

CMP GUIDE



CREDENTIAL MAINTENANCE PROGRAM

Updated July 2018

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. (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) green building rating systems as well as the PEER standard for power systems, the WELL building standard, the Excellence in Design for Greater Efficiencies (EDGE) program, the Sustainable Sites Initiative (SITES®), Parksmart, TRUE Advisor, and the GRESB 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 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, 2018	August 14, 2020	August 15, 2020	August 14, 2022

At the end of the 2-year reporting period, LEED, SITES and WELL APs are required to maintain their credential. If professionals do not complete and report their continuing education (CE) hours, the credential expires.

General CE Hours

General CE hours are defined as activities that are relevant to general green building concepts such as environmental sustainability or human health and wellness.

All GBCI credential holders must earn all general CE hours to maintain their credential, and any 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.

	General CE Hours Required	Rating System-specific CE Hours Required	Total CE Hours Required
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.*

GBCI recommends using the LEED, SITES and/or WELL credit categories/concepts as a guideline to help you determine what constitutes general green building topics:

LEED

Integrative Process: Strategies that support high-performance outcomes through early analysis of the interrelationships among systems.

Location and Transportation: Strategies that encourage compact development, alternative transportation and connection with amenities.

Sustainable Sites: Strategies that minimize the impact on ecosystems and water-resources.

Water Efficiency: Strategies that promote smarter use of water, inside and out, to reduce potable water consumption.

Energy and Atmosphere: Strategies that promote better building energy performance through innovative strategies.

Materials and Resources: Strategies that encourage using sustainable building materials and reducing waste.

Indoor Environmental Quality: Strategies that promote better indoor air quality and access to daylight and views.

Pilot Credits: Strategies promoted by any of the existing pilot credits.

SITES

Site Context: Strategies that promote, protect and restore essential ecosystem services.

Pre-Design Assessment + Planning: Strategies that support high-performance outcomes through early site analysis of the interrelationships among systems via an integrative team process.

Site Design – Water: Strategies designed to conserve water, maximize the use of precipitation and protect water quality, transforming stormwater into an amenity.

Site Design – Soil + Vegetation: Strategies that develop healthy soil and appropriate and beneficial use of plants and vegetation.

Site Design – Materials Selection: Strategies that encourage using sustainable plants, healthier soils and materials and reducing waste

Site Design – Human Health + Well-Being: Strategies that renew a sense of environmental stewardship to promote physical activity, restorative mental experiences and social interaction.

Construction: Strategies to protect and enhance air and water quality.

Operations + Maintenance: Strategies that maximize the site’s long-term potential in providing benefits of healthy functioning ecosystems.

Education + Performance Monitoring: Promote sustainable practices through strategies to gather and disseminate information.

The WELL Building Standard™

Air: Strategies that promote clean air by reducing sources of indoor air pollution.

Water: Strategies that promote safe and clean water through filtration techniques and regular testing.

Nourishment: Strategies to promote better eating habits and food culture.

Light: Strategies to minimize disruption of the body’s circadian system, support sleep quality and provide visual acuity through lighting.

Fitness: Strategies that integrate physical activity into everyday life and discourage sedentary behavior.

Comfort: Strategies that create distraction-free, productive and comfortable indoor environments.

Mind: Strategies that provide a physical environment that optimizes cognitive and emotional health.

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 TASK	GREEN BUILDING TASK	LEED-SPECIFIC TASK
Installation of lighting controls	Installation of daylight responsive lighting	Installation of daylight responsive lighting controls in all regularly occupied spaces within 15 feet of windows and under skylights to meet EAc1.2 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 TASK	HEALTH + WELLNESS TASK	WELL-SPECIFIC TASK
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

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 CE	SITES-specific	General CE

Activities

The Credential Maintenance Program has been carefully adapted to the daily lives of LEED, SITES and WELL APs. Earn hours through these activities related to green building and health and wellness.

1. Education (unlimited)

Education should be relevant to green building, which includes environmental sustainability and human health and wellness. 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 LEED, SITES and/or WELL credit categories/concepts as a guideline to help you determine what constitutes general green building topics (please see pages 1-2 in this guide). Please note that courses can only be counted towards credential maintenance once, and the same course cannot be reported in multiple reporting periods.

Both participants and instructors receive 1 CE hour per hour of educational contact time, and those who develop content also receive 2 CE hours for each course they develop.

Under the continuing education activity type, rating system-specific credit can only be achieved 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.

**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.*

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

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, 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 role in which they further their 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.

	Continuing Education	Project Participation	Authoring	Volunteering
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*

Reporting Credential Maintenance

To self-report CMP activities for LEED, log into your [Credentials account](#) and select Report CMP Activity. To self-report CMP activities for SITES, log into your [SITES Online account](#). To self-report CMP activities for WELL, log into your [WELL Online account](#).

The LEED, SITES, and WELL dashboards for reporting CMP activities are unique; therefore, you will need to report all CE hours in each dashboard.

Renewal

Renewal 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. Within 24 hours of renewing, your next reporting period will appear on your main menu. You cannot earn or report CE hours until your new reporting period begins.

We aim to provide renewal notification, but the credential maintenance is the responsibility of the individual credential holder. You have 90 days after the end of your reporting period to renew without penalty, but all CMP activities must be earned between the reporting period start and end dates.

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 Online](#) 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. SITES and WELL do not have multiple specialties, but a professional could be a LEED AP, as well as a SITES or WELL AP. The first LEED with specialty credential earned will be automatically designated the primary credential. Any subsequent LEED credentials earned will be considered the secondary credential(s). If you would like to change your primary credential, please [contact us](#).

If you renew a LEED credential early and earn another LEED AP specialty, your CMP requirements for that specialty do not begin until your new reporting period.

Reporting periods for LEED, SITES, and WELL will not align. You will have three distinct reporting periods based on when your credentials were earned.

Rules for maintaining multiple specialties:

- a. 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, (e.g., 24 general hours for LEED BD+C, plus 6 LEED-specific hours; plus 6 additional LEED-specific hours for LEED O+M = 36 hours in total).
- b. 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.
- c. Likewise, all hours reported for SITES or WELL CMP (including SITES-specific and WELL-specific) can be counted as LEED general CE hours. You must report all CE hours in each dashboard.

Prorating:

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. Please 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 7/1/2018:

- 6 CE hours are required to maintain the secondary specialty if it is earned from 7/1/2018 to 12/31/2018.
- 4.5 CE hours are required to maintain the secondary specialty if it is earned from 1/1/2019 to 6/30/2019.
- 3 CE hours are required to maintain the secondary specialty if it is earned from 7/1/2019 to 12/31/2019.
- 1.5 CE hours are required to maintain the secondary specialty if it is earned from 1/1/2020 to 6/30/2020.

Fees

GBCI credential holders are responsible for paying a biennial CMP renewal fee at the time of renewal. LEED credential holders can [click here](#) for pricing details. SITES APs can [click here](#) for pricing. WELL APs can [click here](#) for pricing. Payments will be accepted only in US dollars.

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

Past Due

Credential holders will have 90 days to renew and report hours previously earned within their reporting period, which starts after the reporting period has ended. You will not be able to earn hours during this time. If you do not report enough hours and successfully renew by the end of the past due period, your credential will expire.

Expiration

GBCI professional credentials will expire if the credential holder fails to complete the CMP requirements. Renewal must be submitted no later than 90 days after their reporting period end date.

Reviews

GBCI will audit a percentage of all credential holders at regular intervals to ensure that they have the documentation to substantiate their claims of continuing education. GBCI also reserves the right to review any reported CE hours at any time. If you are selected for an audit, we will ask you to verify your completed activities with the appropriate documentation. Please save documentation of hours earned. During this process, GBCI hopes to get a better sense of your experience pursuing CMP activities.

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 will result in expiration of the credential(s).

Extensions

If unforeseen circumstances prevent you from being able to complete your credential maintenance in your 2-year reporting period, you may [request an extension](#). Situations that could be recognized by GBCI as hardship include:

- Long-term unemployment
- Military deployment
- Health problems
- Death in the family

This list is not exhaustive nor do these circumstances guarantee an extension. Written requests with supporting documentation must be received at least 30 days before the end of your reporting period. GBCI reviews requests on a case-by-case basis and only grants extensions in situations where you were prevented from completing your CMP.

Reinstatement

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