Credential Maintenance Program Guide

Valid for December 2009

Green Building Certification Institute

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GREEN BUILDING™
CERTIFICATION INSTITUTE

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Information in this Guide represents current policies and procedures for GBCI's LEED Professional 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.

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CMP Overview

Introduction

This Credential Maintenance Program (CMP) Guide is designed for LEED Green Associates, LEED APs with specialty—i.e., LEED AP BD+C, Homes, ID+C, ND, and O+M), and LEED APs (without specialty) who enrolled thorugh Option 1: Retesting. Additionally, LEED APs (without specialty) who enrolled through Option 2: Prescriptive credential maintenance should use this guide for their second and subsequent reporting periods (after the intial prescriptive requirements have been fulfilled). For LEED APs (without specialty) who haven't enrolled or those who enrolled through Option 2, see the CMP Enrollment Guide (for LEED APs without specialty).

CMP is designed to keep LEED Professionals™ current with changes to green building technology and the LEED Rating Systems. By maintaining an understanding of the technology, LEED Professionals expand their knowledge and experience base and the program facilitates their continuing professional development. Beginning with the LEED Green Associate and LEED AP Operations + Maintenance (O+M) credentials, followed by LEED AP Homes, Building Design + Construction (BD+C), Interior Design + Construction (ID+C), and Neighborhood Development (ND), all credentials awarded for passing any LEED examination given by the Green Building Certification Institute (GBCI) must be maintained on a 2-year cycle through the accumulation of continuing education (CE) hours.

LEED Professionals must earn their required CE hours during the 2-year period following the date GBCI awarded their credential. This 2-year period, called the CMP reporting period (or simply reporting period), begins on the exam date or the CMP enrollment date and ends 2 years minus 1 day from the start date (except for LEED

Professionals who passed the LEED Green Associate or a LEED AP with specialty exam before August 3, 2009*). (LEED Professionals will continue on the same cycle unless the credential is not renewed.) See the chart below for examples:

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
February 29, 2012	February 28, 2014	March 1, 2014	February 29, 2016
July 31, 2009	July 30, 2011	July 31, 2011	July 30, 2013
October 14, 2010	October 13, 2012	October 14, 2012	October 13, 2014

At the end of the 2-year reporting period, LEED Professionals are required to have completed their continuing education requirements. If LEED Professionals do not complete these requirements and/or do not report their hours to GBCI, the credential expires. For more information on expiration, see the Non-compliance section.

Continuing Education (CE) hours

The term "CE hours" refers to hours earned from credential maintenance activities. LEED APs must earn 30 CE hours (6 of which must be LEED-specific hours) and LEED Green Associates must earn 15 CE hours (3 of which must be LEED-specific hours) to maintain their credential. CE hours are calculated differently depending on the activity; see the Activities section for an outline of credential maintenance activities and the CE hours possible.

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* For all LEED Professionals who passed LEED Green Associate, LEED AP O+M, and/or LEED AP Homes (as well as beta testers for LEED AP BD+C and LEED AP ID+C) prior to August 3, 2009, their reporting period's end date will be August 2, 2011.

Exam date	Reporting period end date
May 18, 2009	August 2, 2011
July 2, 2009	August 2, 2011

Education Reviewing Bodies (ERBs)

ERBs are organizations that review and approve professional development courses, live presentations, and self-study courses based on predetermined criteria for instructional design and technical content. Once approved, such programs will be accepted by GBCI as approved continuing education for LEED Professionals. While self-study programs and college and university courses reported for CE hours are not required to be ERB-approved, all professional development/continuing education courses reported for CE hours must be approved by an ERB.

With the exception of LEED-specific hours earned through authorship and LEED project participation, only activities designated as LEED-specific by an ERB or GBCI will count toward a LEED Professional's required LEED-specific hours. A list of ERBs with links to their course catalogs of ERB-approved activities (including those designated as LEED-specific) is available on GBCI's website at www.gbci.org.

Reporting credential maintenance

LEED Professionals must self-report all of their CMP activities online through My Credentials (available at www.gbci.org > My Credentials). No additional documentation will be required unless you are audited.

To report CMP activities:

1. Log in to My Credentials and select Review/Report CMP Activity from the Current Options.
2. Select the credential, if applicable, and the category to which the CMP activity applies. (For more information on categories, see Appendix A.)
3. Enter the activity date and end date, if applicable, subcategory, delivery methods, description, details, content type, and CE hours earned. (For more information on the required fields, click the "What is this?" link.)

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

Maintenance through retesting

Because the purpose of the program is not to measure or guarantee continuing competence, the LEED Professional of the future, whether LEED Green Associate or LEED AP, will not be required to sit for additional examinations after passing the initial credentialing examination. However, LEED Professionals do have the option of maintaining their credential through retesting without completing continuing education. LEED Professionals maintaining through retesting must register for the required exam between 3 months from the end and 12 months after the start date of their reporting period. (No exam registrations will be accepted less than 12 months from the start date or less than 3 months from the end of the reporting period; see the chart below for details.) In order to retest, LEED Professionals must apply (including meeting eligibility requirements) and register for the required exam through My Credentials and are responsible for all applicable fees. 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.

Reporting period start date August 1, 2009																						Reporting period end date July 31, 2011
Ineligible to retest												**Retesting period**										
Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
2009					2010												2011						

If LEED Professionals wait until their credential expires (24 months after their exam date), they must test like all new candidates. They will not maintain the same cycle reporting period; a new reporting period will begin on their exam date if they pass the exam. Also, individuals whose LEED AP credential has expired must retake both parts of their exam (LEED Green Associate and specialty exam) to regain the credential.

Renewal

Once LEED Professionals have completed the CMP requirements for their credential, they may renew their credential and pay the $50 CMP renewal fee on My Credentials at any time during their reporting period without altering its start and end dates. However, LEED Professionals must renew their credential within the 30 days following the end of their reporting period. If the credential is not renewed within 30 days of the end date, the credential will expire. For more information on expiration, see the Non-compliance section.

Fees

LEED Professionals are responsible for a biennial $50 CMP renewal fee at the time of renewal. If this fee is not paid in the 30 days following the end of the reporting period, the credential will expire. Payments will be accepted only in US dollars. This fee is waived for the first renewal for all LEED APs (without specialty), those credentialed under the New Construction, Commercial Interiors, and Existing Buildings exam tracks, who enroll in accordance with the Enrollment Guide available on the GBCI website at www.gbci.org.

Audits

GBCI credentialing staff will conduct random audits of 5-7% of CE hours submitted for renewal for the most recent reporting period. In addition, any published article or book will be automatically audited for linkages to the topics in Appendix A and for how the article/book contributes to the competency of LEED Professionals. GBCI also reserves the right to conduct an audit of submitted CE hours at any time during a LEED Professional's reporting period and may request documentation of any CE hours self-reported by the LEED Professional.

The goal of the auditing process is to ensure compliance with CMP requirements. When audited:

- The LEED Professional is notified of the audit and may be asked to send documentation of hours that were reported by him/her.
- The reported CE hours and supporting documentation will be reviewed by staff and a determination will be made as to whether the hours are accepted or denied
- The LEED Professional will receive a confirmation from the GBCI staff regarding findings of the audit and any further action required.

If any CE hours are denied during the audit and/or a deficiency is determined, a deficiency notice will be sent to the LEED Professional. Additional hours must be reported electronically and submitted with supporting documentation within 90 days. However, all additional hours reported must be earned before the end of the LEED Professional's reporting period. The LEED Professional will continue to be listed in the LEED Professional Directory and continue to be authorized to use his/her credential's title and logo during the 90-day period following the notice. If the deficiency remains after the 90-days, the credential will expire; the individual will no longer be listed in the LEED Professional Directory nor be authorized to use the credential's title or logo. For more information on expiration, see the Non-compliance section.

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 dates shown on the cover and in the footer. LEED Professionals are responsible for staying up to date and meeting the current standards. Further, when citing specific policies, please note the validity dates of the document as part of the policy's source.

For LEED Green Associates

LEED Green Associates are required to complete and report 15 CE hours each reporting period; 3 of these hours must be LEED-specific (see Activities: Content Type). Exceptions are not made.

For LEED APs O+M, Homes, BD+C, ID+C, and ND

LEED APs with a specialty in O+M, Homes, BD+C, ID+C, or ND are required to complete 30 CE hours each reporting period; 6 of these hours must be LEED-specific (see Activities: Content Type). Exceptions are not made.

Multiple Specialties

LEED APs who have earned more than one of the O+M, Homes, BD+C, ID+C, or ND specialty credentials must maintain each of them. LEED APs will 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). LEED APs must also complete an additional 6 LEED-specific hours for each secondary specialty. (See the chart below for details.) No exceptions are made.

Number of specialties	Total CE hours required	LEED–specific hours required*	Total biennial CMP renewal fee
1 (e.g., O+M)	30	6 (e.g., 6 LEED O+M-specific)	$50
2 (e.g., O+M, ID+C)	36	12 (e.g., 6 LEED O+M-specific, and 6 LEED ID+C-specific)	$50
3 (e.g., O+M, ID+C, ND)	42	18 (e.g., 6 LEED O+M-specific, 6 LEED ID+C-specific, and 6 LEED ND-specific)	$50
4 (e.g., O+M, ID+C, ND, Homes)	48	24 (e.g., 6 LEED O+M-specific, 6 LEED ID+C-specific, 6 LEED ND-specific, and 6 LEED Homes-specific)	$50
5 (e.g., O+M, ID+C, ND, Homes, BD+C)	54	30 (e.g., 6 LEED O+M-specific, 6 LEED ID+C-specific, 6 LEED ND-specific, 6 LEED Homes-specific, and 6 LEED BD+C-specific)	$50

Prorating

If the primary and secondary specialty are not earned at the same time, the CMP requirement for the secondary specialty is prorated for the reporting period in which the secondary specialty was earned. The reporting period stays the same. (See the chart below for details.)

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 begins on 6/1/2010, 6 CE hours are required if the secondary specialty is earned 6/1/2010-11/30/2010; 4.5 CE hours if earned 12/1/2010-5/31/2011; 3 CE hours if earned 6/1/2011-11/30/2011; and 1.5 CE hours if earned 12/1/2011-5/31/2012.

* Due to similarly related content in CMP requirements and the LEED Rating Systems, LEED-specific hours earned for one specialty may count as LEED-specific hours for another specialty.

Introduction

LEED Professionals can earn CE hours through a variety of activities. Activity hours refer to the actual time LEED Professionals are engaged in a credential maintenance activity. CE hours (used like the term "units") are the hours that are earned for each activity, according to distribution ratios explained in the next section. The ratio of CE hours to activity hours varies according to the delivery method. There are eight delivery methods: professional development courses (section 1); live presentations (section 2); self-study programs, including reading (section 3); college and university courses (section 4); certificates, professional licenses, and credentials (section 5); committee and volunteer work (section 6); authorship (section 7); and LEED project participation (section 8).

For CE hours, LEED Professionals should report only activities that

- address one or more topics in Appendix A and are related to green building and/or green technology.
- are 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.
- do 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.

GBCI will not award CE hours for activities intended as preparation for any exam.

Section 1: Professional development/continuing education courses

Professional development/continuing education courses must be approved by an ERB, which distinguishes 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.

For professional development/continuing education courses (which include courses offered by any institution or association that are not intended to lead to a degree, including but not limited to workshops, career training, workforce training, or personal enrichment, such as those offered by an college or university's extension school or an association):

CE hours possible	LEED-specific hours possible	Limitations	More information
• 1 CE hour for first activity hour • 0.5 CE hours for each additional full half of one activity hour*	Yes; LEED-specific hours may be earned only for professional development courses that are approved and designated as LEED-specific by an ERB or GBCI.**	• All professional development courses must be approved by an ERB. • CE hours may be earned only once for attending or leading the same instructional program. • CE hours earned as an instructor, discussion leader, speaker, or panelist at professional development/continuing education courses may not exceed 50% of the total CE hours per 2-year reporting period.	Professional development courses approved by an ERB can be found in the ERB's course catalog, located on their website. A list of ERBs and links to their websites is available at www.gbci.org.

Instructors and developers of professional development courses may earn additional up to 2 CE hours per instructional program for developing content. However, a specific course may be counted only once during any 2-year reporting period unless the LEED Professional can show that he/she has made significant changes to the course content.

For college and university courses that are part of the curriculum of a degree program, see Section 4.

Section 2: Live presentations

For live presentations, which must be between 50 and 90 minutes in length, where a presenter delivers content in real-time to an in-person audience or through broadcast technology, as an attendee or as a presenter, discussion leader, speaker, or panelist:

CE hours possible	LEED-specific hours possible	Limitations	More information
• 1 CE hour for first activity hour • 0.5 CE hours for an additional full half of one activity hour*	No.	• CE hours may be earned only once for attending or leading the same presentation. • CE hours earned as a presenter, discussion leader, speaker, or panelist at live presentaions may not exceed 50% of the total CE hours per 2-year reporting period per credential. • CE hours earned as an attendee at live presentations may not exceed 5 hours per 2-year reporting period per credential.	See below.

Presenters of or speakers at live presentaions may earn up to 2 additional CE hours per presentation for developing/researching content. However, a specific presentation may be counted only once during any 2-year reporting period unless the LEED Professional can show that he/she has made significant changes to the presentation content.

Section 3: Self-study programs

For self-study, whether approved by an ERB or not, which is at least 60 minutes in length and may be structured (audio, audio-visual, written, online, etc.) or a written or online examination:

CE hours possible	LEED-specific hours possible	Limitations	More information
• 1 CE hour for first activity hour • 0.5 CE hours for each additional full half of one activity hour*	Yes; LEED-specific hours may be earned only for self-study programs that are approved and designated as LEED-specific by an ERB or GBCI.**	CE hours earned through self-study programs may not exceed 5 hours per 2-year reporting period per credential.	Self-study programs approved by an ERB can be found in the ERB's course catalog, located on their website. A list of ERBs and links to their websites is available at www.gbci.org.

Reading professional manuals, publications, and/or articles

Any study (research, reading, etc.) that is relevant to the practice of a LEED Professional and addresses any of the topics listed in Appendix A will be accepted for CE hours. LEED Professionals will need to supply GBCI with a record of the periodical read, exact pages, and linkage to accepted topics.

Section 4: College and university courses

For sucessfully completed courses, whether approved by an ERB or not, offered at accredited colleges or universities (including community colleges) which are included in the curriculum of a college or university degree program regardless of the student's enrollment status:

CE hours possible	LEED-specific hours possible	Limitations	More information
• 1 CE hour per classroom hour***	Yes; LEED-specific hours may be earned only for college and university courses that are approved and designated as LEED-specific by an ERB or GBCI.**	Course must be at an accredited college or university.	Both credit and non-credit courses will be accepted.

For college and university continuing education courses or courses not part of a degree program, see Section 1.

Section 5: Certificates, professional licenses, and credentials

For successfully passing the examinations for certificates, professional licenses or credentials for a profession or in an industry that is related to green building:

CE hours possible	LEED-specific hours possible	Limitations	More information
• 1CE hour for certificates • 3 CE hours for professional licenses and credentials	No.	The certificate, professional license, or credential must be earned during the reporting period. CE hours can be obtained only when the license is earned initially. CE hours are not granted for exam preparatory courses.	A list of certificates, licenses, and credentials with the number of CE hours accepted by GBCI appears in Appendix B.

No credit will be awared for additional certificates or licenses awarded on a reciprocal basis (e.g., state licenses).

Section 6: Committee and volunteer work

For participation in USGBC or GBCI Board of Directors; steering committees; working groups; credential exam item writing or job task analysis; local USGBC Chapters; or other **volunteer organizations that support the LEED system**:

CE hours possible	LEED-specific hours possible	Limitations	More information
• 2 CE hours for holding a leadership position • 0.5 CE hours per meeting attendance	No.	Total CE hours for committee and volunteer work may not exceed 4 hours per 2-year reporting period per credential.	See definitions of leadership position and meeting below.

A **leadership position** in a USGBC or GBCI steering committee is defined as holding the position of Chair, Vice Chair, President, Vice President, or Chapter Advocacy Program Leader. A leadership position also includes serving on the USGBC or GBCI Board of Directors.

A USGBC or GBCI **meeting** is defined as a single official gathering of committee members to transact business where there is no cessation of proceedings and where official recorded minutes are kept.

Section 7: Authorship

For published articles and books that are related to topics listed in Appendix A and contribute to the competency of LEED Professionals:

CE hours possible	LEED-specific hours possible	Limitations	More information
• 3 CE hours for published article • 10 CE hours for published book	Yes, if linkages to the LEED Rating System(s) are demonstrated during the audit (see below).	The work must be published during the LEED Professional's 2-year reporting period.	Any published article or book will be automatically audited. See below.

Any published article or book will be automatically audited for verification and will have to demonstrate the linkages to the topics in Appendix A and how the article/book contributes to the competency of LEED Professionals.

Section 8: LEED project participation

For paid or unpaid work related to the implementation of LEED credit requirements and documentation of performance on a project that is registered for LEED certification:

CE hours possible	LEED-specific hours possible	Limitations	More information
• 1 CE hour per LEED credit or prerequisite • 2 CE hours per project for being the project administrator	Yes; all LEED project participation earns LEED-specific hours.	• CE hours are limited to 10 per 2-year reporting period per credential. • Documentation that a LEED Professional has worked on projects in specific credit areas would be verified through the LEED Online Process and/or a project manager and/or an employer or client's attestation. • The project must be registered, although not necessarily completed or certified, in order for CE hours to be awarded.	See examples below.

Example A: 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.

Example B: 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.

* For example, a 75-minute program earns 1 CE hour; a 100-minute program earns 1.5 hours; a 120-minute program earns 2 hours.
** Each ERB maintains a list of LEED-specific programs and, if applicable, the LEED Rating System to which the course applies. LEED-specific courses are available in the ERBs' course catalogs.
*** Classroom hours are the amount of time spent in the classroom per academic term (usually 35 hours for a 3-credit semester-long course). Online courses will be counted based on how the course credit would transfer over to a traditional university. (For example, if the course is valued at 3 semester credits, the equivalent course would involve 35 classroom hours. Therefore, the online course would earn 35 CE hours.)

Definitions

All activities reported for CE hours must be related to green building. Within that broad content category, activities are divided into two content types: general green building hours and LEED-specific hours.

General green building hours: CE hours that are applicable for continuing education credit but are not LEED-specific because they are related to green building in general but not related to the USGBC's LEED Rating systems. LEED Green Associates can earn up to 12 CE hours in general green building hours. LEED APs can earn up to 24 CE hours in general green building hours.

LEED–specific: All LEED-specific continuing education must be approved and designated as LEED-specific by an ERB or GBCI and meet one or more of the following criteria:

- be process-related to LEED.
- be credit and/or category related, such as dealing with requirements, intents, or version comparisons.
- be a LEED update (in-depth, technical).
- be an in-depth LEED project case study targeted toward one specific LEED credit.
- show a best practice lesson which entails successful or unsuccessful implementation of LEED, such as:
  - o examples of LEED implementation that have resulted in failure and should be avoided,
  - o implementing LEED while maintaining compliance with local codes and regulations,
  - o successfully implementing LEED using innovation as a tool to guide the project.
- show benefits of using LEED (ROI, grants, taxes, incentives).

For the LEED AP credential, the six LEED-specific hours must directly relate to the LEED AP's specialty designation.

LEED–specific hours: CE hours that conform to the above definition of LEED-specific. Three of the LEED Green Associate's 15 CE hours must be LEED-specific hours. Six of the LEED AP's 30 CE hours must be LEED-specific. (For the LEED AP credential, the LEED-specific hours must directly relate to the LEED AP's specialty designation.) LEED-specific professional development courses, self-study programs, and college and university courses are designated by the ERBs; with the exception of LEED-specific hours earned through authorship or LEED project participation, only activities designated as LEED specific by an ERB can count toward the above requirements. The above requirements are minimums; all of the required CE hours for LEED Green Associates and LEED APs can be earned in LEED-specific hours.

Non-compliance

Failure to comply

Each LEED Professional is responsible for demonstrating full compliance with CMP requirements. GBCI reserves the right to conduct an audit of submitted CE hours at any time during a LEED Professional's reporting period and may request documentation of any CE hours self-reported by the LEED Professional.

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 Professional Credential™, which will in turn remove the individual from the LEED Professional Directory and will preclude any use of the credential's title and logo.

Waivers/extensions

Requests for waivers or extensions of the CMP requirements due to extenuating circumstances are reviewed on a case-by-case basis. Please note that waivers may be granted only in exceptional circumstances. Written requests with supporting documentation must be submitted to GBCI staff up to 30 days before the end of their reporting period.

Expiration

LEED Professionals' credentials will expire if they fail to complete the CMP requirements for their credential within their reporting period or pay the CMP renewal fee within 30 days of the end of their reporting period.

Reinstatement

If an individual whose credential has expired chooses to regain a credential through testing, he/she must apply, register, and retest like all new candidates. Such individuals are responsible for all applicable fees.

Appendix A: List of Categories Accepted for CE Hours

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

LEED Green Associate

I. Synergistic Opportunities and LEED Application Process
- A. Project Requirements
- B. Costs
- C. Green Resources
- D. Standards that support LEED Credit
- E. Credit Interactions
- F. Credit Interpretation Rulings/Requests and precedents that lead to exemplary performance credits
- G. Components of LEED Online and Project Registration
- H. Components of LEED Score Card
- I. Components of Letter Templates
- J. Strategies to Achieve Credit
- K. Project Boundary; LEED Boundary; Property Boundary
- L. Prerequisites and/or Minimum Program Requirements for LEED Certification
- M. Preliminary Rating
- N. Multiple Certifications for Same Building
- O. Occupancy Requirements
- P. USGBC Policies
- Q. Requirements to Earn LEED AP Credit

II. Project Site Factors
- A. Community Connectivity
  - 1. Transportation
  - 2. Pedestrian Access
- B. Zoning Requirements
- C. Development
  - 1. Heat Islands

III. Water Management
- A. Types and Quality of Water
- B. Water Management

IV. Project Systems and Energy Impacts
- A. Environmental Concerns
- B. Green Power

V. Acquisition, Installation, and Management of Project Materials
- A. Recycled Materials
- B. Locally (regionally) Harvested and Manufactured Materials
- C. Construction Waste Management

VI. Stakeholder Involvement in Innovation
- A. Integrated Project Team Criteria
- B. Durability Planning and Management
- C. Innovative and Regional Design

VII. Project Surroundings and Public Outreach
- A. Codes

LEED AP Operations + Maintenance

I. Project Site Factors
- A. Development
  - 1. Lighting
- B. Green Management
- C. Climate Conditions

II. Water Management
- A. Water Treatment
- B. Stormwater
- C. Irrigation Demand
- D. Chemical Management

III. Project Systems and Energy Impacts
- A. Energy Performance Policies
- B. Building Components
- C. On-Site Renewable Energy
- D. Third-Party Relationships
  - 1. Requirements
  - 2. Alternate Rating Systems
- F. Energy Performance Measurement
- G. Energy Tradeoffs
- H. Sources
- I. Energy Usage
- J. Specialized Equipment Power Needs

IV. Acquisition, Installation, and Management of Project Materials
- A. Building Reuse
- B. Rapidly Renewable Materials
- C. Food Materials
- D. Material Acquisition
- E. Chemical Management Policy and Audit
- F. Environmental Management Plan

V. Improvements to the Indoor Environment
- A. Minimum Ventilation Requirement
- B. Tobacco Smoke Control
- C. Air Quality
- D. Ventilation Effectiveness
- E. Indoor Air Quality (IAQ)
  - 1. Pre-Construction
  - 2. During Construction
  - 3. Before Occupancy
  - 4. During Occupancy
- I. Low-Emitting Materials
- J. Indoor/Outdoor Chemical and Pollutant Control
- K. Lighting Controls
- L. Thermal Controls
- M. Views
- N. Types of Building Spaces

VI. Stakeholder Involvement in Innovation
- A. Design Workshop/Charrette
- B. Ways to Earn Credit
- C. Education of Building Manager and Operations Staff

VII. Project Surroundings and Public Outreach
- A. Infrastructure
- B. Zoning Requirements
- C. Government Planning Agencies
- D. Public–Private Partnership
- E. Traffic Studies
- F. Reduced Parking Methods
- G. ADA/Universal Access

Appendix A: List of Categories Accepted for CE Hours

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

LEED AP Building Design + Construction

I. Project Site Factors
- A. Considerations for Site Selection
  - 1. Land Issues
  - 2. Plants and Animals
- B. Community Connectivity
  - 1. Services
- C. Development
  - 1. Building and Land
  - 2. Lighting
- D. Climate Conditions

II. Water Management
- A. Water Treatment
- B. Stormwater
- C. Irrigation Demand

III. Project Systems and Energy Impacts
- A. Energy Performance Policies
- B. Energy Performance Measurement
- C. Building Components
- D. On-Site Renewable Energy
- E. Third-Party Relationships
  - 1. Requirements
- F. Energy Tradeoffs
- G. Sources

IV. Acquisition, Installation, and Management of Project Materials
- A. Building Reuse
- B. Rapidly Renewable Materials
- C. Material Acquisition

V. Improvements to the Indoor Environment
- A. Ventilation
- B. Tobacco Smoke Control
- C. Indoor Air Quality
  - 1. Pre-Construction
  - 2. During Construction
  - 3. Before Occupancy
  - 4. During Occupancy
- D. Low-Emitting Materials
- E. Indoor/Outdoor Chemical and Pollutant Control
- F. Lighting Controls
- G. Thermal Controls
- H. Views
- I. Types of Building Spaces

VI. Stakeholder Involvement in Innovation
- A. Design Workshop/Charrette
- B. Ways to Earn Credit
- C. Education of a Building Manager

VII. Project Surroundings and Public Outreach
- A. Infrastructure
- B. Zoning Requirements
- C. Government Planning Agencies
- D. Reduced Parking Methods
- E. Transit-Oriented Development
- F. Pedestrian-Oriented Streetscape Design

LEED AP Interior Design + Construction

I. Project Site Factors
- A. Community Connectivity
  - 1. Services
- B. Development
  - 1. Lighting

II. Water Management
- A. Water Treatment
- B. Stormwater
- C. Specialized Equipment Needs

III. Project Systems and Energy Impacts
- A. Energy Performance Policies
- B. Building Components
- C. On-Site Renewable Energy
- D. Third-Party Relationships
  - 1. Requirements
  - 2. Alternate Rating Systems
- E. Energy Performance Measurement
- F. Energy Tradeoffs
- G. Energy Usage
- H. Specialized Equipment Power Needs

IV. Acquisition, Installation, and Management of Project Materials
- A. Building Reuse
- B. Rapidly Renewable Materials
- C. Material Acquisition
- D. Chemical Management Policy and Audit
- E. Environmental Management Plan

V. Improvements to the Indoor Environment
- A. Minimum Ventilation Requirement
- B. Tobacco Smoke Control
- C. Air Quality
- D. Ventilation Effectiveness
- E. Indoor Air Quality
  - 1. Pre-Construction
  - 2. During Construction
  - 3. Before Occupancy
  - 4. During Occupancy
- F. Low-Emitting Materials
- G. Indoor/Outdoor Chemical and Pollutant Control
- H. Lighting Controls
- I. Thermal Controls
- J. Views
- K. Ergonomics
- L. Acoustics
- M. Types of Building Spaces

VI. Stakeholder Involvement in Innovation
- A. Design Workshop/Charrette
- B. Ways to Earn Credit
- C. Education of the Homeowner or Tenant
- D. Education of Building Manager

VII. Project Surroundings and Public Outreach
- A. Information on Available Community Resources
- B. Reduced Parking Methods
- C. Transit-Oriented Development
- D. ADA/Universal Access

Appendix A: List of Categories Accepted for CE Hours

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

LEED AP Homes

I. Project Site Factors
- A. Considerations for Site Selection
  - 1. Land Issues
  - 2. Plants and Animals
- B. Community Connectivity
  - 1. Services
- C. Development
  - 1. Building and Land
- D. Green Management
- E. Climate Conditions

II. Water Management
- A. Water Treatment
- B. Stormwater
- C. Irrigation Demand

III. Project Systems and Energy Impacts
- A. Energy Performance Policies
- B. Building Components
- C. On-Site Renewable Energy
- D. Third-Party Relationships
  - 1. Requirements
  - 2. Alternate Rating Systems
- E. Energy Performance Measurement
- F. Energy Tradeoffs
- G. Energy Usage
- H. Specialized Equipment Power Needs

IV. Acquisition, Installation, and Management of Project Materials
- A. Building Reuse
- B. Rapidly Renewable Materials
- C. Material Acquisition
- D. Neutral Homes

V. Improvements to the Indoor Environment
- A. Minimum Ventilation Requirement
- B. Tobacco Smoke Control
- C. Air Quality
- D. Ventilation Effectiveness
- E. Indoor Air Quality
  - 1. Pre-Construction
  - 2. During Construction
  - 3. Before Occupancy
  - 4. During Occupancy
- F. Low-emitting Materials
- G. Indoor/Outdoor Chemical and Pollutant Control
- H. Lighting Controls
- I. Thermal Controls
- J. Views
- K. Acoustics
- L. Residential Requirements

VI. Stakeholder Involvement in Innovation
- A. Design workshop/charrette
- B. Ways to Earn Credit
- C. Education of Homeowner or Tenant
- D. Education of a Building Manager

VII. Project Surroundings and Public Outreach
- A. Preferred Location
- B. Infrastructure
- C. Information on Available Community Resources
- D. Site Selection in Collaboration with Developer
- E. Zoning Requirements
- F. Government Planning Agencies
- G. Planning Terminology
- H. Land Development Phases
- I. Public-Private Partnership
- J. Development Footprint Reduction Methods
- K. Reduced Parking Methods
- L. Transit Oriented Development
- M. Pedestrian Oriented Streetscape Design
- N. ADA/Universal Access
- O. Streetscape Planning

For credential maintenance, continuing education must be related to green building and/or green technology.

This list of certificates, professional licenses, and credentials is intended as a guideline and is not exhaustive. Candidates can request CE hours for certificates, professional licenses, or credentials not included here. CE hours will be awarded only once for receiving a certificate, professional license, or credential. Also, certificates, professional licenses, or credentials are eligible for CE hours only for the reporting period during which they were earned; no CE hours will be given for certificates, licenses, or credentials granted in the past. Certificates, professional licenses, and credentials recognized by the Council on Licensure Enforcement and Regulation (CLEAR) will be acceptable for CE hours. For more information, visit www.clearhq.org.

If audited, the candidate will need to supply attestation of how certificate, license or credential relates to green building and CMP topics (see Appendix A).

Certificates — 1 CE hour

A designation given to an individual recognizing completion of a training program related to or supporting green building.

Examples:

Green Advantage
- Green Advantage Certification- Commercial
- Green Advantage Certification- Residential

Construction Specifications Institute
- Certified Construction Specifier (CCS)

National Kitchen and Bath Association
- Certified Bathroom Designer (CBD)
- Certified Kitchen Designer (CKD)

Occupational Safety & Health Administration
- Construction Safety & Health Specialist Certificate

Professional Licenses — 3 CE hours

A designation granted for passing any national, state, or provincial licensing exam required to work in a field related to or supporting green building.

Example:

Architects Education and Registration Board (New Zealand)

Professional Credentials — 3 CE hours

A voluntary designation granted through a process by which individuals are recognized for knowledge of a field related to or supporting green building based on predetermined, standardized criteria.

Examples:

American Academy of Healthcare Interior Designers Certification Exam
American Institute of Certified Planners Certification Exam
American Institute of Constructors (AIC): Associate Constructor Exam
Architects Registration Examination (ARE)
Construction Management Association of America (CMAA): Certified Construction Manager (CCM) Exam
Council for Qualification of Residential Interior Designers (CQRID) Exam
National Council for Interior Design Qualification (NCIDQ)
Professional Engineer's Exam
Professional Home Inspectors Examination
Professional Management Institute (PMI) Credentialing Exams

Changes to Guide

Summary of change	Section(s) affected	Edition
Each full half an activity hour after the first full activity hour for Professional Development/Continuing Education Courses, Live Presentations, and Self Study Programs counts for .5 CE hours.	Activites: Delivery Methods (pages 5 and 6)	September 2009
Addition of definitions for the terms "leadership position" and "meeting" as they relate to Volunteer and Committee Work	Activites: Delivery Methods (page 7)	September 2009
CE hours earned through LEED project participation count as LEED-specific hours	Activites: Delivery Methods (page 8)	September 2009
Clarification of the LEED Rating System-specific requirements for LEED APs	CMP Requirements; Activites: Delivery Methods; Activites: Content Types	September 2009
CMP activities must not endorse or promote any companies or products.	Activites: Delivery Methods (pages 5)	November 2009
Instructors and developers of professional development courses may earn additional up to 2 CE hours per instructional program for developing content.	Activites: Delivery Methods (page 5)	November 2009
Changes to live presentations: Live presentations cannot be ERB approved, cannot count for LEED-specific hours, and cannot exceed 5 CE hours per reporting period. Also, presenters of or speakers at live presentations may earn additional up to 2 CE hours per presentation for developing/researching content.	Activites: Delivery Methods (page 6)	November 2009
LEED Professionals can now self-report their CMP activity through My Credentials (available on the GBCI website at www.gbci.org > My Credentials).	CMP Overview (page 2)	November 2009
Clarification that all limitations are per reporting period per credentials. In other words, a LEED AP BD+C, Homes can earn 10 CE hours for project participation for the 30 CE hour LEED AP BD+C requirement and can earn 6 hours for project participation for the 6 CE hour LEED AP Homes requirement.	Activities	December 2009