb (Read-Only)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
			Development	Presentations		Self-Study Programs	College & University Courses	Licenses, Credentials	Committee & Volunteer work	Authorship	LEED Project Participation	Total	Required	Total LEED Specific	Total
1															
2		LEED AP BD+C	as an instructor	as a pupil	as a presenter	as an attendee									
3		Project Site Factors	General										0	4	0
4			LEED-Specific												
5		Water Management	General										0	3	0
6			LEED-Specific												
7		Project Systems & Energy Impacts	General										0	6	0
8			LEED-Specific												
9		Acquisition, Installation, and Management of Project Materials	General										0	3	0
10			LEED-Specific												
11		Improvements to the Indoor Environment	General										0	5	0
12			LEED-Specific												
13		Stakeholder Involvement in Innovation	General										0	2	0
14			LEED-Specific												
15		Project Surroundings and Public Outreach	General										0	1	0
16			LEED-Specific												
17		Total	0	0	0	0	0	0	0	0	0	0	0	0	0

Please note that the number in the total row above will be red if the number of CE hours for the delivery method has been exceeded and the number in the total column will be red if the required prescriptive hours have not been met.



GBCI Video Resources

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EARNING & REPORTING CE HOURS

Earning CE hours
LEED Professional can maintain their credential by **either** retesting or earning CE hours. Both methods allow LEED Green Associates and LEED APs to continue to advance their knowledge and skills, keeping them current, relevant, and at the forefront of their industries, as the marketplace rapidly evolves and demands more from building professionals.

LEED Professionals can earn CE hours through various activities, including many they are already doing! Earning CE hours through various activities, including many they are already doing!

- Professional development
- Live presentations
- Self-study programs
- College and university
- Certificates, professional development
- Committee and volunteer work
- Authorship
- LEED project participation

[Learn more about these activities.](#)

All courses, programs and activities are approved by an [Education Reviewing Body](#) toward credential maintenance, approved by GBCI.

Look for the GBCI CMP to designate courses the

Reporting CE hours
LEED Professionals must report CE hours to maintain their Credentials. No additional

CMP Requirements

Earning & Reporting CE Hours

Education Reviewing Bodies

How to report your CE hours

REVIEW/REPORT CMP ACTIVITY

CREDENTIAL HOLDER (10602024) Reporting Period: 4/29/2010-4/26/2012

CATEGORY | Project Site Factors - LEED AP BD+C

If you were engaged in committee or volunteer work since January 1, 2009 or have completed any other activity on or after July 8, 2009, enter your reporting period start date as the start date of the activity and note the true start date of the activity in the Activity Details field.

Add New Activity

Activity Date * End Date, if Applicable
(mm/dd/yyyy)

25:25

This tutorial takes you through the process of reporting your CE hours in your My Credentials account. To learn about how to report a specific type of CE hours, use the table of contents below.

- Live presentations: 1:12
- LEED project participation: 5:05
- College and university courses: 7:43
- Professional development/continuing education courses: 11:07
- Certificates, licenses, and credentials: 15:00
- Committee/volunteer work: 18:48
- Self-study hours: 21:37



How Are CE Hours Approved?

- CE hours reported to GBCI are pre-approved within 24 to 48 hours
- Once you have entered all the required hours, renew your credential
- 5 to 7% of renewals are audited. If you are audited, you have 90 days to address any deficiencies
- First renewal fee is waived for existing LEED APs



Summary

What we've discussed:

- Benefits of upgrading a LEED AP credential, and identify what happens if you don't upgrade
- The two options for upgrading an existing LEED AP credential
- Types of activities that can be used to earn prescriptive CE hours
- The key resources on the GBCI website that will help you track and report CE hours



Q & A

Questions?

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