

CMP GUIDE

Maintenance Program Guide

UPDATED
NOVEMBER 2024

GBCI®

Credential Maintenance Program Guide

COPYRIGHT 2024 GREEN BUSINESS CERTIFICATION INC.™

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.

GREEN BUSINESS CERTIFICATION INC. (GBCI)

GBCI

LEED

PEER

WELL Building Standard

(SITES), **EDGE** (EDGE), **TRUE**

(ICP)

Credential Maintenance Program (CMP) Overview

By actively engaging in continuing education, LEED and SITES Accredited Professionals (APs) demonstrate their commitment to professional development, stay current in their field, and uphold the standards and requirements necessary to renew their credentials.

- **Enhancing knowledge and skills:** Continuing education allows credentialed professionals to stay updated with their field's latest updates and best practices.
- **Maintaining competence:** By engaging in continuing education, credentialed professionals can demonstrate their commitment to maintaining and improving their competence.
- **Keeping pace with changes:** Continuing education helps credentialed professionals stay abreast of industry and rating-system-specific changes, ensuring that they remain relevant in continuing to deliver high-quality services.
- **Networking and collaboration:** Continuing education provides opportunities for credentialed professionals to network and collaborate with colleagues from diverse backgrounds. Interacting with peers and experts in the field fosters the exchange of ideas, experiences and best practices. It can lead to valuable connections, partnerships and collaborations, further enhancing professional growth.

Reporting Period

LEED Credential Holders

Credentials are maintained in 2-year cycles, or reporting periods, starting when the credential is earned (based on exam date or enrollment date) and ending 2 years minus 1 day from the start date. Reporting periods cannot be adjusted.

REPORTING PERIOD – TABLE 1

--	--	--	--

I C

- The inactive credential status represents a credential holder who did not renew their credential during the 2-year reporting period.
- For up to 12 months after the last day of their reporting period (renewal date), credential holders can continue to earn and report CE hours and renew their credential before it expires.
- During the first 30 days of their inactive credential status, credential holders can renew their credentials without paying a reactivation fee. However, after 30 days, credential holders must pay both the renewal and reactivation fees to renew their credentials. See [Fees](#) section.
- Once the credential has been renewed, the start date of the next reporting period will be a continuation of the previous period, beginning the day after the previous period ends. Therefore, the reporting period does not change.
- **During the inactive period, credential holders will not be eligible to register for LEED exams** or include their credential information in their email signatures, business cards or social media profiles.

Expired Credential Status

- The expired credential status represents a credential holder who failed to renew their credential during the active and inactive periods.
- If a credential holder does not act during their 12-month inactive period, their status will transition to expired, rendering their credential invalid.
- When a credential transitions to an expired status, the only option for credential reinstatement is to retest as a new candidate for the LEED Green Associate credential and restart the credentialing process. See [Reinstatement](#) section.
- Once a credential expires, credential holders may no longer include their credential information in their email signatures, business cards or social media profiles.

CREREDENTIAL STATUS – TABLE 2

CREDENTIAL TYPE	EA N/ E CE H	ENE CREDENTIAL	EA L ENE AL A E	EAC I A I N FEE	CREDENTIAL E E
Active	✓	✓	✓		
Inactive	✓	✓		✓	
Expired					✓

SITES AP credential holders

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. Reporting periods cannot be adjusted.

REPORTING PERIOD – TABLE 3

EXAM DATE/ REPORTING PERIOD START DATE	REPORTING PERIOD END DATE	NEXT REPORTING PERIOD START DATE	NEXT REPORTING PERIOD END DATE
August 15, 2024	August 14, 2026	August 15, 2026	August 14, 2028

During the 2-year reporting period, credential holders must earn and report a minimum number of continuing education (CE) hours to renew their credentials. If credential holders do not complete and report the required CE hours and renew their credentials, their credentials will expire and no longer be valid. The only option for credential reinstatement is to retest as a new candidate and restart the credentialing process. See [CE hour requirements](#).

CE Type

General

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

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

G . **-** **CE** **5**

F LEED C EDEN IAL H LDE		F I E C EDEN IAL H LDE	
CE TYPE	COUNTS AS	CE TYPE	COUNTS AS
General CE	General CE	General CE	General CE
LEED-specific	LEED-specific*	LEED-specific	General CE
WELL-specific	General CE	WELL-specific	General CE
SITES-specific	General CE	SITES-specific	SITES-specific

*LEED-specific CE hours will count as LEED-specific only for activities where the specialty is relevant to their credential; otherwise, those CE hours will count as general CE hours.

LEED-specific

LEED-specific is defined as an activity that explicitly connects to credit categories, credits and/or prerequisites found in any of

All LEED and SITES AP credential holders must earn continuing education (CE) hours to actively maintain their LEED and SITES AP credentials. These CE hours can be earned through four professional development activity types: education courses, project participation, authorship and volunteering. These activities can be related to green building, health, wellness, resiliency, net zero, decarbonization, ESG, social equity and the circular economy.

1. Education Courses (unlimited number of CE hours)

- Education courses should be relevant to green building, which includes environmental sustainability, health, wellness, resiliency, net zero, decarbonization, ESG, social equity and the circular economy.
- Under the education courses activity type, **rating system-specific hours** can **only** be earned through **GBCI-approved education** designated as LEED-specific or SITES-specific.
- Education for general CE hours can come from learning activities approved by GBCI or 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, webinars, podcasts, courses and conference events. GBCI recommends using LEED and/or SITES credit categories as a guideline to help you determine what constitutes general green building topics.
- Please note that courses can only be counted toward credential maintenance once, and the same course cannot be reported in subsequent reporting periods.
- Both participants and instructors receive **1 CE hour per hour of educational contact time** for either GBCI-approved or non-GBCI-approved courses. [Free GBCI-approved courses](#) are available at the usgbc.org website.
- Credential holders who develop education content receive **2 CE hours for each hour of educational contact time** for any **GBCI-approved course** they develop. Please note that course development for non-GBCI-approved courses is not eligible for CE hours. The requirements for a course to be approved as rating system-specific are given in the [GBCI Continuing Education Course Review Criteria](#).
- If you are both the developer and instructor of a course, you may only count that course once when reporting credential maintenance activities (i.e., report either the instructor CE hours or the developer CE hours, but not both). Likewise, if you

3. Authorship (unlimited number of CE hours)

-

The dashboards for reporting [LEED](#) and [SITES](#) CMP activities are unique; therefore, you must report all CE hours in each dashboard (account). This also applies to courses taken through USGBC's [online learning platform](#), Greenbuild sessions and regional USGBC courses for SITES.

Please remember to save documentation supporting all CE hours earned and documented. Credential holders should keep documentation of CE hours from their current reporting period and one previous reporting period.

Renewal

- Renewing your credential is available **one year** into your reporting period after completing the required CE hours. Even if all CE hours have been completed, renewal is unavailable until one year into your reporting period to ensure ongoing learning experiences demonstrating continued competency and up-to-date industry knowledge.
- Immediately after renewing your credential, your next reporting period will be reflected on your credential dashboard in the relevant credential account ([USGBC/SITES](#)).
 - If you are a LEED credential holder, you may continue to earn and report CE hours after renewing your credential; however, CE hours will only count toward your next reporting period once your next reporting period begins.
 - If you are a SITES AP credential holder, you can start earning and reporting CE hours once your new reporting period begins.
- It is your responsibility as the credential holder to record and maintain your continuing education in accordance with the guidance outlined in this CMP Guide. Please add gbc@communication.gbc.org to your [trusted contacts list](#) to ensure your GBCI CMP reminder emails are not filtered into spam, junk or clutter folders.

To Renew for LEED:

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

Note: Effective November 3, 2023, the new LEED credential renewal policy provides flexibility for LEED credential holders to renew their credentials during both active and inactive status. Renewing credential holders are eligible for an early renewal rate during the active period. Those renewing their credentials during the inactive period are subject to an additional reactivation fee.

During the inactive period, credential holders have up to 12 months after their reporting period (renewal date) to continue earning and reporting CE hours for their LEED credential renewal. It is important to note that the reporting period will remain unchanged, and the additional time will be deducted from the next reporting period.

- See [New LEED Credential Renewal Policy](#) and [Fees](#) sections for additional information.

To Renew for SITES:

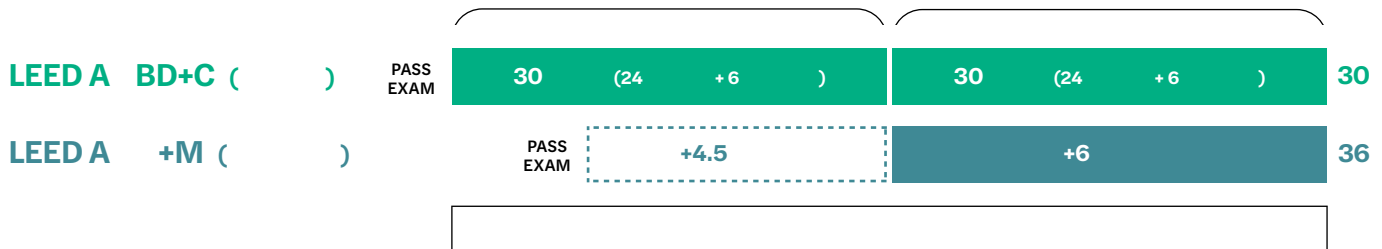
- Report your required CE hours through your [SITES Online account](#), ensuring you have met all requirements.
- Follow the onscreen instructions.
- Pay the nonrefundable renewal fee ([click here for pricing details](#)).

Note: As per the SITES renewal policy, SITES AP credential holders have 30 days after the end of their reporting period to renew

If you renew a LEED AP with specialty credential early and subsequently earn another LEED AP with specialty, all your LEED AP with specialty CMP reporting periods will align with your primary credential. This means the CMP requirements for the newly earned specialty will be prorated to align with the reporting period for your primary credential. This is explained in more detail in the [Prorating](#) section below.

Credential Maintenance for LEED APs with Multiple Specialties

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



Note: If your LEED AP with specialty credential expires, you must start the credentialing process from the beginning and retest for your LEED Green Associate credential or LEED Green Associate and LEED AP with specialty combined exam. See
