



CMP Enrollment Guide (for LEED APs without specialty)

Valid for November 2009



Green Building Certification Institute

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LEED® CMP Enrollment Guide (for LEED APs without specialty), November 2009.

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Information in this Guide represents current policies and procedures for LEED APs without specialty enrolling in GBCI's LEED Professional Credentialing 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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Introduction

Enrollment is an voluntary, one-time process through with LEED APs without specialty may test or complete prescriptive credentialing 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 CMP must agree to maintain their specialty credential on a 2-year cycle. The Green Building Certification Institute's (GBCI's) Credentialing Maintenance Program (CMP) is designed to keep LEED Professionals current with changes to green building technology and the LEED Rating Systems. By maintaining a 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). (For more information on CE hours including delivery methods, content types, Education Reviewing Bodies, reporting CE hours, and audits; maintaining your credential through retesting; or 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

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

LEED APs without specialty who enroll prior to December 31, 2009 will be eligible to earn CE hours for all volunteer and committee work completed since January 1, 2009 and all other activities completed since July 8, 2009. Please note that LEED APs without specialty who enroll after December 31, 2009 can only count CE hours earned during their CMP reporting period.

Enrollment will be open for two 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 the specialty exam) to become a LEED AP with specialty. If LEED APs without specialty choose not to 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 credentialing maintenance or pay any fees to remain in the LEED Professional Directory. (Go to Remaining a LEED AP without specialty on pg. 6.)

Initial reporting period

The initial reporting period is the first 2-year reporting period (starting at enrollment) in which, if applicable, the prescriptive CMP 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.

Continuing Education (CE) hours

The term “CE hours” refers to hours earned from credentialing 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 credentialing maintenance: CMP requirement that contains a minimum number of hours in each category for each specialty. Prescriptive CMP ensures a LEED AP’s continuing education mirrors the level of knowledge required to pass a specialty exam. (For more information, see Option 2 on pg. 4)

Non-prescriptive (elective) credentialing 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 (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 validity dates of the document as part of the policy’s source.

Option 1: Testing

Option 1

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 exam is registered for during a LEED AP's enrollment window. When applying for the exam, LEED APs without specialty must:

1. meet eligibility requirements;
2. pay the application fee;
3. sign the Disciplinary and Exam Appeals Policy; and
4. agree to credentialing 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

Option 2: Prescriptive CMP

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

To enroll through prescriptive CMP, 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 credentialing maintenance from the Current Options.

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 pages 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, & 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, & 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.)

Number of Specialties	Total CE hours required	Total LEED-specific hours	Total biennial CMP renewal fee
1 (e.g. O+M [EB])	30	6 (e.g., 6 LEED O+M-specific)	\$50
2 (e.g. O+M [EB], ID+C)	36	12 (e.g., 6 LEED O+M-specific, & 6 LEED ID+C-specific)	\$50
3 (e.g. O+M [EB], ID+C, ND)	42	18 (e.g., 6 LEED O+M-specific, 6 LEED ID+C-specific, & 6 LEED ND-specific)	\$50
4 (e.g. O+M [EB], ID+C, ND, Homes)	48	24 (e.g., 6 LEED O+M-specific, 6 LEED ID+C-specific, 6 LEED ND-specific, 6 LEED Homes-specific)	\$50
5 (e.g. O+M [EB], ID+C, ND, Homes, BD+C)	54	30 (e.g., 6 LEED O+M-specific, 6 LEED ID+C-specific, 6 LEED ND-specific, 6 LEED Homes-specific, 6 LEED BD+C-specific)	\$50

Option 2: Prescriptive CMP

Prescriptive CMP for LEED APs credentialed under NC, CI, and/or EB

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

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

Switching to Option 1

If, after enrolling through prescriptive credentialing maintenance, LEED APs want to switch to Option 1: Enroll through testing, their prescriptive credentialing 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 their LEED AP with specialty (or LEED Green Associate) credential, they 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 credentialing 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.

For credentialing maintenance, continuing education must be related to green building, green technology, or LEED.

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

For credentialing maintenance, continuing education must be related to green building, green technology, or LEED.

LEED AP Operations + Maintenance

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