



LEED AP Credential Maintenance Program

presented by Mara Baum AIA, LEED AP BD+C

LEED User, April 19, 2011



WE ARE NOT GBCI

please visit www.gbci.org for official information



AGENDA

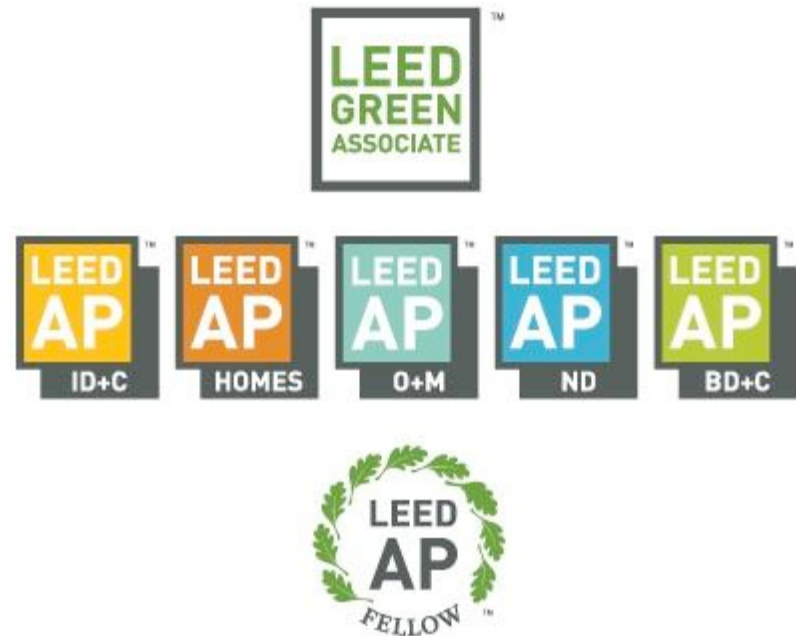


- New LEED AP system structure
- “Opting in”
- CMP requirements
- Education opportunities
- Self reporting process
- Auditing
- FAQs
- Q&A



THREE TIERS OF LEED PROFESSIONALS

- LEED Green Associate
- LEED AP with specialty
 - LEED AP BD+C
 - LEED AP ID+C
 - LEED AP O+M
 - LEED AP HOMES
 - LEED AP ND
- LEED Fellow





WHY ENROLL?

Differentiate yourself by demonstrating expertise in a specific field

Keep up to date with LEED

Possible RFP requirements

Demonstrate leadership





WHY ENROLL?

Differentiate yourself by demonstrating expertise in a specific field

Keep up to date with LEED

Possible RFP requirements

Demonstrate leadership

Get the new title right away



Get the new credential without taking a new exam!

Never lose the old LEED AP title



ENROLLING INTO THE NEW LEED AP WITH SPECIALTY

Rolling deadlines - starting August 3 (see My Credentials page)

www.gbci.org → Credential Maintenance → Enrollment

Agree to Disciplinary and Exam Appeals Policy

Agree to CMP on 2 year cycle

No enrollment fee; first \$50 enrollment fee waived

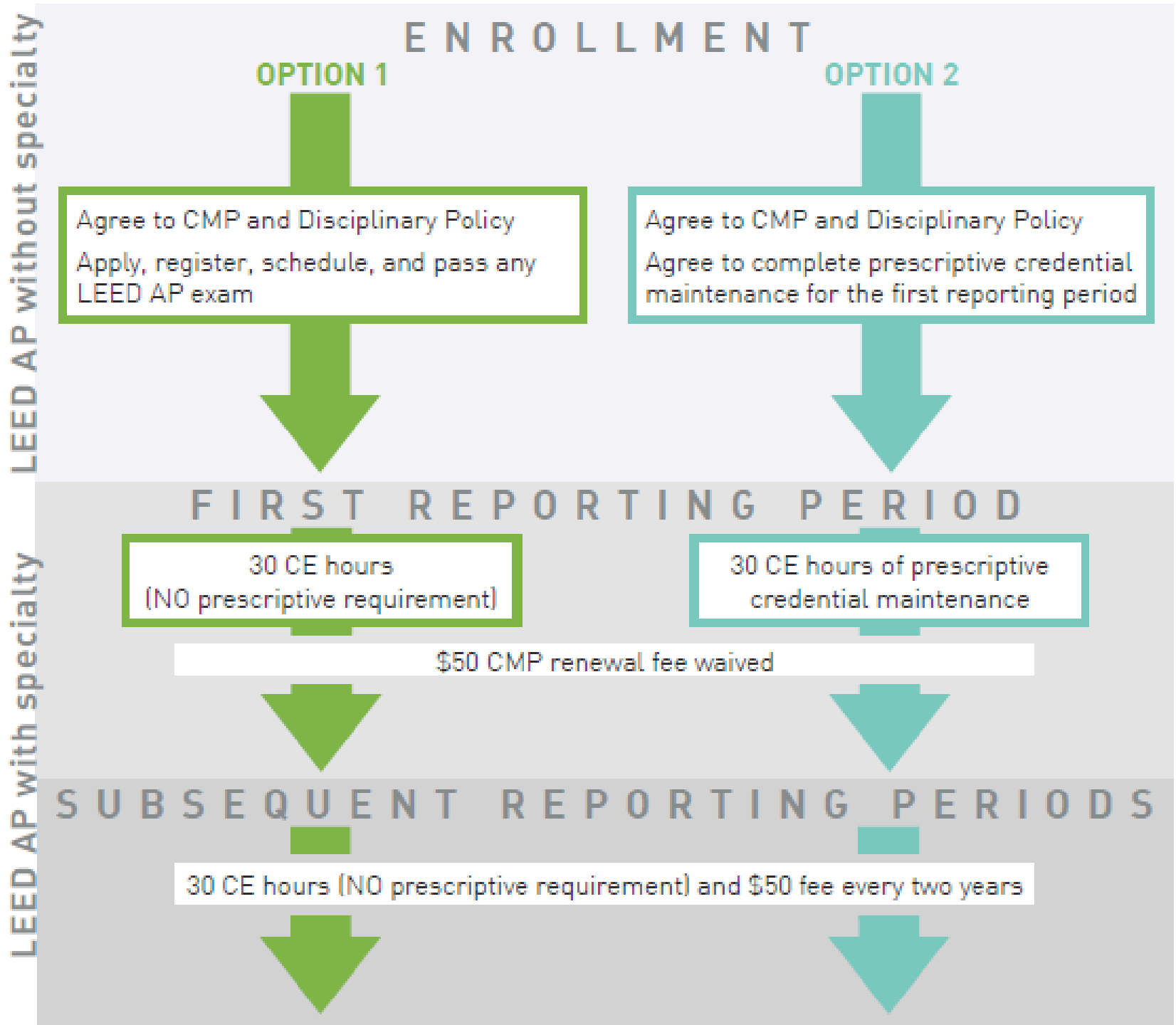
Specialty based on exam track

NC → BD+C

CI → ID+C

EB → O+M





LEED AP without specialty

ENROLLMENT

OPTION 1

OPTION 2

Agree to CMP and Disciplinary Policy
Apply, register, schedule, and pass any LEED AP exam

Agree to CMP and Disciplinary Policy
Agree to complete prescriptive credential maintenance for the first reporting period

LEED AP with specialty

FIRST REPORTING PERIOD

30 CE hours
(NO prescriptive requirement)

30 CE hours of prescriptive credential maintenance

\$50 CMP renewal fee waived

SUBSEQUENT REPORTING PERIODS

30 CE hours (NO prescriptive requirement) and \$50 fee every two years



CREDENTIAL MAINTENANCE: CONTINUING EDUCATION VS. TESTING

LEED Green Associate: 15 hours (3 LEED specific) OR retake the GA exam

LEED AP with specialty: 30 hours (6 LEED specific) OR take/retake the specialty exam

Must meet exam requirements & pay fees within 9 month period:





PRESCRIPTIVE REQUIREMENTS

Only for old LEED APs who enroll

Only for the first cycle

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



HOW TO GET YOUR HOURS

“Education Review Body” approved courses*

Live presentations

Self-study

College and university courses

Certificates, licenses, credentials

Committee and volunteer work

Authorship

LEED project participation



* Formerly “professional development / continuing education”



HOW TO GET YOUR HOURS

“Education Review Body” approved courses → unlimited hours

Live presentations → up to 5 hours

Self-study → up to 5 hours

College and university courses → unlimited hours

Certificates, licenses, credentials

→ 1 hour/certification or 3 hours/license or credential

Committee and volunteer work → up to 4 hours

Authorship → 3 hours/article, 10 hours/book

LEED project participation

→ up to 10 hours: 1 per credit, 2 for LEED Project Administrator



HOW TO GET YOUR HOURS

“Education Review Body” approved courses*

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Self-study

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Authorship

LEED project participation



* Formerly “professional development / continuing education”



1. EDUCATION REVIEW BODY APPROVED COURSES

Unlimited hours

Up to 2 hours for content development

Can only take a class once

✓ LEED-specific

USGBC is the sole ERB

www.usgbc.org/courses

Examples: online courses,
Greenbuild, McGraw Hill articles





2. LIVE PRESENTATIONS

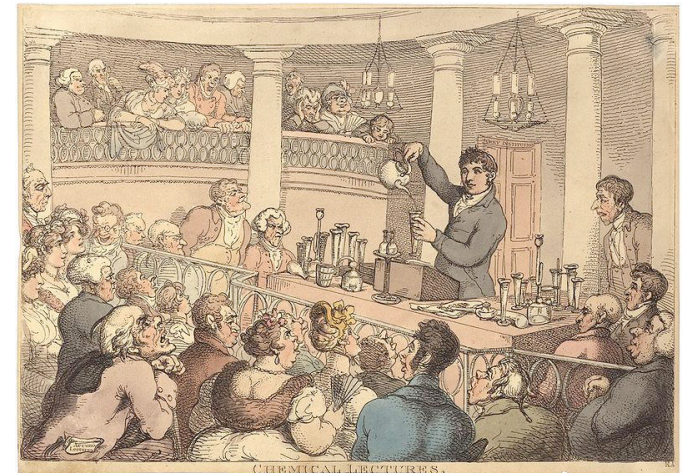
Up to 5 hours/cycle

No LEED-specific hours

Presenters: up to 2 additional hours

Presenting/teaching can be up to $\frac{1}{2}$ of total hours

Examples: AIA Committee on the Environment lectures, internal brown bag lectures (not ERB approved)





3. SELF STUDY

Up to 5 hours/cycle

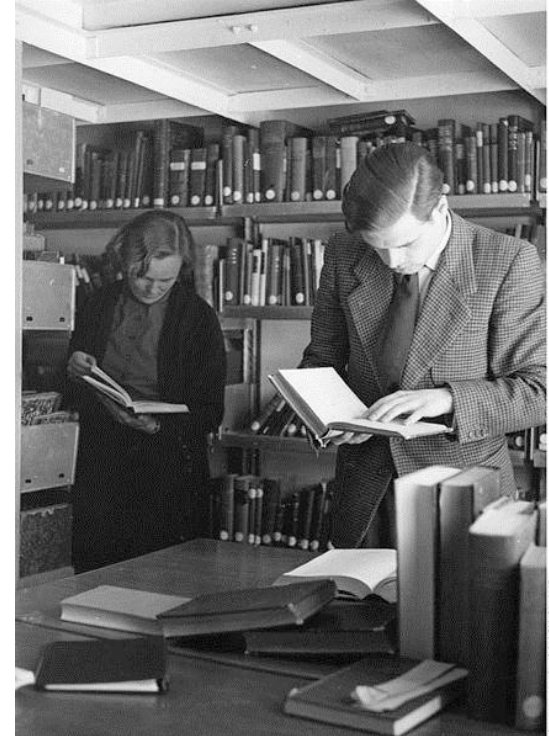
Minimum 60 minutes

Structured

Audio, audio-visual, written

Online, written or online exam

✓ LEED-specific (e.g. read
ASHRAE 90.1, Reference Guide)



Examples: rent relevant movies, read LEED Reference Guide

LEED USER, APRIL 19, 2011



4. COLLEGE AND UNIVERSITY COURSES

No limit in hours accrued

1 CE hour per classroom hour

Up to 2 hours for content development

Must be at accredited college or university & part of degree program

Non-credit (audit) is OK

✓ LEED-specific (if >75% of class is directly related to LEED)

Examples: audit a course on xeriscaping or photovoltaics at a local college, or general green building seminar





5. CERTIFICATES, PROFESSIONAL LICENSES AND CREDENTIALS

1 CE hour for certificates

e.g. Certified Kitchen Designer

3 CE hours for licenses

e.g. ARE, PE

3 CE hours for credentials

e.g. AICP, Facility Management Professional

No reciprocal licenses or licensure classes

Achieved during reporting cycle

✓ LEED-specific (for new LEED credential)



National Council for
Interior Design Qualification



DEPARTMENT OF CONSUMER AFFAIRS
CALIFORNIA ARCHITECTS BOARD



6. COMMITTEE AND VOLUNTEER WORK

Up to 4 hours/cycle

2 CE hours for leadership position

e.g. Chair or Board of Directors

0.5 hours for meeting attendance

Official business meeting

Examples: USGBC or ASHRAE committee, vol.....,
related to green building

✓ LEED-specific (for LEED development committees)





7. AUTHORSHIP

3 hours for published article

10 hours for published book

Always audited

LEED hours if demonstrated in audit

Published during reporting period

✓ LEED-specific (if >75% is directly related to LEED)





8. LEED PROJECT WORK

Paid or unpaid

Up to 10 hours/cycle

1 hours for work on a credit

2 hours for project administrator

✓ LEED-specific

Verified through LEED Online or
letter from project manager,
client or employer

Project must be registered, but not
certified during cycle

Not required to use LEED Online





EXAMPLES

Deeply engaged professional:

11 hours for attending Greenbuild sessions (ERB approved)

7 hours LEED project work

4 hours of reviewing Greenbuild proposals (volunteer work)

5 hours of AIA COTE lectures (live presentations)

3 hours reading magazines (self study)

= 30 hours

Conventional CE only:

5 hours of live presentations

5 hours self-study

20 hours ERB-approved classes

= 30 hours



ONLINE SELF REPORTING

Details and Resources:

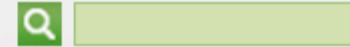
www.gbci.org → credential maintenance → CMP wizard → index tab

Self Reporting:

www.gbci.org → Professional Exams → **Log into My Credentials** →
Review/Report CMP Activity



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.



CMP Wizard

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PROFESSIONAL EXAMS

CREDENTIAL MAINTENANCE

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BUILDING CERTIFICATION

ABOUT GBCI

ANNOUNCEMENTS

VOLUNTEER

CAREERS

CONTACT

The Credential Maintenance Program (CMP) keeps you current with green building practices, technology, and the evolution of LEED.

I. Basics

- A. [CE hours](#)
- B. [Exam registration](#)
- C. [Reporting](#)
- D. [Renewal](#)
- E. [Audits](#)

II. Requirements

- A. [LEED Green Associates](#)
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III. Definitions

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IV. Non-Compliance

- A. [Waivers or extensions](#)

[Contact us about CMP](#)

Also see

[Accepted CE categories »](#)

[Credential maintenance through retesting »](#)

[Becoming a LEED AP with special](#)

Resources

 [Credential Maintenance Guide](#)
892 Kb

 [Prescriptive Continuing Education Enrollment Guide](#) 528 Kb

 [Prescriptive Path Worksheet](#)

 [How to Report CE Hours](#) 200 K



CREDENTIALS & CERTIFICATES

Professional Credentials

Credential Maintenance

Professional Certificates

Exam Guide

Resources

Professional Directory

[Log into My Credentials](#)

BUILDING CERTIFICATION

ABOUT GBCI

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MY CREDENTIALS

MARA L BAUM (GBCI Number: 34675)

Listed below is your current information on file. Please verify that your address and contact information is correct. To **update** your profile, please click on the link under Account Management.

Mailing Address:	Record Type: Credentialed
	LEED AP: Certified since 10/4/2001
	LEED AP BD+C: Certified since 11/4/2009 (Primary Specialty)
	Download your LEED Professional logo(s)
	Download or order your LEED Professional certificate(s)
	You have enrolled in prescriptive credential maintenance on 11/4/2009
Secondary Address:	Current CMP Reporting Period
HOK	11/4/2009 - 11/3/2011
1 Bush St # 200	
San Francisco, CA 94104	
Primary Phone:	Primary E-mail: mara.baum@hok.com
Secondary Phone: 415-356-8660	Secondary E-mail:
	GBCI Number: 34675

Credential Exams (LEED AP, LEED Green Associate)

- [Apply for a credential exam](#)

Certificate Exams (LEED for Homes Green Rater, LEED Project Reviewer)

- [Apply for a certificate exam](#)

Credential Maintenance Program (CMP)

- [Review/Report CMP Activity](#)

Important Documents

- [View the CMP Guide](#)

*Primary Specialty***Building Design and Construction****CMP Reporting Summary for this Period for - LEED AP BD+C**

No.	Category	Prescriptive Min Hrs Reqd	LEED Specific Hours		Total CE Hours		Action
			Submitted	Pre- Approved	Submitted	Pre- Approved	
I	Project Site Factors	4	1.00	1.00	2.50	2.50	Add/Review
II	Water Management	3			2.00	2.00	Add/Review
III	Project Systems and Energy Impacts	6			8.00	8.00	Add/Review
IV	Acquisition, Installation, and Management of Project Materials	3			1.00	1.00	Add/Review
V	Improvement to the Indoor Environment	5	1.00	1.00	3.50	3.50	Add/Review
VI	Stakeholder Involvement In Innovation	2			2.50	2.50	Add/Review
VII	Project Surrounding and Public Outreach	1			1.00	1.00	Add/Review
	Total		2.00	2.00	20.50	20.50	
	Required	24		6		30	

Activity Date* End Date, if Applicable

(mm/dd/yyyy)

Subcategory* [What is this?](#)

Other Subcategory Description [What is this?](#)

Activity Delivery Method* [What is this?](#)

Activity Description* [What is this?](#)

Zoom

Activity Details* [What is this?](#)

Zoom

Activity Content Type* [What is this?](#)

CE Hours* [What is this?](#)

Please review the information entered for this activity before submitting it. Activities cannot be modified after they have been submitted (you will be able to delete the activity, however and re-enter the information).

Submit

Reset



PRESCRIPTIVE PATH WORKSHEET

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



WHAT DOES THIS COST?

Potentially nothing for the first four years

Many free education opportunities available

No enrollment fee

First \$50 renewal fee waived (in two years)





FAQ: HOW DOES THIS RELATE TO MY AIA CEUS?

- Considerable opportunities for overlap
- All ERB approved hours for LEED AP get SD hours for AIA
- Must report separately
- AIA transcript acceptable as proof for CMP audit





HOW DOES AUDITING WORK?

Triggered when you apply for renewal

Estimated 1 in 20 renewal applications

Auditor will request additional info

90 day window to respond

If your two year cycle is over, you can't get more hours





WILL THIS EVER GET EASIER?!?!

Yes. The first two year cycle will be the hardest.

GBCI is creating new reporting methods:

- Offline tool for easier self reporting

- Ability for third party to report your hours

- Direct reporting from conferences

- Available starting summer 2011 (TBD)*



FAQ: I ENROLLED IN 2010. WHAT IS CHANGED IN 2011?

More opportunities for LEED-specific hours

More opportunities for content development hours

General refinement of overall program

More/better online resources

Hour pre-certification and auditing process developed

Many more CE opportunities



FAQ: DO CE HOURS FROM BEFORE I ENROLLED COUNT?

No, continuing education must be accrued during the two year cycle.





FAQ: I DON'T SEE THE OPTIONS ON THE MY CREDENTIALS PAGE! WHAT DO I DO?!?!

Don't freak out.

Your record wasn't fully transitioned from a previous database. Call or email GBCI.



[Sign In](#) | [Log in to My Credentials](#) | [Contact Us](#) | [Jobs](#)

GREEN BUILDING CERTIFICATION INSTITUTE

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Contact GBCI's Professional Credentialing Department

To: GBCI Credentialing Staff

Your Email Address* :

Confirm Email Address* :

For better assistance, please [sign in](#) to your GBCI account, if applicable.

How can we help you?





HOW DO I BECOME AN EDUCATION PROVIDER?

USGBC Education Provider Network is first and only ERB

Registration costs
(for-profit USGBC members)

1-10 courses - \$1,500

11-25 courses* - \$2,000

25+ courses* - \$3,000

* Portfolio Review for large programs

<http://www.usgbc.org/DisplayPage.aspx?CMSPageID=1659>



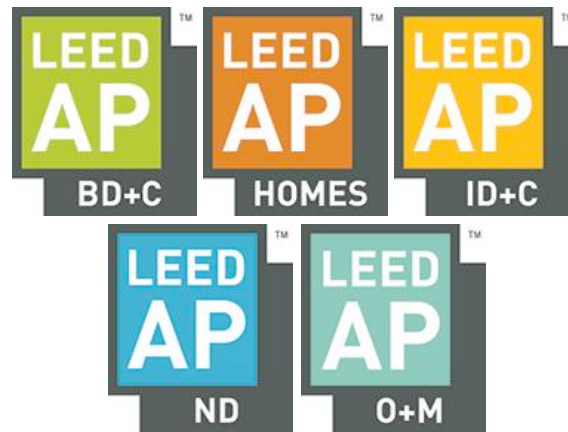


WHAT IF I HAVE MORE THAN ONE CREDENTIAL?

One is designated as “primary”

Prescriptive maintenance: 30 hours (6 LEED specific) for each

Following cycles: 30 hours (including 6 LEED specific
+6 additional LEED specific hours for each additional credential





RESOURCES

GBCI Credential Maintenance Program:

<http://www.gbci.org/CMP/about-cmp.aspx>

CMP Wizard:

<http://www.gbci.org/main-nav/cmp/cmp-guide/wizard.aspx>

CMP Toolbox:

<http://www.gbci.org/main-nav/cmp/toolbox.aspx>

Log in to My Credentials:

<https://ssl30.cyzap.net/gbicertonline/login/>

USGBC Education Review Services:

<http://www.usgbc.org/DisplayPage.aspx?CMSPageID=1654>

Course Catalog, ERB approved courses:

<https://www.usgbc.org/courses>



THANK YOU

**www.leaduser.com
www.hok.com**

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