

CMP GUIDE

# CREDENTIAL MAINTENANCE PROGRAM

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# Credential Maintenance Program Guide

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Information in this Guide represents current policies and procedures for GBCI's Credential Maintenance Program. Information in this Guide supersedes information contained in any previously published Guides.

All information and guidelines are subject to change.

Please read and understand the entire Guide including all policies, procedures and consequences.

## ABOUT GREEN BUSINESS CERTIFICATION INC.

Green Business Certification Inc.<sup>™</sup> (GBCI) is the premier organization independently recognizing excellence in green business industry performance and practice globally.

Established in 2008, GBCI exclusively administers project certifications and professional credentials and certificates within the framework of the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED<sup>®</sup>) green building rating systems as well as the PEER<sup>®</sup> standard for power systems, the WELL Building Standard<sup>™</sup>, the Excellence in Design for Greater Efficiencies (EDGE) program, the Sustainable Sites Initiative (SITES<sup>®</sup>), the City Climate Planner Urban Greenhouse Gas Inventory Specialist credential, the Investor Confidence Project Investor Ready Energy Efficiency (IREE) certificate, Parksmart<sup>™</sup>, TRUE, and theGRESB<sup>®</sup> benchmark, which is used by institutional investors to improve the sustainability performance of the global property sector.

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## REPORTING PERIOD

Credentials are maintained in 2-year cycles, or reporting periods, starting when the credential is earned (based on exam date) and ending 2 years minus 1 day from the start date. The purpose of credential maintenance is to encourage learning experiences that demonstrate continued competency and up-to-date industry knowledge. For this reason, reporting periods cannot be adjusted.

For example:

Exam or enrollment date/ reporting period start date	Reporting period end date	Next reporting period start date	Next reporting period end date
Augusts 15, 2019	August 14, 2021	August 15, 2021	August 14, 2023

During the 2-year reporting period credential holders document their credential maintenance activities, at the end of which LEED, SITES and WELL APs are required to renew their credential. If credential holders do not complete and report the required continuing education (CE) hours, and renew their credential on or before the end of their reporting period, their credential will expire.

## CE HOUR REQUIREMENTS

LEED, SITES and WELL APs are required to document both General CE hours **and** Rating System-specific CE hours to maintain their credentials. See table below for CE hour requirements:

	General CE Hours Required	Rating System-specific CE Hours Required	Total CE Hours Required per Reporting Period
LEED Green Associate	12	3	15
LEED AP with specialty*	24	6	30
SITES AP	24	6	30
WELL AP	24	6	30

*\*LEED APs with multiple specialties complete an additional 6 LEED-specific hours for each additional specialty. Please see page 6 of the CMP guide for more information.*

## GENERAL CE HOURS

General CE hours are defined as activities that are relevant to general green building concepts such as environmental sustainability, human health, resiliency and the circular economy. For example, consulting rating system credit categories/concepts/measures/indicators in LEED, SITES, WELL, EDGE, GRESB, PEER, and TRUE can be an aid in determining what constitutes general green building topics.

For individuals who hold multiple credentials, an activity that counts as general CE hours for one credential may count for other GBCI credentials, as long as the hours were completed during the credential holder's reporting period. See table below for examples:

For LEED Credential Holders		For SITES Credential Holders		For WELL Credential Holders	
CE Type	Counts as	CE Type	Counts as	CE Type	Counts as
General CE	General CE	General CE	General CE	General CE	General CE
LEED-specific	LEED-specific	LEED-specific	General CE	LEED-specific	General CE
WELL-specific	General CE	WELL-specific	General CE	WELL-specific	WELL-specific
SITES-specific	General CE	SITES-specific	SITES-specific	SITES-specific	General CE

## LEED-SPECIFIC

LEED-specific is defined as an activity that has an explicit connection to credit categories, credits and/or prerequisites found in any of the current LEED rating systems. For LEED APs, LEED-specific CE hours must relate directly to their specialty.

Examples of LEED-specific activities include working on LEED projects, volunteering on rating system development, authoring LEED case studies and developing and/or teaching GBCI-approved coursework on the LEED rating system.

To help illustrate the difference between no credit, general credit and specific credit, see the example below.

TYPICAL BUILDING	GREEN BUILDING	LEED-SPECIFIC
Installation of lighting controls	Installation of daylight-responsive lighting	Install individual lighting controls that enable occupants to adjust lighting to suit their individual tasks and preferences, with at least 3 lighting levels, for at least 90% of occupants for EQ Interior Lighting in LEED for Interior Design and Construction: Commercial Interiors

## SITES-SPECIFIC

SITES-specific is defined as an activity that has an explicit connection to prerequisites and/or credits found in the SITES Rating System.

Examples of SITES-specific activities include working on SITES projects, volunteering on SITES Rating System development, authoring SITES case studies, developing and/or teaching GBCI-approved coursework on the SITES Rating System.

To help illustrate the difference between no credit, general credit and specific credit, see the example below.

TYPICAL BUILDING TASK	HEALTH + WELLNESS TASK	SITES-SPECIFIC TASK
Design planting area for site landscape	Utilize native plants to foster habitat for local wildlife	Conserve existing appropriate native plants and/or install new native plants that according to SITES Native Plants Calculator equal a native plant score of at least 20% to earn 3 points under Credit 4.6 Conserve and use native plants in the SITES Rating System

## WELL-SPECIFIC

WELL-specific is defined as an activity that has an explicit connection to concepts and/or features found in the WELL Building Standard.

Examples of WELL-specific activities include working on WELL projects, volunteering on WELL Building Standard development, authoring WELL case studies and developing and/or GBCI-approved teaching coursework on the WELL Building Standard.

To help illustrate the difference between no credit, general credit and specific credit, see the example below.

TYPICAL BUILDING	HEALTH + WELLNESS	WELL-SPECIFIC
Design lighting system for building	Design lighting system for building to take into account lighting impact on human health	Design lighting system for building so that at least 250 equivalent melanopic lux is present within at 75% or more of workstations to meet Feature 54 - Circadian Lighting Design in the WELL Building Standard

## CREDENTIAL MAINTENANCE ACTIVITIES

The Credential Maintenance Program has been carefully adapted to the daily lives of LEED, SITES and WELL APs and includes 4 activity types. Earn CE hours through these activities related to green building, health, wellness, resiliency, and the circular economy.

	Education	Project Participation	Authorship	Volunteering
	<i>Unlimited CE hours</i>	<i>Unlimited CE hours</i>	<i>Unlimited CE hours</i>	<i>No more than 50% of CE hours</i>
General	Related to green building	*Registered project	Credited contribution to published work	Activities that support USGBC and/or IWBI
LEED-specific	Related to LEED technical content	*LEED project	Related to LEED technical content	Related to LEED technical content
SITES-specific	Related to SITES technical content	*SITES Project	Related to SITES technical content	Related to SITES technical content
WELL-specific	Related to WELL technical content	*WELL project	Related to WELL technical content	Related to WELL technical content

*\*Exclude projects not intended to be implemented*

### 1. Education (unlimited)

Education should be relevant to green building, which includes environmental sustainability, health, wellness, resiliency, and the circular economy. Education for general CE hours can come from learning activities that are approved by GBCI, or from non-GBCI approved courses. Examples of non-GBCI approved courses that may be eligible for general CE hours include college and university courses, simulated project participation, workshops, courses and conference events. GBCI recommends using the credit categories/concepts indicated on page 1 as a guideline to help you determine what constitutes general green building topics.

Please note that courses can only be counted towards credential maintenance once, and the same course cannot be reported in subsequent reporting periods.

Both participants and instructors receive 1 CE hour per hour of educational contact time. Those who develop content receive 2 CE hours for each hour of educational contact time for GBCI-approved course they develop. If you are both the developer and instructor of a course, you may only count that course once when reporting credential maintenance activities (i.e., report either the instructor CE hours or the developer CE hours, not both).

Under the continuing education activity type, rating system-specific credit can only be earned through GBCI-approved education designated as LEED-specific, SITES-specific or WELL-specific.

## 2. Project Participation (unlimited)

Work on projects\* registered for LEED, SITES or WELL certification count for 1 rating system-specific CE hour per credit or feature for credential holders working on projects certified under the system or standard related to their credential. Project administrators can claim an additional 2 CE hours per project.

Work on any project\* registered for EDGE, Parksmart, PEER or TRUE certification can count towards general CE hours for GBCI credential holders.

\*Remember, the intent of project participation is to work on projects that are intended to be implemented. This excludes simulated project participation provided through education programs.

## 3. Authorship (unlimited)

Authorship is a credited contribution to a print or digital publication and is worth 3 CE hours per published article and 10 CE hours per published book. LEED-specific hours are designated for authoring that is directly related to LEED technical content. SITES-specific hours are designated for authoring that is directly related to SITES technical content. WELL-specific hours are designated for authoring that is directly related to WELL technical content.

## 4. Volunteering (no more than 50% of total CE hours)

Volunteering includes participation in leadership positions, technical advisory and steering committees or working groups; LEED, SITES or WELL credential exam development and maintenance activities; or local USGBC community boards, committees or other volunteer organizations that support the LEED and SITES systems, the WELL Building Standard or a role in which they further the knowledge about green building.

Volunteers can claim 1 hour per hour of participation.

LEED-specific hours are designated for volunteering that is directly related to LEED technical content. WELL-specific hours are designated for volunteering that is directly related to WELL technical content. SITES-specific hours are designated for volunteering that is directly related to SITES.

# REPORTING CREDENTIAL MAINTENANCE

To self-report CMP activities for LEED, log into your [Credentials account](#) and select Report CMP Activity. [Click here](#) to view a video of how to self-report CMP activities for LEED.

To self-report CMP activities for SITES, log into your [SITES Online account](#).

To self-report CMP activities for WELL, log into your [WELL account](#).

The LEED (USGBC), SITES, and WELL dashboards for reporting CMP activities are unique; therefore, you will need to report all CE hours in each dashboard. This also applies to courses taken through Education @USGBC, Greenbuild sessions and regional USGBC courses for SITES and WELL.

# RENEWAL

Renewing your credential is available one year into your reporting period after required CE hours have been completed. Even if all CE hours have been completed, renewal is not available until one year into your reporting period to ensure ongoing learning experiences that demonstrate continued competency and up-to-date industry knowledge.

Within 24 hours of renewing your credential, your next reporting period will appear in the relevant credential account (USGBC/WELL/SITES). You cannot earn or report CE hours until your new reporting period begins.

It is the responsibility of the credential holder to record and maintain their continuing education in accordance with the guidance outlined in the CMP Guide. Please remember to check your subscription preferences in your USGBC, SITES Online or WELL account to ensure that you have not inadvertently opted-out of receiving email reminders.

You have 30 days after the end of your reporting period to renew your credential without penalty, but remember all reported CMP activities must be earned between the start and end dates of your reporting period.

## To renew for LEED:

1. Report your required CE hours for LEED through your [Credentials account](#), ensuring you have met all requirements.
2. Follow onscreen instructions.
3. Pay the nonrefundable renewal fee ([click here](#) for pricing details).

## To renew for SITES:

1. Report your required CE hours through your [SITES Online account](#), ensuring you have met all requirements.
2. Follow onscreen instructions.
3. Pay the nonrefundable renewal fee ([click here](#) for pricing details).

## To renew for WELL:

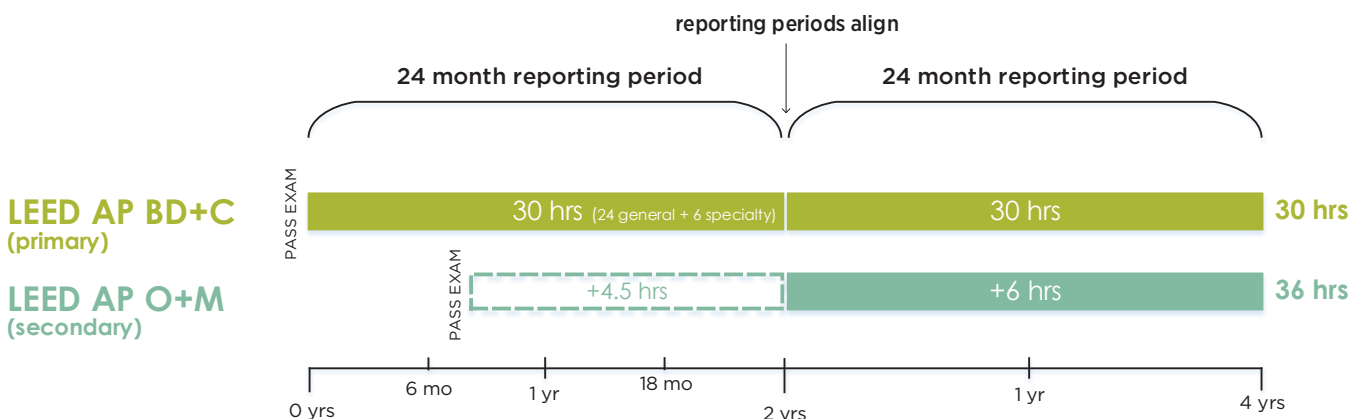
1. Report your required CE hours through your [WELL account](#), ensuring you have met all requirements.
2. Follow onscreen instructions.
3. Pay the nonrefundable renewal fee ([click here](#) for pricing details).

## MAINTAINING MULTIPLE SPECIALTIES

LEED APs can maintain multiple specialties. The first LEED AP with specialty credential earned will be automatically designated as the primary credential. Any subsequent LEED credentials earned will be considered the secondary credential(s). If you would like to change which credential is designated as your primary credential, please contact us. If you renew a LEED credential early and subsequently earn another LEED AP specialty, all your LEED AP CMP reporting periods will align with your primary credential. This means that the CMP requirements for the newly earned specialty will be prorated to align with the reporting period for your primary credential. This is explained in more detail in the [‘Prorating’](#) section below.

### Credential Maintenance for LEED APs with Multiple Specialties

Example: Prorated CE hour total for secondary LEED AP specialty earned between 6 mo. and 1 yr. after primary specialty.





SITES and WELL do not have multiple specialties, but a professional could be a LEED AP, as well as a SITES or WELL AP. If that is the case, remember that the USGBC, SITES, and WELL credential dashboards for reporting CMP activities are unique, so the reporting periods for LEED APs, SITES AP, and WELL AP will not align. You will have a distinct reporting period for each credential based on when your credentials were earned.

## Rules for maintaining multiple specialties:

1. If you are a LEED AP with multiple specialties you are not required to earn any additional general CE hours beyond the 24 per reporting period required for your primary specialty. However, for each additional specialty you will need to complete 6 additional hours of LEED-specific CE hours per reporting period for that specialty.

For example, if you hold both a LEED AP BD+C and LEED AP O+M, you will be required to document 36 CE requirements during your reporting period:

- 24 general hours
- 6 LEED BD+C-specific hours
- 6 LEED O+M-specific hours

2. If you are a LEED AP with specialty and you earn the SITES AP or WELL AP credential, all of your LEED CE hours (including LEED-specific) can count towards your 24 general CE hours for SITES and/or WELL, so you would only need an additional 6 SITES-specific hours and/or WELL-specific hours.
3. Likewise, all hours reported for SITES or WELL CMP (including SITES-specific and WELL-specific) can be counted as LEED general CE hours. Remember, you must report all CE hours in each credential dashboard.

### Prorating LEED AP CE requirements when a new LEED AP with specialty credential is earned:

If the primary and secondary specialties are not earned at the same time, the CMP requirement for the secondary specialty is prorated for the reporting period in which the secondary specialty was earned (See '[Credential Maintenance for LEED APs with Multiple Specialties](#)' diagram above.) The reporting period stays the same. Please see the chart below for details.

Time After Start of Primary Credential Reporting Period That Secondary Credential is Earned	Prorated LEED-specific Hours Required for Secondary Specialty
0 - 6 months	6 LEED-specific hours
7 - 12 months	4.5 LEED-specific hours
13 - 18 months	3 LEED-specific hours
19 - 24 months	1.5 LEED-specific hours

For example, if the reporting period for the primary LEED AP credential begins on 7/1/2019:

- 6 CE hours are required to maintain the secondary specialty if it is earned from 7/1/2019 to 12/31/2019.
- 4.5 CE hours are required to maintain the secondary specialty if it is earned from 1/1/2020 to 6/30/2020.
- 3 CE hours are required to maintain the secondary specialty if it is earned from 7/1/2020 to 12/31/2020.
- 1.5 CE hours are required to maintain the secondary specialty if it is earned from 1/1/2021 to 6/30/2021.

## GBCI REVIEW

GBCI reviews a percentage of all credential holders at regular intervals to ensure that they have the documentation to substantiate their claims of continuing education activities, and GBCI reserves the right to conduct these reviews at any time. If you are selected for a review, we will ask you to verify your completed activities with the appropriate documentation. Please remember to save documentation supporting all CE hours earned and documented. This review process will also be used to gather feedback on your CMP experience.

## FEES

GBCI credential holders are responsible for paying a biennial CMP renewal fee at the time of renewal. Payments will only be accepted in US dollars.

LEED credential holders can [click here](#) for pricing details.

Note: LEED credential holders with multiple specialties will only need to pay one renewal fee to renew multiple LEED AP specialties.

SITES APs can [click here](#) for pricing.

WELL APs can [click here](#) for pricing.

## PAST DUE

Credential holders have a 30-day grace period to renew and report hours previously earned within their reporting period after the reporting period has ended. Remember, CE hours must be earned during your reporting period, so you will not be able to earn CE hours for the current reporting period during this 30 day grace period. If you do not report enough hours and successfully renew, your credential will expire.

## EXPIRATION

GBCI professional credentials will expire if the credential holder fails to complete the CMP requirements by documenting the required CE hours and paying the renewal fee.

## REINSTATEMENT

To [regain a credential](#) after expiration, you must register and retest as a new candidate for the credential that has expired and pay all applicable fees.

## EXTENSIONS

If unforeseen circumstances prevent you from completing your credential maintenance requirements in your 2-year reporting period, you must [reach out to GBCI](#) to request an extension before your reporting period ends. For example, GBCI will consider situations such as military deployment, long-term unemployment or serious health problems.

Requests must be [submitted to GBCI](#) at least **30 days before the end of your reporting period**. Please be prepared to provide supporting documentation. GBCI reviews requests on a case-by-case basis and only grants extensions in situations where you were prevented from completing your CMP. GBCI does not guarantee extensions in any circumstances.

## FAILURE TO COMPLY

Each LEED, SITES and WELL credential holder is responsible for demonstrating full compliance with CMP guidelines. Unsupported, misstated or fraudulent reporting of CE hours is a violation of GBCI's Disciplinary and Exam Appeals Policy. Such reporting is cause for action by GBCI and may be grounds for disciplinary action, up to and including revocation of the GBCI credential. See GBCI's [Disciplinary and Exam Appeals Policy](#) for more information.

Failure to fulfill and/or report the required CE hours for the CMP reporting period, and pay the associated renewal fee, will result in expiration of the credential(s).