AGENDA

• New LEED AP system structure
• Enrollment – for “old” LEED APs
• CMP requirements – for all credentials
• Reporting process
• 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?

Get the current credential without taking a new exam!

Never lose the old LEED AP title (but get the new one right away)

Differentiate yourself – demonstrate leadership Marketing (RFPs)

LEED credit for the LEED AP

The GA and LEED AP with specialty will be the future baseline for LEED credentials
ENROLLING INTO THE NEW LEED AP WITH SPECIALTY

Rolling deadlines – starting August 1

Agree to Disciplinary and Exam Appeals Policy
Agree to credential maintenance
No enrollment fee
Specialty based on exam track*

- NC → BD+C
- CI → ID+C
- EB → O+M

*Contact GBCI later to change
ENROLLING INTO THE NEW LEED AP WITH SPECIALTY

1. Go to www.gbcio.org
2. Click “Professional Exams” on the left.
3. Click “Log into my Credentials”
4. Enter your username and password. (Can’t log in? Call GBCI at 1-800-795-1746 or send an email, http://www.gbcio.org/org-nav/contact/Contact-Us/Exam-and-Credentialing-Questions.aspx)
5. Once logged in, you may be asked to update contact info, then click “Log into my Credentials” again.
6. On your My Credentials page, select “Enroll through prescriptive credential maintenance”. (Don’t see this option? Don’t worry. Your record may not have migrated to the new system. Call GBCI at 1-800-795-1746 or send an email, http://www.gbcio.org/org-nav/contact/Contact-Us/Exam-and-Credentialing-Questions.aspx)
7. Select your specialty. Most people will have only one option, based on the exam you took.
8. Affirmation Statement: check the box to affirm your support of the disciplinary policy and credential maintenance program, and electronically sign the agreement.
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: Credentialled
HOK
1 Bush St # 200
San Francisco, CA 94104

Current CMP Reporting Period

Primary Phone: 415-356-8660
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
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
San Francisco, CA 94104

Primary Phone:
Primary E-mail: mara.baum@hok.com
Secondary Phone: 415-355-8660
Secondary E-mail:
GBCI Number: 34675

Credential Exams (LEED AP, LEED Green Associate)
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1 Bush St # 200
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Primary Phone: Primary E-mail: mara.baum@hok.com

Secondary Phone: 415-355-8660 Secondary E-mail:

GBCI Number: 34675

**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

**Current CMP Reporting Period**


**Credential Exams (LEED AP, LEED Green Associate)**

- [Apply for a credential exam](#)

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

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- [Review/Report CMP Activity](#)

**Important Documents**

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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
1 Bush St # 200
San Francisco, CA 94104

Primary Phone:  
Primary E-mail: mara.baum@hok.com
Secondary Phone: 415-358-8660
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
CREDENTIAL MAINTENANCE

Two year cycle:
LEED APs with specialty – 30 hours total (minimum 6 LEED-specific)
or retake specialty exam
Green Associates – 15 hours total (minimum 3 LEED-specific)
or retake GA exam

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

Only for archive LEED APs who enroll
Only for the first cycle

<table>
<thead>
<tr>
<th>Category</th>
<th>BD+C</th>
<th>ID+C</th>
<th>O+M</th>
</tr>
</thead>
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<tr>
<td>Project site factors</td>
<td>4 CE hours</td>
<td>1 CE hour</td>
<td>3 CE hours</td>
</tr>
<tr>
<td>Water management</td>
<td>3 CE hours</td>
<td>3 CE hours</td>
<td>4 CE hours</td>
</tr>
<tr>
<td>Project systems &amp; energy impacts</td>
<td>6 CE hours</td>
<td>6 CE hours</td>
<td>6 CE hours</td>
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<tr>
<td>Acquisition, installation, and management of project materials</td>
<td>3 CE hours</td>
<td>5 CE hours</td>
<td>4 CE hours</td>
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<tr>
<td>Improvements to the indoor environment</td>
<td>5 CE hours</td>
<td>6 CE hours</td>
<td>4 CE hours</td>
</tr>
<tr>
<td>Stakeholder involvement in innovation</td>
<td>2 CE hours</td>
<td>1 CE hour</td>
<td>2 CE hours</td>
</tr>
<tr>
<td>Project surrounding &amp; public outreach</td>
<td>1 CE hour</td>
<td>2 CE hours</td>
<td>1 CE hour</td>
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# PRESCRIPTIVE PATH WORKSHEET

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
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<th>M</th>
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<tr>
<td>LEED AP BD+C</td>
<td>Development</td>
<td>Live Presentations</td>
<td>Self-Study Programs</td>
<td>College &amp; University Courses</td>
<td>Certificates, Licenses, Credentials</td>
<td>Committee &amp; Volunteer work</td>
<td>Authorship</td>
<td>LEED Project Participation</td>
<td>Total</td>
<td>Required Specific LEED</td>
<td>Total</td>
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<td>Project Site Factors</td>
<td>General</td>
<td>LEED-Specific</td>
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<td>LEED-Specific</td>
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<td>LEED-Specific</td>
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<td>LEED-Specific</td>
<td>IFFD-Specific</td>
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<tr>
<td>Stakeholder Involvement in Innovation</td>
<td>General</td>
<td>LEED-Specific</td>
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<td>2</td>
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<tr>
<td>Project Surroundings and Public Outreach</td>
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<td>LEED-Specific</td>
<td></td>
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</tr>
</tbody>
</table>

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.

Download from [http://www.gbcio.org/Libraries/Credentialing_Resources/Prescriptive_Path_Worksheet.sflb.ashx](http://www.gbcio.org/Libraries/Credentialing_Resources/Prescriptive_Path_Worksheet.sflb.ashx)
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
   B. LEED APs with specialty
   C. Multiple specialties
   D. Prorating CE hours
   E. LEED AP without specialty

III. Definitions
   A. LEED-specific
   B. Options for earning CE hours

IV. Non-Compliance
   A. Waivers or extensions
   B. Expiration
   C. Reinstatement

GBCI Resources:

HOW TO GET YOUR HOURS

“Education Review Body” (ERB) approved courses
Live presentations
Self-study
College and university courses
Certificates, licenses, credentials
Committee and volunteer work
Authorship
LEED project participation
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
Live presentations
Self-study
College and university courses
Certificates, licenses, credentials
Committee and volunteer work
Authorship
LEED project participation
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: HOK approved courses,
buildinggreen.com online articles,
USGBC webinars
2. LIVE PRESENTATIONS

Up to 5 hours/cycle

No LEED-specific hours

Presenters: up to 2 additional hours

Presenting/teaching can be up to ½ of total hours

Examples: internal brown bag presentations (not ERB approved), AIA COTE or RIBA lectures
3. SELF STUDY

Up to 5 hours/cycle
Minimum 60 minutes
Structured
  Audio, audio-visual, written
  Online, written or online exam
√ LEED-specific

Examples: rent relevant movies, read LEED Reference Guide
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 take an online college course
5. CERTIFICATES, PROFESSIONAL LICENSES AND CREDENTIALS

1 CE hour for certificates
   e.g. Certified Kitchen Designer

3 CE hours for licenses
   e.g. Architect, 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)
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, volunteer work directly related to green building
√ LEED-specific (for LEED development committees)

Example: Local USGBC Chapter – LEED 2012 Regionalization. Other rating system work (e.g. BREEAM) doesn’t qualify.
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 hour for work on a credit
2 hours for project administrator
√ LEED-specific
Verified through LEED Online or letter from project leader
Project must be registered, but not certified during cycle
Not required to use LEED Online

*Example*: design energy efficient curtain wall, get one hour for EAc1 Optimize Energy Efficiency
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/RIBA 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
TRACKING & REPORTING HOURS

Two methods:

Automatic reporting for conferences and events (beta)
   Use your GBCI number
   Available starting fall 2011 to some providers

Online self reporting for individual work

Keep records of all continuing education
   Dates, times, 3 sentence description, source of education / speakers, event names, etc.
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
## CMP Reporting Summary for this Period for - LEED AP BD+C

<table>
<thead>
<tr>
<th>No.</th>
<th>Category</th>
<th>Prescriptive Min Hrs Req</th>
<th>LEED Specific Hours</th>
<th>Total CE Hours</th>
</tr>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Submitted</td>
<td>Pre-Approved</td>
</tr>
<tr>
<td>I</td>
<td>Project Site Factors</td>
<td>4</td>
<td>1.00</td>
<td>1.00</td>
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<tr>
<td>II</td>
<td>Water Management</td>
<td>3</td>
<td></td>
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<tr>
<td>III</td>
<td>Project Systems and Energy impacts</td>
<td>6</td>
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<tr>
<td>IV</td>
<td>Acquisition, Installation, and Management of Project Materials</td>
<td>3</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>V</td>
<td>Improvement to the Indoor Environment</td>
<td>5</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>VI</td>
<td>Stakeholder Involvement In Innovation</td>
<td>2</td>
<td></td>
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</tr>
<tr>
<td>VII</td>
<td>Project Surrounding and Public Outreach</td>
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<td>1.00</td>
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<tr>
<td></td>
<td>Required</td>
<td></td>
<td>24</td>
<td>6</td>
</tr>
</tbody>
</table>
Activity Date* End Date, if Applicable

(sub/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?

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
<table>
<thead>
<tr>
<th>Activity Date</th>
<th>CE Hours</th>
<th>Pre-Approved</th>
<th>Subcategory</th>
<th>Activity Delivery Method &amp; Description</th>
<th>Activity Details</th>
<th>Activity Content Type</th>
<th>Submitted</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/2010</td>
<td>1</td>
<td>1</td>
<td>Building Components</td>
<td>Live Presentations: Larry Strain of Siegel and Strain led a panel discussion on integrating passive and low tech building strategies into our projects. The discussion will focus on strategies most appropriate to Bay Area projects. They include natural materials such as rammed earth, PISE and straw bale as well as passive heating and cooling strategies.</td>
<td>&quot;Passive and Low Tech Building Strategies&quot; hosted by Bay Area Leadership in Sustainable Architecture (BALSA) forum. Speakers: Larry Siegel, Henry Strain, Pauline Souza, Kit Ratcliff, Anni Tilt, David Arkin.</td>
<td>General</td>
<td>02/09/2010</td>
<td>Delete</td>
</tr>
</tbody>
</table>
### SELF REPORTING WEBSITE

<table>
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<tr>
<th>Activity Date</th>
<th>CE Hours</th>
<th>Subcategory</th>
<th>Activity Delivery Method &amp; Description</th>
<th>Activity Details</th>
<th>Activity Content Type</th>
<th>Submitted</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/12/2011</td>
<td>7.5</td>
<td>Other - high performance buildings</td>
<td>Professional development/Continuing Education Courses: This full-day workshop consists of five distinct portions, and covers concepts, tools, methods, and skills that professionals and stakeholders are using to create, commission, and operate high performance buildings. Topics will include defining the mindset arena, Green BIM, Green IPD, Lean PD, and fair compensation, green modular building delivery, and a high performance building skills wrap-up. Identify the link between buildings and energy consumption, energy production, atmospheric pollution.</td>
<td>Skills for High Performance Buildings 0000062234 American Institute of Architects (DC)</td>
<td>General</td>
<td>07/01/2011</td>
<td>Delete</td>
</tr>
</tbody>
</table>
FAQ: WHAT DOES THIS COST?

Potentially nothing for the first four years
No enrollment fee
First $50 renewal fee waived (in two years)
Many free education resources available

See Real Life LEED blog:
http://www.reallifeleed.com/2010/05/95-free-online-leed-cmp-continuing.html
FAQ: HOW DOES THIS RELATE TO MY OTHER CE REQUIREMENTS?

Some opportunities for overlap
Must report separately
Professional society transcripts may be acceptable as proof for CMP audit
FAQ: 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
FAQ: WILL THIS EVER GET EASIER?!?!?

Yes. The first two year cycle will be the hardest. Prescriptive requirements for “old” LEED APs are only in the first cycle.

GBCI is creating third party reporting methods:

Ability for third party (e.g. HOK) to report your hours

Direct reporting from conferences

*Available starting fall 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: WHERE CAN I FIND THIS PRESENTATION LATER?

SEAONC Sustainable Design Committee – Allen Nudel
mara.baum@hok.com
LEED AP Credential Maintenance Program

presented by Mara Baum AIA, LEED AP BD+C

SEAONC, July 20, 2011