

# Credential Maintenance Program Guide

Valid for 2011

## Green Building Certification Institute

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LEED® Credential Maintenance Program Guide, revised January 2011.

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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 information.

All information and guidelines are subject to change.

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

## Revisions

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

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

## Welcome!

Congratulations on earning your LEED Professional credential and thank you for your contributions toward a sustainable built environment. The intent of GBCI's Credential Maintenance Program (CMP) is to help you keep pace with the rapidly evolving green building industry.

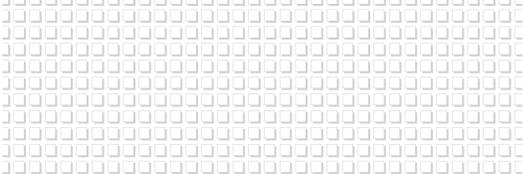
LEED rating systems and the technologies used to implement them are dynamic. LEED Professionals enrich their knowledge base by seeking out green building's best practices and the newest methods for obtaining LEED credits. Your credential signifies to clients and employers that your professional expertise is meaningful and current within a rapidly transforming marketplace.

Changes to the LEED credentials emerged from the views of LEED Professionals who wanted to see more specialization, differentiation, and relevance. As GBCI implemented those objectives, we also added methods for sustaining them.

CMP was created with direct feedback from LEED Professionals. As we continue to grow, we will continue to incorporate your ideas. This guide has been transformed because of your comments. First, you'll find an outline of general facts in the Basics section. We then describe the framework of the program in the Policies section. The final sections, or appendices, address special situations and provide the rest of the details not covered in other sections.

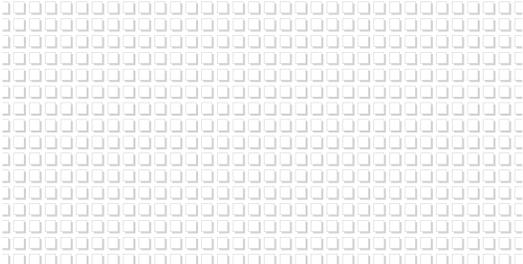
For help finding CE hours, check out the [CMP wizard](#).

Please note that this guide outlines the credential maintenance for LEED Green Associates and LEED APs with specialty. For information on how LEED APs without specialty can earn the LEED AP with specialty credential through enrollment, refer to the [Enrollment Guide](#). 



### Enrollment Guide (for LEED APs without specialty)

Valid until October 27, 2011



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# Basics

Understanding the six main aspects of CMP (reporting period, requirements, LEED-specific, categories, activities, and prescriptive credential maintenance) can help you get started:

## Reporting Period

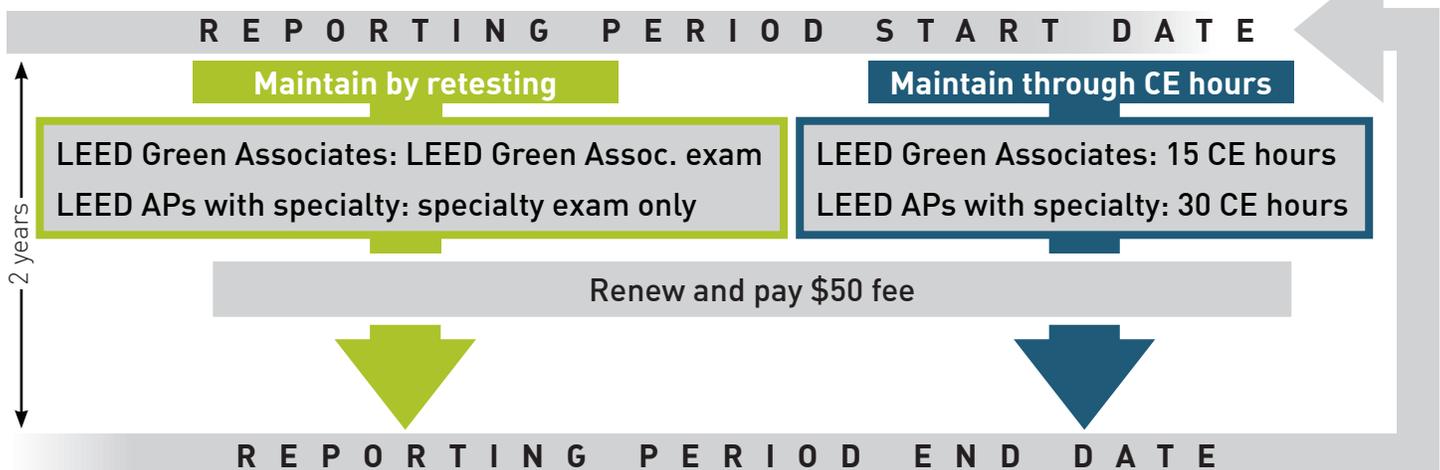
Credentials are maintained in 2-year cycles, or reporting periods, starting when the credential is earned (based on exam or enrollment date) and ending 2 years minus 1 day from the start date. For example:

Exam or 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

At the end of the 2-year reporting period, LEED Professionals are required to have maintained their credential(s). If LEED Professionals do not complete and report their continuing education (CE) hours or pass the applicable exam, the credential expires. For more information, see the [Policies](#) section.

## Requirements

All LEED Professionals can choose to maintain their credential through CE hours or by retesting:



### To maintain by retesting:

**LEED Green Associates** pass the LEED Green Associate exam.

**LEED APs with specialty** only pass the specialty exam.

(For more information on maintenance through retesting, see [Appendix A](#).)

### To maintain through CE hours

**LEED Green Associates** complete 15 CE hours, 3 of which must be [LEED-specific](#).

**LEED APs with specialty** complete 30 CE hours, 6 of which must be [LEED-specific](#).

LEED APs with multiple specialties complete 6 LEED-specific hours for each additional specialty. (For more information, see [Appendix B](#).)

## LEED-specific

All CE hours must be relevant to green building. LEED-specific is defined as an activity that has an explicit connection to processes, procedures, or concepts (i.e. intents, requirements, and strategies) 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 content include a LEED update, an in-depth LEED project case study, a review of successful or unsuccessful implementation of LEED, or an analysis of the benefits of LEED.

## Categories

LEED Professionals' CE hours should be relevant to the CMP categories applicable for their credential:

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

For more information including the subcategories that help define each category, see [Appendix C](#).

# Basics

## Activities

### EIGHT WAYS TO EARN CE HOURS



There are 8 types of activities that earn CE hours. (Basics are provided below; more information is available in [Appendix D](#).)

#### 1. Education Reviewing Body-approved activities\*

Attending or leading professional development activities that have been approved by an [ERB](#).

- **You earn:** 1 CE hour for first hour; 0.5 CE hours for each additional full half of an hour  
2 CE hours for time spent developing content for instructors
- **Limit:** None. The same instructional program can be counted only once.

#### 2. Live presentations

Attending or presenting real-time presentations to an audience or via broadcast technology.

- **You earn:** 1 CE hour for first hour; 0.5 CE hours for each additional full half of an hour  
2 CE hours for time spent developing content for presenters
- **Limit:** 50% of required CE hours for attending and presenting combined  
5 CE hours for attending

#### 3. Self-study

Structured study (audio, audio-visual, written, online, etc.), an examination, or reading.

- **You earn:** 1 CE hour for first hour; 0.5 CE hours for each additional full half of an hour
- **Limit:** 5 CE hours

#### 4. College and university courses

Completing or teaching courses offered at accredited colleges or universities.

- **You earn:** 1 CE hour per classroom hour  
2 CE hours for time spent developing content for instructors
- **Limit:** None

#### 5. Certificates, professional licenses, and credentials

Initial earning of a certificate, professional license, or credential related to green building.

- **You earn:** 1 CE hour for certificates  
3 CE hours for licenses and credentials
- **Limit:** None. (Sample designations listed in [Appendix D](#).)

\*Titled professional development/continuing education in the 2010 and previous version of this Guide.

## Basics

### 6. Committee and volunteer work

Committee and volunteer work that support the LEED system.

- **You earn:** 2 CE hours for holding a leadership position  
0.5 CE hours per meeting attendance
- **Limit:** 4 CE hours

### 7. Authorship

Publishing articles and books that are related to the relevant CMP categories

- **You earn:** 3 CE hours for published article  
10 CE hours for published book
- **Limit:** None

### 8. LEED project participation

Paid or unpaid work on a project that is registered for LEED certification

- **You earn:** 1 CE hour per LEED credit or prerequisite  
2 CE hours per project for being the project administrator
- **Limit:** 10 CE hours. Projects must be registered for LEED (but not necessarily certified).

## Prescriptive credential maintenance

If a LEED AP without specialty (credentialed between January 2001 and June 2009) chooses to enroll in the LEED AP with specialty credential, prescriptive credential maintenance is one option for enrollment. For more information on enrollment, see the [Enrollment Guide](#). **Prescriptive credential maintenance does NOT apply to any other credential holders (i.e. LEED Green Associates, LEED APs who earned their credential through testing, including those who enrolled through testing).**

Prescriptive credential maintenance requires earning a minimum number of CE hours within each of 7 GBCI categories:

Category	BD+C	ID+C	O+M
Project site factors	4 CE hours	1 CE hour	3 CE hours
Water management	3 CE hours	3 CE hours	4 CE hours
Project systems & energy impacts	6 CE hours	6 CE hours	6 CE hours
Acquisition, installation, and management of project materials	3 CE hours	5 CE hours	4 CE hours
Improvements to the indoor environment	5 CE hours	6 CE hours	4 CE hours
Stakeholder involvement in innovation	2 CE hours	1 CE hour	2 CE hours
Project surrounding & public outreach	1 CE hour	2 CE hours	1 CE hour

The prescriptive credential maintenance is only required the first reporting period after enrollment. In subsequent reporting periods, there is no prescriptive requirement and CE hours can be distributed in any of the GBCI categories. For more detail on prescriptive credential maintenance, see [Appendix E](#).

## Reporting credential maintenance

LEED Professionals must self-report all of their CMP activities online through [My Credentials](#).

To report CMP activities:

1. Log into [My Credentials](#) and select Review/Report CMP Activity.
2. Select the category to which the CMP activity applies.
3. Enter the activity date, end date (if applicable), subcategory, delivery methods, description, details, content type, and CE hours earned.

LEED Professionals can add, delete, or review CE hours at any time and can print a report of complete and remaining CE hours. [View a tutorial on reporting CE hours »](#)

## How Activities Are Reviewed

CE hours reported in My Credentials are pre-approved within 24-48 hours. Pre-approved indicates that the CE hour(s) have met our basic requirements but may be reviewed again in the event of an audit.

## Renewal

Once LEED Professionals have completed the CMP requirements for their credential, they may renew their credential and pay the \$50 CMP renewal fee on My Credentials at any time during their reporting period without altering its start and end dates.

## Fees

LEED Professionals are responsible for a biennial \$50 CMP renewal fee at the time of renewal. Payments will be accepted only in US dollars. This fee is waived for the first renewal for all LEED APs without specialty who enroll in the LEED AP with specialty credential. (For more information on enrollment, see the [Enrollment Guide](#).)

## Expiration

LEED Professionals' credential(s) will expire if they fail to complete the CMP requirements and submit for renewal within their reporting period.

## Audits

GBCI credentialing staff will conduct audits of 5-7% of people renewing their credential(s). In addition, any published article or book submitted for CE hours will be automatically subject to audit.

If an audit reveals a deficiency, the credential holder will have 90 days to adhere to the auditor's request(s) for additional information. If the deficiency remains after 90 days, the credential will expire, the individual will be removed from LEED Professional Directory, and will not be authorized to use the credential's title or logo. For more information about the Appeals Process for Denial of Eligibility or Renewal of a Credential, please consult section 6E of the [Disciplinary and Exam Appeals Policy](#).

## Failure to comply

Each LEED Professional is responsible for demonstrating full compliance with CMP requirements.

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 will result in expiration of the LEED Green Associate or the LEED AP with specialty credential. The LEED AP without specialty credential is held in perpetuity and does not have any credential maintenance requirements or fees.

## Waivers/extensions

Requests for waivers or extensions of the CMP requirements due to extenuating circumstances are reviewed on a case-by-case basis. Please note that waivers may be granted only in exceptional situations. Written requests with supporting documentation must be submitted to GBCI staff up to 30 days before the end of their reporting period.

## Reinstatement

To regain a credential after expiration, one must apply, register, and retest as a new candidate. Such individuals are responsible for all applicable fees.

## Appendix A: Maintenance Through Retesting

LEED Green Associates and LEED APs are not required to retest after earning their credential (unless their credential expires); however, they do have the option of maintaining their credential through retesting without completing any CE hours.

LEED Professionals maintaining through retesting can only test during their retesting window. The retesting window is from 12 to 21 months after the start of their reporting period. No candidates will be able to test less than 12 months from the start date or less than 3 months from the end of the reporting period. For example, if the reporting period start date was August 1, 2011 and the reporting period end date was July 31, 2013:



In order to maintain through retesting, LEED Professionals must:

1. Apply (including meeting eligibility requirements) through [My Credentials](#).
2. Register for the required exam.
3. Take and pass the applicable exam. LEED Green Associates are required to take the LEED Green Associate exam; LEED APs with specialty are required to take only the LEED specialty exam.

If a LEED Professional does not pass the applicable exam during the 9-month retesting window, he/she has 3 months to complete and report the required CE hours in other to avoid expiration. For more information on expiration, see the [Policies](#) section.

## Appendix B: Multiple Specialties

LEED APs can maintain multiple specialties. LEED APs designate their “primary specialty,” the specialty in which they will complete the majority of their CE hours. All other specialties will be designated as “secondary specialties.”

LEED APs must complete 30 CE hours in their primary specialty (6 of which must be LEED-specific) and complete an additional 6 LEED-specific hours for each secondary specialty:

Number of specialties	Total CE hours required	Total LEED-specific hours*	Total fee
1	30 (30 for primary specialty)	6 (6 per specialty)	\$50
2	36 (30 for primary specialty, 6 for additional specialty)	12 (6 per specialty)	\$50
3	42 (30 for primary specialty, 6 for each additional specialty)	18 (6 per specialty)	\$50
4	48 (30 for primary specialty, 6 for each additional specialty)	24 (6 per specialty)	\$50
5	54 (30 for primary specialty, 6 for each additional specialty)	30 (6 per specialty)	\$50

### Prorating

If the primary and secondary specialties are not earned at the same time, the reporting period cycle does not change and the CE hours for the secondary specialty are prorated for the reporting period in which the secondary specialty is earned:

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 for the primary specialty begins on 6/1/2011:

- 6 CE hours are required if the secondary specialty is earned between 6/1/2011 and 11/30/2011
- 4.5 CE hours are required if the secondary specialty is earned between 12/1/2011 and 5/31/2012
- 3 CE hours are required if the secondary specialty is earned between 6/1/2012 and 11/30/2012
- 1.5 CE hours are required if the secondary specialty is earned between 12/1/2012 and 5/31/2013

\* Due to the duplication of CMP requirements in some of the LEED Rating Systems, LEED-specific hours earned for one specialty may count as LEED-specific hours for another specialty. However, GBCI Credential Maintenance staff will make those determinations on a case-by-case basis.

## Appendix C: Categories & Subcategories

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

Category and subcategories	LEED Green Assoc	LEED AP				
		BD+C	Homes	ID+C	ND	O+M
<b>Synergistic opportunities and LEED application process</b>						
CIRs/requests and precedents that lead to exemplary performance credits						
Components of LEED Online and project registration						
Components of LEED score card						
Components of letter templates						
Costs						
Credit interactions						
Green resources						
Multiple certifications for same building						
Occupancy requirements						
Preliminary rating						
Prerequisites and/or MPRs for LEED certification						
Project boundary; LEED boundary; property boundary						
Project requirements						
Requirements to earn LEED AP credit						
Standards that support LEED credit						
Strategies to achieve credit						
USGBC policies						
<b>Project Site Factors</b>						
Climate conditions						
Community connectivity						
Considerations for site selection						
Development						
Green management						
Zoning requirements						
<b>Water Management</b>						
Chemical management						
Irrigation demand						
Specialized equipment needs						
Stormwater						
Types and quality of water						
Water management						
Water treatment						

## Appendix C: Categories & Subcategories

<b>Project Systems and Energy Impacts   Neighborhood Systems and Impacts (for ND)</b>						
Building components						
Green power						
Energy performance measurement						
Energy performance policies						
Energy tradeoffs						
Energy usage						
Environmental concerns						
On-site renewable energy						
Sources						
Specialized equipment power needs						
Third-party relationships						
<b>Acquisition, Installation, and Management of Project Materials</b>						
Building reuse						
Chemical management policy and audit						
Construction waste management						
Environmental management plan						
Food materials						
Locally harvested and manufactured materials						
Material acquisition						
Neutral homes						
Rapidly renewable materials						
Recycled materials						
<b>Improvements to the Indoor Environment</b>						
Acoustics						
Air quality						
Ergonomics						
Indoor air quality						
Indoor/outdoor chemical and pollutant control						
Low-emitting materials						
Lighting controls						
Minimum ventilation requirement						
Residential requirements						
Tobacco smoke control						
Thermal controls						
Types of building spaces						
Ventilation effectiveness						
Views						

## Appendix C: Categories & Subcategories

<b>Stakeholder Involvement in Innovation   Stakeholder Involvement and Public Outreach (for ND)</b>						
Design workshop/charrette						
Durability planning and management						
Innovative and regional design						
Education of building manager						
Education of building manager and operations staff						
Education of homeowner or tenant						
Integrated project team criteria						
Ways to earn credit						
<b>Project Surroundings and Public Outreach   Land Use and Urban Design (for ND)</b>						
ADA/universal access						
Codes						
Demographics						
Development footprint reduction methods						
Government planning agencies						
High priority development areas						
Historical considerations						
Infrastructure						
Information on available community resources						
Land development phases						
Pedestrian oriented streetscape design						
Planning terminology						
Preferred location						
Public meetings						
Public-private partnership						
Reduced parking methods						
Site selection in collaboration with developer						
Streetscape planting						
Traffic studies						
Transit oriented development						
Zoning requirements						

## Appendix D: Activities

### 1. ERB-approved activities\*

Attending or leading an activity approved by an [ERB](#). This includes professional development, career training, workshops, continuing education, workforce training, personal enrichment, courses offered by a college or university's extension school, live presentations, conferences, and online courses.

**You earn:** 1 CE hour for first hour, 0.5 CE hours for each additional full half of an hour  
2 CE hours for time spent developing content for instructors

**Limit:** None. The same instructional program can be counted only once.

**LEED-specific hours possible:** Yes for activities designated as LEED-specific by an [ERB](#).

### Education Reviewing Body (ERB)

The ERB approval process distinguishes courses that promise high quality, relevance to green building or LEED, and measurable rigor. Indicators of ERB-approved activities that meet these standards include courses that:

- are designed and instructed by persons qualified in the subject matter,
- provide documentation of successful course completion to the LEED Professional, and
- are at least 50 minutes of instructional time in length.

The ERB maintains a course catalog of their approved content, LEED-specific content, and, if applicable, the LEED Rating System to which the course applies. The list(s) are available online at [www.gbci.org/courses](http://www.gbci.org/courses).

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\*Titled professional development/continuing education in the 2010 and previous version of this Guide.

### 2. Live presentations

Participating as an attendee or as a presenter, discussion leader, speaker, or panelist in presentations, which are not approved by an ERB, are at least 50 minutes in length, and are delivered in real-time to an in-person audience or through broadcast technology (including live webinars and webcasts).

**You earn:** 1 CE hour for first hour; 0.5 CE hours for each additional full half of an hour  
2 CE hours for time spent developing content for presenters

**Limit:** 50% of required CE hours for attending and presenting combined  
5 CE hours for attending

**LEED-specific hours possible:** No.

**More information:** CE hours may be earned only once for attending or leading the same presentation.

## Appendix D: Activities

### 3. Self-study

Studying of at least 60 minutes in length that may be structured (audio, audio-visual, written, online, etc.), a written or online examination, or reading professional manuals, publications, and articles, which is not ERB approved.

**You earn:** 1 CE hour for first hour, 0.5 CE hours for each additional full half of an hour

**Limit:** 5 CE hours

**LEED-specific hours possible:** Yes, for reading a LEED Rating System or Reference Guide, or a standard referenced in a LEED Rating System or Reference Guide.

**More information:** LEED Professionals earning credit through research or reading of professional manuals, publications, or articles (that are relevant to the practice of a LEED Professional and addresses any of the topics listed in [Appendix C](#)) will need to supply GBCI with a record of the periodical read, exact pages, and linkage to accepted topics.

### 4. College and university courses

Successfully completing or teaching of courses offered at accredited (including non-US accreditation) colleges or universities (including community colleges and online programs), which are not ERB-approved. The courses must have been reviewed and approved by the college or university as part of their curriculum. This approval is indicated by a course that earns credit hours toward a degree. LEED Professionals may earn CE hours regardless of whether they are enrolled to earn credit or are degree-seeking.

For courses that mimic participation on a LEED project, see example 3 of [LEED project participation](#).

**You earn:** 1 CE hour per classroom hour  
2 hours for time spent developing content for instructors

**Limit:** None

**LEED-specific hours possible:** Yes, if 75% or more of the course content is related directly to current versions of the LEED Rating Systems (credits, intents, referenced standards, and requirements), the LEED certification process, and/or LEED Online.

**More information:** Online courses count based on how the course credit compares to a traditional university course. (For an online course valued at 3 semester credits, the equivalent in-person course would involve 36 classroom hours. Therefore, the online course would earn 36 CE hours.)

## Appendix D: Activities

### 5. Certificates, professional licenses, and credentials

Passing the examinations for certificates, professional licenses, or credentials (including earning additional LEED AP specialties) for a profession or in an industry that is related to green building.

**You earn:** 1 CE hour for certificates  
3 CE hours for licenses and credentials

**Limit:** None

**LEED-specific hours possible:** Yes, for earning other LEED Professional Credentials and Certificates.

**More information:** CE hours will be awarded only once for receiving a designation. Designations are eligible for CE hours only for the reporting period during which they were earned; no CE hours are earned for certificates, licenses, or credentials granted in the past. If audited, the candidate will need to attest to how the designation relates to green building and CMP topics (see [Appendix C](#)).

#### Examples and definitions:

Certificates	Licenses	Credentials
An award given to an individual recognizing completion of a training program related to or supporting green building	Any national, state, or provincial licensing exam required to work in a field related to or supporting green building	A voluntary process by which individuals are recognized based on predetermined, standardized criteria for knowledge of a field related to or supporting green building
Certified Kitchen Designer (CKD) Construction Documents Technology (CDT) Construction Safety & Health Specialist Green Advantage LEED for Homes Green Rater LEED Project Reviewer	Architecture General or specialty contractor Interior Design Landscape Architect Professional Engineer Real Estate	American Institute of Certified Planners (AICP) Certification Certified Energy Manager (CEM) Certified Home Energy Rater Certified Professional Constructor (CPC) Certified Property Manager (CPM) Certified Construction Specifier (CCS) Facility Management Professional (FMP) Fundamentals of Engineering (FE) Lighting Certified (LC) Professional National Council for Interior Design Qualification Certificate Professional Management Professional (PMP) Real Property Administrator (RPA)

This list is intended as a guideline and is not exhaustive. Certificates, professional licenses, or credentials not included here are eligible for CE hours. Any professional designations recognized by the [Council on Licensure Enforcement and Regulation \(CLEAR\)](#) will be acceptable for CE hours.

## Appendix D: Activities

### 6. Committee and volunteer work

Participating in committees at or volunteer work with USGBC, GBCI, local USGBC Chapters, or other volunteer organizations that support the LEED system.

Committee work	Volunteer work
<p><b>You earn:</b> 2 CE hours for a leadership position 0.5 CE hours per meeting attendance</p> <p><b>Definitions:</b> A leadership position is serving on USGBC or GBCI Board of Directors or being Chair, President, Vice Chair, Vice President, or Chapter Advocacy Program Leader.</p> <p>A meeting is a single official gathering of committee members to transact business where there is no cessation of proceedings and where official recorded minutes are kept.</p> <p><b>Examples:</b> USGBC or GBCI Board of Directors, steering committees, and working groups.</p>	<p><b>You earn:</b> 1 CE hour per hour of work</p> <p><b>Definitions:</b> Volunteer work is unpaid work relating to green building or LEED that enhances a credential holder's knowledge of and employs green building tasks.</p> <p>For unpaid work on a LEED-registered project, see <a href="#">LEED project participation</a>.</p> <p><b>Examples:</b> LEED Professional Exam item writing/reviewing, job task analysis, or standard setting.</p>

**Limit:** 4 CE hours

**LEED-specific hours possible:** Yes, if the committee or volunteer work helps to develop or implement the LEED Rating Systems. Examples of LEED-specific committees are USGBC and GBCI Board of Directors, Technical Advisory Groups and Steering Committees. Examples of LEED-specific volunteer work are LEED Professional Exam item writing/reviewing, job task analysis, or standard setting.

### 7. Authorship

Publishing articles and books that are related to topics listed in [Appendix C](#) and contribute to the competency of LEED Professionals.

**You earn:** 3 CE hours for published article  
10 CE hours for published book

**Limit:** None. Any published article or book will be automatically audited for verification and will have to demonstrate the linkages to the topics in [Appendix C](#) and how the article/book contributes to the competency of LEED Professionals.

**LEED-specific hours possible:** Yes, if 75% or more of the book or article's content is related directly to current versions of the LEED Rating Systems (credits, intents, referenced standards, and requirements), the LEED certification process, and/or LEED Online.

## Appendix D: Activities

### 8. LEED project participation

Working (paid or unpaid) on the implementation of LEED credit requirements and documentation of performance on a project that is registered for LEED certification.

**You earn:** 1 CE hour per LEED credit or prerequisite  
2 CE hours per project for being the project administrator

**Limit:** 10 CE hours. Projects must be registered for LEED certification (but not necessarily certified).

**LEED-specific hours possible:** Yes, all LEED project participation earns LEED-specific hours.

#### Examples:

1. A civil engineer performs stormwater calculations for a project. She documents SSp1 for Soil Erosion and Sedimentation Control, SSc6.1 for Stormwater Design Quantity Control, and SSc6.2 for Stormwater Design Quality Control. The engineer is eligible to report 3 CE hours for the project.
2. A project architect assumes the responsibilities of LEED project administrator for a project and manages the documentation of the project in LEED Online for the project team. The architect also documents SSc7.2 Heat Island Effect—Roof, MRc4.1 Recycled Content, and EQc8.1 and EQc8.2 for Daylight and Views. The architect is eligible to report 6 CE hours for the project.
3. Widget University uses the first half of a course discussing the intents, prerequisites, and requirements for MR Credit 1 within the O+M rating system. The second half of the course sends the students on campus to work directly with the university's purchasing staff to change, and then document how it purchases paper products, toner cartridges, and batteries. The documentation should link their efforts to the implementation instructions in the O+M Reference Guide.

### Activity Prerequisites

All CMP activities should:

- address one or more topics in [Appendix C](#) and are related to green building.
- be chosen by LEED Professionals for their own professional development. These should supplement LEED knowledge in the areas of sustainable building practices, materials, and technologies, working with an integrated design team and, for specialists, advanced education related to specific specialties.
- not endorse or promote any companies or products.
- increase the competency of LEED Professionals.
- follow current green building practices and provide accurate and relevant program content.

## Appendix E: Prescriptive Credential Maintenance

### Requirements

Prescriptive credential maintenance applies only to LEED APs who select it as an option for enrollment and only for the first reporting period. For more information on enrollment, see to the [Enrollment Guide](#). (In all subsequent reporting periods, there is no prescriptive requirement and CE hours can be distributed among any of the GBCI categories).

**Prescriptive credential maintenance does NOT apply to any other credential holders (i.e. LEED Green Associates, LEED APs who tested, including those who enrolled through testing).** Prescriptive credential maintenance requires earning a minimum number of CE hours in each of 7 GBCI categories:

Category	BD+C	ID+C	O+M
Project site factors	4 CE hours	1 CE hour	3 CE hours
Water management	3 CE hours	3 CE hours	4 CE hours
Project systems & energy impacts	6 CE hours	6 CE hours	6 CE hours
Acquisition, installation, and management of project materials	3 CE hours	5 CE hours	4 CE hours
Improvements to the indoor environment	5 CE hours	6 CE hours	4 CE hours
Stakeholder involvement in innovation	2 CE hours	1 CE hour	2 CE hours
Project surrounding & public outreach	1 CE hour	2 CE hours	1 CE hour

### Multiple specialties with prescriptive credential maintenance

LEED APs who have earned multiple specialties through prescriptive credentialing maintenance must complete prescriptive credential maintenance for each specialty in the first reporting period:

Specialties	Total CE hours required	Total LEED-specific hours	Total CMP renewal fee
1	30	6	\$50
2	60 (30 for each specialty)	12 (6 for each specialty)	\$50
3	90 (30 for each specialty)	18 (6 for each specialty)	\$50

Maintenance for subsequent reporting periods is outlined in [Appendix B](#).

LEED APs who enrolled through prescriptive credential maintenance can also earn additional specialties through testing and maintain them with 6 additional LEED-specific CE hours as outlined in [Appendix B](#); the prescriptive specialty automatically becomes the primary specialty.

## Appendix E: Prescriptive Credential Maintenance

### Switching to non-prescriptive credential maintenance

Prescriptive credential maintenance can switch to non-prescriptive credential maintenance by passing the applicable specialty exam. The required CE hours change to non-prescriptive and are prorated:

Months into reporting period	Total CE hours required	Total LEED-specific hours
0–6	30	6
7–12	22.5	4.5
13–18	15	3
19–24	7.5	1.5

LEED APs who enrolled through prescriptive credential maintenance can test during their entire reporting period (except for application restrictions outlined in the Candidate Handbooks). Application and exam fees apply.

### Switching specialties

Since the LEED AP without specialty credential did not distinguish between the New Construction (NC), Commercial Interiors (CI), and Existing Buildings (EB) exam tracks, LEED APs can enroll through prescriptive credential maintenance into any specialty among BD+C, ID+C, and O+M regardless of which track they originally passed.

To switch, enroll into the specialty you are automatically assigned (i.e. NC=BD+C, CI=ID+C, and EB=O+M) first and then [contact us](#).