

Becoming a LEED AP

A step by step guide to obtaining your LEED Professional Credentials



COLORADO



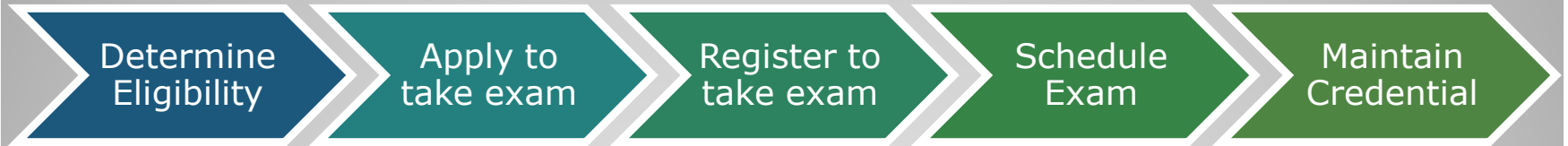
LEED Green Associate

- Demonstrated understanding of LEED core concepts and strategies
- Continuing Education
 - 15 hours in 2 years
 - 3 LEED Specific Hours

LEED AP with specialty

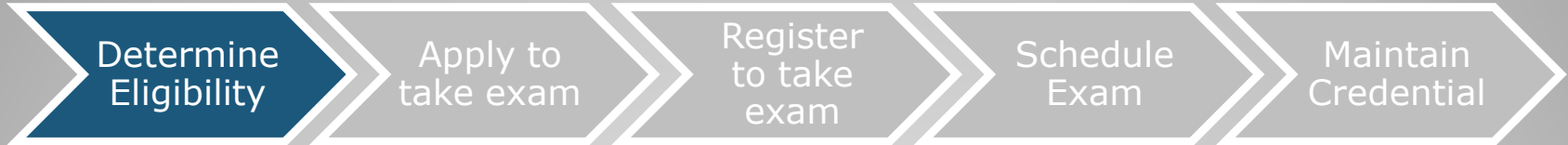
- Demonstrated understanding of specific LEED rating system and ability to facilitate project certification process
- Has LEED project experience
- Continuing Education
 - 30 hours in 2 years
 - 6 LEED Specific Hours

What's the difference?



Steps to becoming a LEED AP

1. Determine Eligibility



Determine your Eligibility:

To take the LEED Green Associate Exam you must meet ONE of the following:

1. **Experience** in the form of involvement on a LEED Registered Project -OR-
2. **Employment** in a sustainable field of work -OR-
3. **Education** in a program that addresses green building principles

To take the LEED AP exam you must:

have previous experience, within three years of your application submittal date, on a project registered for LEED certification. This work experience must be documented through LEED Online* or in the form of a letter of attestation from a supervisor, client, or project manager and must describe your involvement on the LEED Project as a consultant, public or private sector personnel who review projects pursuing LEED certification as part of an approval process, contracted worker, member of the LEED Project Team, LEED Homes Provider, LEED Reviewer, LEED for Homes Green Rater, or staff member of a Certifying Body (CB).

2. Apply to take the Exam

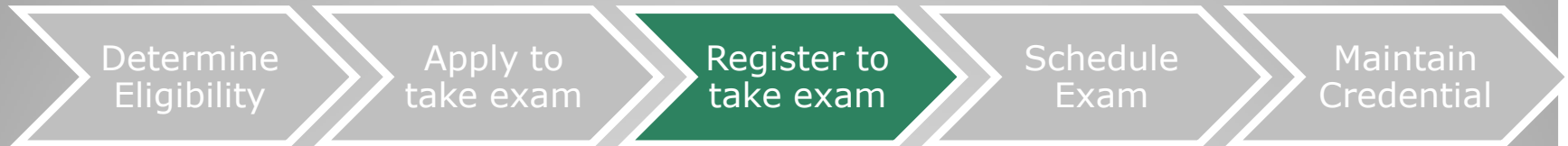


Once you have determined you are eligible to take the exam, you may apply with GBCI.

1. Log on to GBCI's "My Credentials" and select "Apply for Exam"
2. Select your eligibility pathway (education, experience, or employment)
3. Pay \$50 non-refundable application fee.
4. Within 7 days you will receive confirmation from GBCI that you may register to take the exam. You have 1 year to take and pass the exam.

Note: This presentation is merely an overview and is not a substitute for reading the LEED Green Associate Candidate Handbook. <http://www.gbci.org/main-nav/professional-credentials/candidate-handbooks.aspx>

3. Register to take the Exam

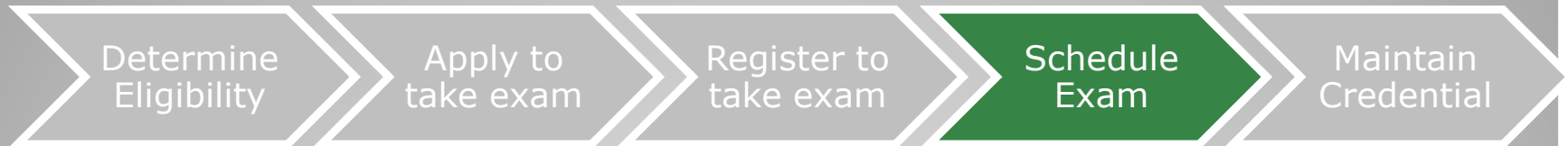


Once you have received confirmation to take the exam you may register.

1. Log on to GBCI's "My Credentials" and select "Register for Exam"
2. Select your exam
3. Pay exam fee (Revised 12/2011)
 - \$150 for USGBC member employees and full-time students (Chapter membership does not apply)
 - \$200 all others
4. Once approved, you will receive an "Eligibility ID" . This is number is used to schedule your exam.

Note: This presentation is merely an overview and is not a substitute for reading the LEED Green Associate Candidate Handbook. <http://www.gbci.org/main-nav/professional-credentials/candidate-handbooks.aspx>

4. Schedule your Exam

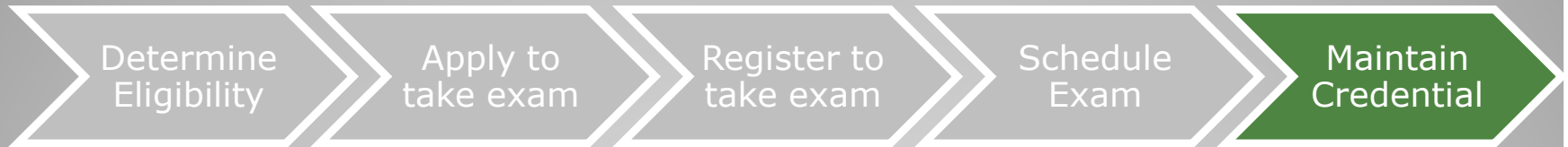


Once you have received your “Eligibility ID”, you can schedule your exam.

1. Visit www.prometric.com/gbci to schedule your exam
2. You have one year during your application period to schedule and pass your exam.
3. The information on your photo ID *MUST* be identical to the information you provide to GBCI and Prometric. If you arrive for your test and the information is not the same, you will forfeit your exam and all fees.

Note: This presentation is merely an overview and is not a substitute for reading the LEED Green Associate Candidate Handbook. <http://www.gbci.org/main-nav/professional-credentials/candidate-handbooks.aspx>

5. Maintain your credential



Congratulations on passing your exam!

1. Immediately upon passing your exam, you may begin using the appropriate credential title (LEED Green Associate, *NOT LEED GA!* –or- LEED AP BD+C, ID+C, O+M, ND)
2. From the day you pass your exam, you have 24 months to report your continuing education hours to GBCI, know as your Credential Maintenance Program (CMP).

Note: This presentation is merely an overview and is not a substitute for reading the LEED Green Associate Candidate Handbook. <http://www.gbci.org/main-nav/professional-credentials/candidate-handbooks.aspx>

Category	LEED Green Assoc	LEED AP				
		BD+C	Homes	ID+C	ND	O+M
Synergistic opportunities and LEED application process						
Project site factors						
Site						
Water management						
Project systems and energy impacts						
Neighborhood systems and impacts						
Acquisition, installation, and management of project materials						
Improvements to the indoor environment						
Stakeholder involvement in innovation						
Stakeholder involvement and public outreach						
Project surroundings and public outreach						
Land use and urban design						

The Credential Maintenance Program (CMP) the process by which LEED APs with specialty and LEED Green Associates renew their LEED credentials every two years through continuing education. LEED Professionals who choose not to complete CMP requirements every two years will forfeit their designation. There is a \$50 renewal fee every 2 years. [Download Guide](#)

LEED Green Associate 15 Hours/2 years **LEED AP with specialty** 30 Hours/2 years

CMP Credit Categories

Delivery Type	Description	Hours Yielded	Limitations
Professional Development / Continuing Education	Approved by an ERB	1 to 1 .5 to .5	Unlimited
Live Presentations	Any real-time, but relevant presentation	1 to 1 .5 to .5	5 Hours
Self-Study Programs	Audio, audio-visual, online, or video content	1 to 1 .5 to .5	5 Hours
College and University Courses	Courses at accredited colleges or universities	1 to 1	Unlimited
Certificates, Professional Licenses and Credentials	Successful passage of relevant examinations	1 Hr / Cert. 3 Hrs / License	Unlimited
Committee and Volunteer Work	Unpaid efforts that support the LEED system	2 Hrs Leader. .5 / Meeting	4 Hours
Authorship	Published material approved by an editor	3 Hrs. Article 10 Hrs. Book	Unlimited
Project Participation	Paid/Unpaid work on a registered or certified project	1 Hr / Credit	10 Hours

CMP Opportunities

Resources

[LEED Professional Candidate Handbooks](#)
[Credential Maintenance Program Guide](#)

www.usgbc.org

www.gbci.org

www.prometric.com/gbci

www.usgbccolorado.org



COLORADO