



## MEMO

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**TO:** CDA Associations & Respective Member Companies with LEED APs on staff

**DATE:** September 2, 2010

**RE:** LEED Credential Maintenance Program (CMP) / LEED AP to LEED AP with specialty (BD+C, ID+C, or O+M), No Exam!

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This memo is intended to provide guidance to LEED APs on how to upgrade from a LEED AP to a LEED AP with specialty, if desired. The content of this memo is based off the *Green Building Certification Institute (GBCI) CMP Enrollment Guide (for LEED APs without specialty)*, valid from January 2010 through December 2010, which is attached to this memo.

The Green Building Certification Institute (GBCI) currently has a two year enrollment window, which exists between fall of 2009 and fall of 2011. The enrollment deadline varies for each individual LEED AP. To find out your specific deadline to enroll, visit [www.gbci.org](http://www.gbci.org), then select "Credentials and Certificates" on the left menu, then select "Log into my Credentials" from the menu. After you log in, you will be notified of your specific enrollment deadline.

### **LEED APs have two specialty enrollment options and one do nothing option:**

**Option 1:** Become a LEED AP with one or more specialties among BD+C, ID+C, Homes, ND, O+M by paying for and passing one or more of the new specialty exams. Thereafter, you must complete 30 CE hours of CMP and pay the \$50 biennial CMP renewal fee.

**Option 2:** Become a LEED AP with one or more specialties among BD+C, ID+C, or O+M by completing the prescriptive credential maintenance requirements online. This consists of reading the CMP Guide and checking two boxes online within your enrollment deadline. Thereafter, you must complete 30 CE hours of CMP and pay the \$50 biennial CMP renewal fee. If you fail to do so, you revert back to a LEED AP.

**Option 3:** Do nothing and remain a LEED AP without specialty in the LEED Professional Directory. After your deadline within the 2 year enrollment window expires, you can decide to move forward with a specialty by following Option 1 above.

**For questions, please contact:**  
Green Building Certification Institute  
[www.gbci.org](http://www.gbci.org)  
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*The Constructors and Designers Alliance (CDA) is an alliance of 23 construction and design industry related associations. CDA works cooperatively to represent the interest of its member associations and their member companies to: help develop and support sound laws and practices; conduct jointly sponsored educational, social, and other events; promote better relationships and avoid duplication of efforts between the member associations and the firms who are members of each CDA member association.*

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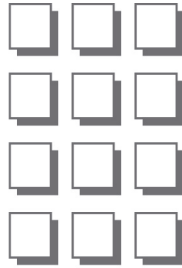
# CMP Enrollment Guide (for LEED APs without specialty)

Valid from January to December 2010



## Green Building Certification Institute

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**GREEN BUILDING™**  
**CERTIFICATION INSTITUTE**

GBCI CMP Enrollment Guide (for LEED APs without specialty), January 2010.

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Information in this Guide represents current policies and procedures for LEED APs without specialty enrolling in GBCI's LEED Professional Credential Maintenance Program. Information in this Guide supersedes information contained in any previously published information.

All information and guidelines are subject to change.

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

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# Enrollment Overview

## Introduction

**This CMP Enrollment Guide for LEED APs without specialty is designed for LEED APs without specialty who have not enrolled in a LEED AP with specialty credential or for the initial reporting period for LEED APs without specialty who enrolled through Option 2: Prescriptive credential maintenance.** For LEED Green Associates, LEED APs with specialty, and LEED APs without specialty who enrolled through Option 1: Retesting, see the [CMP Guide](#).

Enrollment is a voluntary, one-time process through which LEED APs without specialty may test or complete prescriptive credential maintenance to earn a specialty designation. All LEED APs without specialty who enroll and earn a LEED AP with specialty credential either by testing or by agreeing to prescriptive credential maintenance must agree to maintain their specialty credential on a 2-year cycle.

The Green Building Certification Institute's (GBCI) Credential Maintenance Program (CMP) is designed to keep LEED Professionals current with changes to green building technology and the LEED Rating Systems. By maintaining an understanding of the technology, LEED Professionals expand their knowledge and experience base and the program facilitates their continuing professional development. LEED Green Associates and LEED APs with specialty must maintain their credential on a 2-year cycle through the accumulation of continuing education (CE) hours or by retaking the applicable exam(s). (The LEED AP without specialty credential is held in perpetuity and does not have any credential maintenance requirements or fees.) **For more information on CMP, including activity delivery methods and content types, Education Reviewing Bodies, reporting CE hours, auditing, maintaining your credential through retesting, and renewal, see the [CMP Guide](#).**

Credential holders who choose to maintain their credential by completing CE hours must earn their required CE hours during the 2-year period following the date GBCI awarded their credential. This 2-year period, called the CMP reporting period or, simply reporting period, begins on the enrollment date and ends 2 years minus 1 day from the start date. (LEED Professionals will continue on the same cycle unless the credential is not renewed.) See the chart below for examples.

Enrollment date/ reporting period start date	Reporting period end date	Next reporting period start date	Next reporting period end date
August 15, 2011	August 14, 2013	August 15, 2013	August 14, 2015
February 29, 2012	February 28, 2014	March 1, 2014	February 29, 2016
July 31, 2009	July 30, 2011	July 31, 2011	July 30, 2013
October 14, 2010	October 13, 2012	October 14, 2012	October 13, 2014

## Initial reporting period

The initial reporting period is the first 2-year reporting period (starting at enrollment) in which, if applicable, the prescriptive credential maintenance must be completed. After the initial reporting period, LEED APs who have enrolled must complete CMP as outlined in the [CMP Guide](#) > CMP for LEED APs O+M, Homes, BD+C, ID+C, and ND.

## Enrollment options

LEED APs without specialty, those credentialed under the LEED AP for New Construction v2.0-v2.2 (NC) between January 2001 and June 30, 2009; the LEED AP for Commercial Interiors v2.0 (CI) between June 2006 and June 30, 2009; or the LEED AP Existing Buildings v2.0 (EB) between June 2006 and December 31, 2008, will be provided with an enrollment window, a 2-year period between fall 2009 and fall 2011. LEED APs without specialty can view their enrollment window through My Credentials at [www.gbci.org](http://www.gbci.org). The last enrollment windows close October 27, 2011. During the enrollment window, LEED APs without specialty have two options:

- Option 1:** Become a LEED AP with one or more specialties among BD+C, Homes, ID+C, ND, or O+M by passing one or more of the new specialty exams. (Go to Option 1 on p. 3.)
- Option 2:** Become a LEED AP with one or more specialties among BD+C, ID+C, or O+M by completing the prescriptive credential maintenance requirements for the initial 2-year reporting period. (Go to Option 2 on p. 4.)

## Choosing not to enroll

Enrollment will be open for 2 years. After a LEED AP's enrollment window, he/she must apply and take both sections of the LEED AP exam (the Green Associate and specialty exam) to become a LEED AP with specialty. If LEED APs without specialty don't enroll, they will continue to be a LEED AP without specialty in the LEED Professional Directory. LEED APs without specialty are not required to do any credential maintenance or pay any fees to remain in the LEED Professional Directory. (Go to Remaining a LEED AP without specialty on p. 6.)

## Continuing Education (CE) hours

The term "CE hours" refers to hours earned from credential maintenance activities. All LEED APs with specialty must either earn 30 CE hours (6 of which must be LEED-specific hours) or retest every two years to maintain their credential. When enrolling through Option 2, the CMP requirement is prescriptive, which is defined below. All other CMP requirements are non-prescriptive (or elective), which is also defined below.

**Prescriptive credential maintenance:** CMP requirement that contains a minimum number of hours in each category for each specialty. Prescriptive credential maintenance ensures that a LEED AP's continuing education mirrors the level of knowledge required to pass a specialty exam. (For more information, see Option 2 on p. 4)

**Non-prescriptive (elective) credential maintenance:** CMP requirement with no minimums in categories.

(For more information on CE hours, including delivery methods, content types, Education Reviewing Bodies, reporting CE hours, and audits, see the [CMP Guide](#).)

## Fees

LEED Professionals are responsible for a biennial \$50 CMP renewal fee at the time of renewal. If this fee is not paid in the 30 days following the end of the reporting period, the credential will expire. Payments will be accepted only in US dollars. This fee is waived for the first renewal for all LEED APs without specialty, those credentialed under the New Construction, Commercial Interiors, and Existing Buildings exam tracks, who enroll in accordance with this guide.

## Revisions

The enrollment and CMP requirements identified in this document are subject to revision. Changes and additions are published in revised guideline booklets and on the GBCI website.

Enrollment Guides are updated periodically. This Enrollment Guide is valid for the dates shown on the cover and in the footer. LEED Professionals are responsible for staying up to date and meeting the current standards. Further, when citing specific policies, please note the valid dates of the document as part of the policy's source.

## Option 1: Testing

### Enrolling through testing

To enroll in the tiered system by testing, LEED APs without specialty must take and pass one of the LEED specialty exams (O+M, Homes, BD+C, ID+C, and ND); only part 2 will be required if the LEED AP registers for the exam during his/her enrollment window.

When applying for the exam, all candidates must:

1. Meet eligibility requirements
2. Pay the application fee
3. Sign the Disciplinary and Exam Appeals Policy
4. Agree to credential maintenance

After passing the applicable exam, LEED APs must complete 30 CE hours of CMP for their specialty as outlined in the [CMP Guide](#) > CMP for LEED APs O+M, Homes, BD+C, ID+C, and ND.

To enroll through retesting, LEED APs without specialty must go to My Credentials and select Enroll in the LEED AP with specialty credential: Enroll through testing from the Current Options.

### Multiple specialties

If LEED APs who enroll through testing choose to maintain multiple specialties, they must do so as described in the [CMP Guide](#) > CMP for LEED APs O+M, Homes, BD+C, ID+C, and ND.

## Option 2: Prescriptive CMP

### Enrolling through prescriptive

To enroll in the tiered system through prescriptive credential maintenance, LEED APs without specialty must complete 30 CE hours (6 of which must be LEED-specific hours) that meet the minimums for each category listed under their specialty on the next page (during the initial reporting period only). After the initial reporting period, they must complete credential maintenance as outlined in the [CMP Guide](#) > CMP for LEED APs O+M, Homes, BD+C, ID+C, and ND.

When enrolling, LEED APs must:

1. Sign the Disciplinary and Exam Appeals Policy
2. Agree to credential maintenance

To enroll through prescriptive credential maintenance, LEED APs without specialty must go to My Credentials during their individual enrollment window and select Enroll in the LEED AP with specialty credential: Enroll through prescriptive credential maintenance from the Current Options.

### Prescriptive credential maintenance for LEED APs without specialty

Below are the prescriptive requirements in each category for the initial reporting period for LEED APs without specialty (those credentialed under the LEED AP NC, CI, or EB exam tracks).

LEED APs MUST complete the minimum amounts listed for each category. However, completing only the minimums is NOT enough to complete the required 30 hours of continuing education; the minimums amount to only 24 CE hours. Six (6) additional CE hours can be earned from any of the domains. The LEED-specific hour requirements still apply and may be earned from any of the domains (or in the 6 elective hours).

In order to receive CE hours, continuing education must be related to green building, green technology, and/or LEED.

Category	Prescriptive credential maintenance requirements		
	LEED AP BD+C	LEED AP ID+C	LEED AP O+M
<b>I. Project Site Factors</b>	4 CE hours	1 CE hour	3 CE hours
<b>II. Water Management</b>	3 CE hours	3 CE hours	4 CE hours
<b>III. Project Systems and Energy Impacts</b>	6 CE hours	6 CE hours	6 CE hours
<b>IV. Acquisition, Installation, and Management of Project Materials</b>	3 CE hours	5 CE hours	4 CE hours
<b>V. Improvements to the Indoor Environment</b>	5 CE hours	6 CE hours	4 CE hours
<b>VI. Stakeholder Involvement in Innovation</b>	2 CE hours	1 CE hour	2 CE hours
<b>VII. Project Surrounding and Public Outreach</b>	1 CE hour	2 CE hours	1 CE hour

To view the subcategories applicable to your specialty, see Appendix A.

## Option 2: Prescriptive CMP

### Multiple specialties

#### LEED APs who passed more than one of the LEED AP NC, CI, or EB exam tracks

LEED APs who have passed more than one of the NC, CI, or EB exam tracks may maintain multiple specialties. LEED APs will designate their “primary specialty”; all other specialties will be designated as “secondary specialties.” For the initial reporting period the CMP for all specialties will be prescriptive, as outlined on pp. 7-9. (See chart below for details.)

Number of Specialties	Total CE hours required	Total LEED-specific hours	Total biennial CMP renewal fee
1 (e.g., ID+C [CI])	30 (e.g., 30 prescriptive ID+C)	6 (e.g., 6 LEED ID+C-specific)	\$50
2 (e.g., ID+C [CI], O+M [EB])	60 (e.g., 30 prescriptive ID+C, 30 prescriptive O+M)	12 (e.g., 6 LEED O+M-specific, and 6 LEED ID+C-specific)	\$50
3 (e.g., ID+C [CI], O+M [EB], BD+C [NC])	90 (e.g., 30 prescriptive ID+C, 30 prescriptive O+M, 30 prescriptive BD+C)	18 (e.g., 6 LEED O+M-specific, 6 LEED ID+C-specific, and 6 LEED BD+C-specific)	\$50

#### LEED APs who passed LEED AP NC, CI, or EB as well as O+M, Homes, BD+C, ID+C, or ND

LEED APs who have passed an O+M, Homes, BD+C, ID+C, or ND specialty exam in addition to an NC, CI, or EB exam track may also maintain multiple specialties. LEED APs who fall into this category complete fewer CE hours than above as they must complete 30 CE hours in their primary specialty (6 of which must be LEED-specific) but need to complete only an additional 6 LEED-specific hours for each secondary specialty. The primary specialty will correspond to the NC, CI, or EB exam track. The new specialty exam(s) will become the secondary specialty or specialties. (See chart below for details.)

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. The reporting period stays the same. (See the chart below for details.)

Time after start of reporting period	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 begins on 6/1/2010, 6 CE hours are required if the secondary specialty is earned 6/1/2010-11/30/2010; 4.5 CE hours if earned 12/1/2010-5/31/2011; 3 CE hours if earned 6/1/2011-11/30/2011; and 1.5 CE hours if earned 12/1/2011-5/31/2012.

## Switching to option 1

If, after enrolling through prescriptive credential maintenance, LEED APs want to switch to Option 1: Enroll through testing, their prescriptive credential maintenance requirements will change to non-prescriptive (elective) and be prorated based on the amount of time between their enrollment date (reporting period start date) and their exam date. See chart below for details.

Number of months after reporting period start date	Total CE hours required	Total LEED-specific required
0–6	30	6
7–12	22.5	4.5
13–18	15	3
19–24	7.5	1.5

Please note that there is no limit on when during the reporting period LEED APs who wish to switch to Option 1 can test (except for application limitations outlined in the applicable Candidate Handbook). Please also note that LEED APs who choose Option 1 are responsible for all applicable fees including application and exam fees.

## Remaining a LEED AP without specialty

All LEED APs without specialty (those credentialed under the LEED AP NC, CI, or EB exam tracks) will continue to hold the credential in perpetuity whether they choose to enroll in CMP or not. Additionally, if at any point a LEED Professional who was credentialed under the LEED AP NC, CI, or EB exam tracks fails to maintain his/her LEED AP with specialty (or LEED Green Associate) credential, he/she may use the LEED AP without specialty title and logo again.

LEED APs without specialty who choose not to enroll will continue to appear as a LEED AP without specialty in the LEED Professional Directory without completing any credential maintenance or paying any fees. They may continue to use the title of LEED AP with no specialty designation afterward.

LEED APs without specialty may choose to enroll at any point during their enrollment window. After this period, if LEED APs without specialty want to become LEED APs with specialty, they must apply and take both parts of the LEED AP exam and are responsible for all applicable fees.

## Appendix A: Categories and subcategories for specialties

For credential maintenance, continuing education must be related to green building and/or green technology.

**LEED AP Building Design + Construction****I. Project Site Factors**

- A. Considerations for Site Selection
  - 1. Land Issues
  - 2. Plants and Animals
- B. Community Connectivity
  - 1. Services
- C. Development
  - 1. Building and Land
  - 2. Lighting
- D. Climate Conditions

**II. Water Management**

- A. Water Treatment
- B. Stormwater
- C. Irrigation Demand

**III. Project Systems and Energy Impacts**

- A. Energy Performance Policies
- B. Energy Performance Measurement
- C. Building Components
- D. On-Site Renewable Energy
- E. Third-Party Relationships
  - 1. Requirements
- F. Energy Tradeoffs
- G. Sources

**IV. Acquisition, Installation, and Management of Project Materials**

- A. Building Reuse
- B. Rapidly Renewable Materials
- C. Material Acquisition

**LEED AP Interior Design + Construction****I. Project Site Factors**

- A. Community Connectivity
  - 1. Services
- B. Development
  - 1. Lighting

**II. Water Management**

- A. Water Treatment
- B. Stormwater
- C. Specialized Equipment Needs

**III. Project Systems and Energy Impacts**

- A. Energy Performance Policies
- B. Building Components
- C. On-Site Renewable Energy
- D. Third-Party Relationships
  - 1. Requirements
  - 2. Alternate Rating Systems
- E. Energy Performance Measurement
- F. Energy Tradeoffs
- G. Energy Usage
- H. Specialized Equipment Power Needs

**IV. Acquisition, Installation, and Management of Project Materials**

- A. Building Reuse
- B. Rapidly Renewable Materials
- C. Material Acquisition
- D. Chemical Management Policy and Audit
- E. Environmental Management Plan

**V. Improvements to the Indoor Environment**

- A. Ventilation
- B. Tobacco Smoke Control
- C. Indoor Air Quality
  - 1. Pre-Construction
  - 2. During Construction
  - 3. Before Occupancy
  - 4. During Occupancy
- D. Low-Emitting Materials
- E. Indoor/Outdoor Chemical and Pollutant Control
- F. Lighting Controls
- G. Thermal Controls
- H. Views
- I. Types of Building Spaces

**VI. Stakeholder Involvement in Innovation**

- A. Design Workshop/Charrette
- B. Ways to Earn Credit
- C. Education of a Building Manager

**VII. Project Surroundings and Public Outreach**

- A. Infrastructure
- B. Zoning Requirements
- C. Government Planning Agencies
- D. Reduced Parking Methods
- E. Transit-Oriented Development
- F. Pedestrian-Oriented Streetscape Design

**V. Improvements to the Indoor Environment**

- A. Minimum Ventilation Requirement
- B. Tobacco Smoke Control
- C. Air Quality
- D. Ventilation Effectiveness
- E. Indoor Air Quality
  - 1. Pre-Construction
  - 2. During Construction
  - 3. Before Occupancy
  - 4. During Occupancy
- F. Low-Emitting Materials
- G. Indoor/Outdoor Chemical and Pollutant Control
- H. Lighting Controls
- I. Thermal Controls
- J. Views
- K. Ergonomics
- L. Acoustics
- M. Types of Building Spaces

**VI. Stakeholder Involvement in Innovation**

- A. Design Workshop/Charrette
- B. Ways to Earn Credit
- C. Education of the Homeowner or Tenant
- D. Education of Building Manager

**VII. Project Surroundings and Public Outreach**

- A. Information on Available Community Resources
- B. Reduced Parking Methods
- C. Transit-Oriented Development
- D. ADA/Universal Access

## Appendix A: Categories and subcategories for specialties

For credential maintenance, continuing education must be related to green building and/or green technology.

## LEED AP Operations + Maintenance

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### I. Project Site Factors

- A. Development
  - 1. Lighting
- B. Green Management
- C. Climate Conditions

### II. Water Management

- A. Water Treatment
- B. Stormwater
- C. Irrigation Demand
- D. Chemical Management

### III. Project Systems and Energy Impacts

- A. Energy Performance Policies
- B. Building Components
- C. On-Site Renewable Energy
- D. Third-Party Relationships
  - 1. Requirements
  - 2. Alternate Rating Systems
- F. Energy Performance Measurement
- G. Energy Tradeoffs
- H. Sources
- I. Energy Usage
- J. Specialized Equipment Power Needs

### IV. Acquisition, Installation, and Management of Project Materials

- A. Building Reuse
- B. Rapidly Renewable Materials
- C. Food Materials
- D. Material Acquisition
- E. Chemical Management Policy and Audit
- F. Environmental Management Plan

### V. Improvements to the Indoor Environment

- A. Minimum Ventilation Requirement
- B. Tobacco Smoke Control
- C. Air Quality
- D. Ventilation Effectiveness
- E. Indoor Air Quality (IAQ)
  - 1. Pre-Construction
  - 2. During Construction
  - 3. Before Occupancy
  - 4. During Occupancy
- I. Low-Emitting Materials
- J. Indoor/Outdoor Chemical and Pollutant Control
- K. Lighting Controls
- L. Thermal Controls
- M. Views
- N. Types of Building Spaces

### VI. Stakeholder Involvement in Innovation

- A. Design Workshop/Charrette
- B. Ways to Earn Credit
- C. Education of Building Manager and Operations Staff

### VII. Project Surroundings and Public Outreach

- A. Infrastructure
- B. Zoning Requirements
- C. Government Planning Agencies
- D. Public–Private Partnership
- E. Traffic Studies
- F. Reduced Parking Methods
- G. ADA/Universal Access