

# GBCI Credentialing Maintenance Program FAQ's

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- 1. In which category do I record hours that don't seem to fit any specific category but are relevant to green building and LEED (e.g. LEED overview course, Chapter leader volunteering or LEED project participation as LEED administrator)?**
  - A. GBCI will rely on the judgment of the professional as to which category is most appropriate. GBCI does allow you to break up hours into segments (example: if you attend a 4hr course that covers four different subject areas, you can report one hour in four different categories.). Please note that the segments must still add up to the total CE hours for the course. The category "Stakeholder Involvement in Innovation" can be used for hours which cannot be attributed to the other categories.
  
- 2. Does the Chapter Forum at Greenbuild count toward the "Committee and Volunteer Work" activity for meeting attendance?**
  - A. Yes
  
- 3. If a current LEED-AP (w/o specialty) enrolled by testing before December 31, 2009, is he/she still allowed to claim credit for activity retroactive to July 8, 2009 as is being allowed for those enrolling by the prescriptive CMP?**
  - A. Yes
  
- 4. Can current LEED-AP's (w/o specialty) enroll in the prescriptive CMP for GA only?**
  - A. No. Initially GBCI did not see the market demand for existing LEED AP's to pursue the GA accreditation, but they've now the demand has surfaced. They are reviewing this, but no change is expected.
  
- 5. Do current LEED-AP's (w/o specialty) have to take the GA exam as well as the LEED-AP specialty exam if enrolling by testing?**
  - A. No
  
- 6. Our firm purchases the Greenbuild conference proceedings every year to view with our staff that could not make the conference. Can these Greenbuild sessions (which qualified as 1.5 hrs of Professional Development for those who attended) qualify for CEU credit when viewed later? If so, under what type of activity?**
  - A. These sessions can be reviewed by individuals and the hours recorded under self-study activity.

**7. Will there be any more changes to the Credentialing Maintenance Program Guides or the Candidate Handbooks?**

A. There will be one more change in February 2010, but then then no more changes in 2010.

**8. Does project experience obtained from through "paid participation" from a third-party entity qualify as LEED project experience to apply to sit for the LEED AP exams?**

A. Yes. GBCI does not regulate nor endorse how a candidate obtains experience; they only require that it is actual experience.

**9. Do I need to be the "responsible party" on the LEED project website to claim hours for LEED project participation?**

A. No. Your participation on a LEED project, responsible party or not, qualifies.

**10. How do I document my involvement on a LEED project to claim CMP hours?**

A. For a responsible party, a screenshot of the LEED Online website showing the project name, the credit and the candidate's name as the responsible party is acceptable. For others, a letter of attestation of the candidate's participation is acceptable (see the Candidate Handbook for more detail).

**11. Does my reporting period get reset if I decide to retest?**

A. No, your two-year reporting period starts when you initially enroll or successfully pass an exam. The candidate's biennial anniversary remains intact unless your credential lapses. Candidates must maintain the credential through either retesting or continuing education

**12. Can legacy LEED APs (without project experience) elect to retest?**

A. No, legacy LEED APs are required to have project experience to sit for the LEED exam. However, legacy LEED APs can enroll in CMP and are not required to have project experience.

**13. Can legacy LEED APs choose to enroll as a Green Associate?**

A. No, there is not a prescriptive path for existing LEED APs to become GA's.

**14. Are USGBC LEED workshops the only way to get the 6 LEED specific hours?**

- A. No, all LEED project participation earns LEED-specific hours. In addition, all courses that are approved and designated as LEED-specific by an ERB or GBCI count towards LEED-specific hours (including self-study, college and university courses). Articles and books that are published by the LEED Professional are eligible for LEED-specific hours IF linkages to the LEED Rating System(s) are demonstrated during the audit (since any published article or book will be automatically audited by GBCI).

**15. “I have opted in to the LEED Building Design + Construction prescriptive CMP. I definitely am interested in holding the BD+C specialty although, for the time being, the majority of my work is residential. My question is, if I work on a LEED for Homes project, do those credits count as LEED Project Credits under the prescriptive path?”**

- A. LEED project experience (under any rating system) counts towards CE hours under CMP regardless of your specialty. The letter of attestation for your project experience should specify the exact capacity in which you served on the project, and that description should match with one of GBCI’s test specifications.