

Review of LEED Credentialing Maintenance Requirements

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Agenda

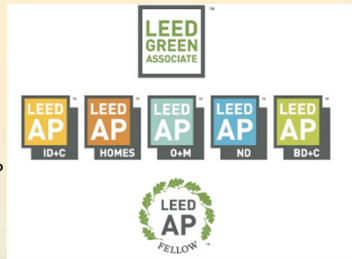
- Enrolling in Credentialing Maintenance Program
- Earning Continuing Education Credits
- Reporting Credentialing Maintenance
- Renewing Credentials

Credentialing Maintenance

- Administered by GBCI
- Existing LEED AP's may choose not to update and will remain a Legacy LEED AP
- If you enroll, you will receive a "specialty" designation for the version you took the original test – with special exceptions

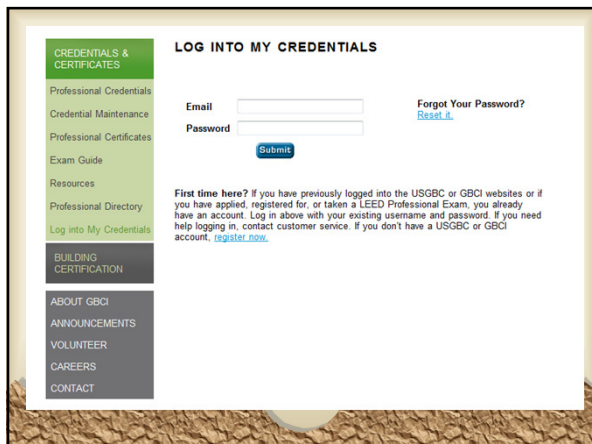
Why Enroll?

- Stay current with technology
- Credentialing differentiation
- Specialization
- Required to be eligible for LEED AP Fellow



Enrolling in the Credentialing Maintenance Program

- Enroll when prompted (via email) at www.gbci.org
 - May choose not to update, and remain a legacy LEED AP
 - May choose to re-test (must qualify)
 - May choose to enroll in CMP
 - **** Some people may not receive the email to enroll – just go to GBCI and login**
- Have 2 years from enrollment date to report all Continuing Education (CE) Hours
- Need 30 hours for primary credential



Enrolling in the Credentialing Maintenance Program

- Enrolling as a LEED AP without a specialty
 - Anyone who earn a LEED AP credential prior to June 2009
 - The first two years must be through the Prescriptive CMP
 - May switch to testing at a later date and CE hours can be prorated based on time between enrollment date and exam date
 - If you enrolled prior to December 31, 2009, you can count all the CE hours for all volunteer and committee work done from January 1, 2009 and all other activities from July 8, 2009
 - Fee waived for first renewal

Enrolling in the Credentialing Maintenance Program

- Enrollment windows for LEED APs without specialty will end on a specific date between **August 1 and October 27, 2011**
- End dates are staggered over those three months – have to check your personal credentials account at www.gbci.org

Enrolling in the Credentialing Maintenance Program

- Prescriptive CMP
 - Must complete minimum amounts listed for each category (totals 24 CE hours)
 - Category hours do not need to be ERB (Education Reviewing Body) or GBCI approved but must be related to green building, green technology and/or LEED
 - 6 additional hours are required from any category
 - 6 LEED specific hours required (of the total 30)
 - May take a LEED O&M Class and apply towards the BD&C category requirements, but not towards LEED specific hours

Prescriptive Credential Maintenance Requirements

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

Continuing Education Credits Information

- Primary and Secondary Specialties
 - General CE hours must meet the prescriptive requirements
 - LEED-specific hours required for each
 - If primary and secondary are not earned at the same time, check the GBCI guide for specifics
 - If you earned one specialty under the old program and one under the new, the CE requirements are different than this chart – only need the additional 6 LEED specific

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

Continuing Education Credits Information

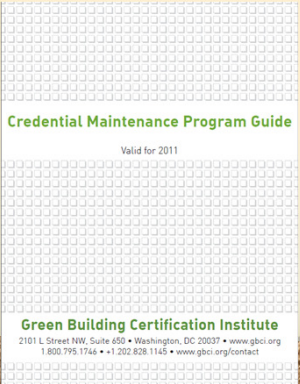
- Maintenance through retesting – don't have to earn CE hours
- Must take the AP exam 12 months after your start date and 3 months before the end of the period (do not have to re-take the GA)
- Must apply and meet eligibility requirements
- If credential expires, must take both the LEED Green Associate and the specialty AP exam

Earning Continuing Education Credits

- Eight Delivery Methods
 - Professional Development Courses
 - Live Presentations
 - Self-Study Programs
 - College and University Courses
 - Certificates, Professional Licenses & Credentials
 - Committee and Volunteer Work
 - Authorship
 - LEED Project Participation

CMP Guides

Download from www.gbci.org

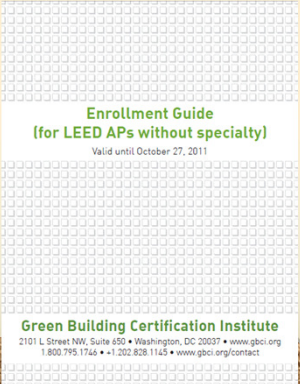


Credential Maintenance Program Guide
Valid for 2011

Green Building Certification Institute
2101 L Street NW, Suite 450 • Washington, DC 20037 • www.gbci.org
1.800.795.1746 • +1.202.828.1145 • www.gbci.org/contact

CMP Guides

Download from www.gbci.org



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

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Earning Continuing Education Credits

ERB-APPROVED ACTIVITIES

Earning Continuing Education Credits

- 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 the 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



Earning Continuing Education Credits

LIVE PRESENTATIONS

Live Presentations

- Participating as an attendee or as a presenter, discussion leader, speaker, or panelist in presentation, 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 the 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



Earning Continuing Education Credits

SELF STUDY PROGRAMS

Self Study Programs

- Studying of at least 60 minutes in length that may be structured, a written or online examination, or reading professional manuals, publications, and articles, which is not ERB approved – see Appendix C of CMP Guide for topics allowed
- **You Earn:** 1 CE hour for the first hour, 0.5 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




Earning Continuing Education Credits

CERTIFICATES, PROFESSIONAL LICENSES, AND CREDENTIALS

Certificates, Professional Licenses, & 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

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)



Earning Continuing Education Credits

COMMITTEE AND VOLUNTEER WORK

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
- **You Earn:** See the next slide for differences between committee work and volunteer work
- **Limit:** 4 CE hours
- **LEED-specific hours possible:** Yes, if the committee or volunteer work helps to develop or implement the LEED Rating Systems.

Committee Work	Volunteer Work
<p>You earn: 2 CE hours for a leadership position; 0.5 CE hours per meeting attendance</p> <p>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</p> <p>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</p> <p>Examples: USGBC or GBCI Board of Directors, steering committees, and working groups</p>	<p>You earn: 1 CE hour per hour of work</p> <p>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.</p> <p>For unpaid work on a LEED-registered project, refer to LEED project participation</p> <p>Examples: LEED Professional Exam writing/ reviewing, job task analysis, or standard setting</p>



Earning Continuing Education Credits

AUTHORSHIP

Authorship

- Publishing articles and books that are related to topics listed in Appendix C of the CMP Guide and contribute to the competency of LEED Professionals
- **You Earn:** 3 CE hours for published articles; 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
- **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



Earning Continuing Education Credits

LEED PROJECT PARTICIPATION

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

LEED Project Participation

- **Examples**
 - 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.
 - 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.

Earning Continuing Education Credits

- All CE hours must be related to green building
- Activities are divided into General Green Building hours and LEED-specific hours
- LEED-specific hours = 6 hours mandatory
- Failure to comply will lead to losing LEED accreditation and retesting
- Random audits = keep good records

What is "LEED Specific"?

- All LEED specific continuing education must be approved and designated as LEED specific by an ERB 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
 - Shows benefits of using LEED (ROI, grants, incentives)

Reporting Credentialing Maintenance

- Must self-report online
- Use "My Credentials" at www.gbci.org
- If audited, must provide additional documentation
- Same username and login as USGBC website

MY CREDENTIALS

JENNIFER TURCHIN (GBCI Number: 10006041)

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: Sellen Sustainability 877 S Main Street Suite 101 Las Vegas, NV 89101 USA	Record Type: Credentialed LEED AP-Certified since 11/19/2005 LEED AP-SD-Certified since 10/20/2009 (Primary Specialty) Click here to view LEED Professional Record Click here to view your LEED Professional Certificate(s) You have enrolled in prescriptive credential maintenance on 10/29/2009
Secondary Address: Coda Architecture 1809 Dickens Park Street Las Vegas, NV 89144 USA	Current CMP Reporting Period 10/29/2009 - 10/29/2011
Primary Phone: 702-795-2255x306 Primary E-mail: jennifer.turchin@sellen.com Secondary Phone: 702-232-3501 GBCI Number: 10006041 Fax: 702-795-2256	

Credential Exams (LEED AP, LEED Green Associate)

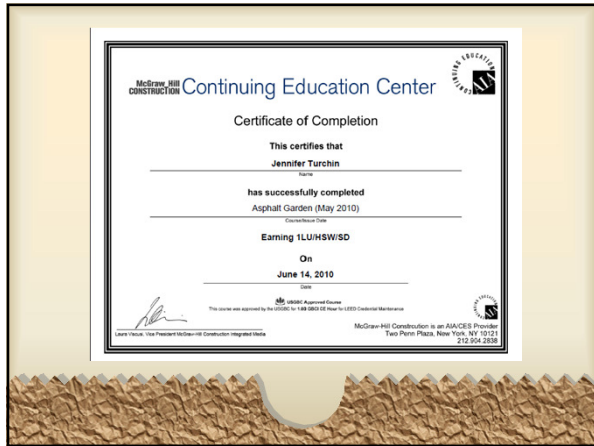
- [Apply for a credential exam](#)

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

- [Apply for a certificate exam](#)

Credential Maintenance Program (CMP)

- [Enroll/Report CMP Activity](#)



Reporting Example

- Qualifies as “Self-Study”
- Category is most likely Project Site Factors
 - Subcategory is Development
- Could also go in category Project Surroundings and Public Outreach
 - Subcategory Zoning Requirements
- *Remember – it is your best judgment &... you want to put it is a subcategory relevant to your specialty*
- **All the categories and subcategories are listed in Appendix C of the GBCI CMP Guide**

Reporting Example

CMP Reporting Summary for this Period for - LEED AP BD+C

No.	Category	Prescriptive Allowance Read	LEED Specific Hours		Total CE Hours		Action
			Submitted	Pre-Approved	Submitted	Pre-Approved	
1	Project Site Factors	6		1.50	1.5		Add New Activity

Activity Data * End Date, if Applicable
 06/14/2010 (mm/dd/yyyy)

Subcategory * What is this? Other Subcategory Description What is this?

Activity Delivery Method * What is this?

Activity Description * What is this?

Activity Details * What is this?

Activity Content Type * What is this? CE Hours * What is this?

CMP Renewal

- Must have completed the CMP requirements during the 2-year period
- Pay \$50 renewal fee on My Credentials
- Must renew within 30 days following the end of the reporting period or will expire
- Fee waived for first renewal for all LEED Aps without specialty (received credential prior to June 2009)

CMP Review

- Requirements for Existing LEED AP's (w/o specialty)
 - You have two years from enrollment date to report all Continuing Education (CE) hours
 - Everything is self-reported
 - Going to have Greenbuild this year automatically reported!
 - 30 CE hours are required biennially
 - There is a prescriptive plan for the first two years
 - \$50 fee every two years (waived for first renewal)
 - If you don't want to follow the prescriptive plan, you can choose to re-test (if you qualify) as an alternative for the prescriptive method

CMP Review

- Requirements for new LEED Green Associates and LEED AP's with specialty
 - Green Associates need 15 CE hours every two years
 - AP's need 30 CE hours every two years
 - If you do not want to earn the CE hours, you have the option to retest every two years
 - AP's only have to take the specialty test, not the Green Associate exam
 - No prescriptive plan, just meet the requirements outlined in the Credential Maintenance Program Guide (www.gbci.org)
 - If you let your CMP expire, you will have to qualify and retake both exams

Earning another specialty

- If you are already a LEED AP with specialty and want to earn another (i.e. you have the BD&C but want the O&M) you can take the specialty test for the AP portion only
 - Must qualify for the exam through GBCI
- Will be required to complete an additional 6 CE hours (program specific) – may be out of sequence with original specialty so will need to keep track

USGBC NV Can Help!

- Update members on changes and updates at monthly breakfast programs
- Offer LEED and other ERB approved classes through the Education Committee
- Monthly breakfast programs can count as Live Presentations
- Bi-Monthly Munch & Learns can count as Live Presentations and/or ERB approved depending on content

Questions & Contact Information



- David Schmidt, AIA, LEED AP BD+C
 - davidschmidt.architect@yahoo.com
- Jennifer Turchin, NCARB, AIA, LEED AP BD+C
 - jennifer.turchin@sellen.com
