



# CREDENTIAL MAINTENANCE

## How to Earn Continuing Education (CE) Hours

These eight activities can help you fulfill your credential maintenance program requirements for your LEED AP with specialty or LEED Green Associate credential:

Activity	Definition	Examples	Key features	What is NOT included?
<b>Professional Development / Continuing Education</b>	<p>All courses or content designed to enhance and broaden a professional's skills in and knowledge of green building or LEED</p> <p>Who determines the quality of the content? GBCI-approved Education Reviewing Bodies (ERB)</p> <p>USGBC is currently the only ERB</p>	<p>ERB-approved content including courses, workshops, presentations, classes, or articles assigned by an instructor</p>	<p>All content is ERB-approved</p> <p>Qualifying courses and classes are listed in USGBC's course catalog</p> <p>CE hours are unlimited for attendees</p> <p>CE hours earned as an instructor, discussion leader, speaker, or panelist may not exceed 50% of the total CE hours required during any reporting period</p>	<p>Unapproved employer training</p> <p>Exam preparation</p>

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<b>Live Presentations</b>	One-time events where a presenter delivers content to an in-person audience, or through broadcast technology, but in real-time	Non-ERB approved conference sessions  Brown-bag lunches  Employer training	A presenter delivers the content  Duration must be at least 50 minutes and no longer than 90 minutes  CE hours are limited 5 per reporting period for attendees  CE hours earned as a presenter, discussion leader, speaker, or panelist may not exceed 50% of the total CE hours required during any reporting period	Exam preparation  Product related overviews  ERB approved content and courses  Unstructured gatherings where the quality of content is not validated
<b>Self-study</b>	Independent review of material relevant to green building or LEED	Content delivered in media such as asynchronous (on-demand) webinars, books or articles, digitized lectures playable on iPods or MP3 players	Content is not part of a course syllabus  CE hours are limited to 5 per reporting period	Exam preparation  Product related overviews

Activity	Definition	Examples	Key features	What is NOT included?
<b>College and University Courses</b>	Courses offered by accredited post-secondary (or tertiary) institutions that are relevant to green building or LEED and are part of a degree curriculum	Theoretical or vocational courses in disciplines related to green building or LEED	CE hours are earned at a rate of 1 CE hour per classroom hour  Offered at an accredited university  CE hours are unlimited	Exam preparation
<b>Certificates, Professional Licenses and Credentials</b>	Validation of professional qualification as awarded by accredited entities where the credential can be leveraged to advance green building practices or LEED	Green Advantage Certification  Architects Education and Registration Board  Professional Engineers' Exam  Associate Constructor Exam	1 CE hour for certificates; 3 CE hours for professional licenses and credentials  The entity providing the credential is recognized by a third-party or State Licensing Board  CE hours can only be earned once (when the qualification is earned initially)	Credentials earned outside of the LEED professional's reporting period  Additional certificates or licenses awarded on a reciprocal basis (typically on the state level)  Exam preparation

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<b>Committee and Volunteer Work</b>	Unpaid activity which supports LEED	<p>USGBC or GBCI Boards of Directors and steering committees/affiliated working groups and task forces</p> <p>Credential exam item writing or job task analyses</p> <p>Local USGBC chapters</p> <p>ASHRAE committee work</p>	<p>2 CE hours for holding a leadership position; 0.5 CE hours per meeting attendance</p> <p>Unpaid</p> <p>Minutes are kept for meetings in this category</p> <p>CE hours are limited to 4 per reporting period</p>	<p>General construction volunteer work where the techniques used are irrelevant to green building or LEED</p> <p>Work that is not directly relevant to LEED or green building, but happens to involve LEED professionals</p>
<b>Authorship</b>	Publication of articles or books within the current reporting period that focus on green building or LEED	<p>Articles in GreenSource, Architectural Record, Popular Mechanics, ISES-- Solar Energy Journal</p> <p>Books on relevant topics</p>	<p>3 CE hours per published article; 10 CE hours per published book</p> <p>The article or book has been published and can be cited</p> <p>Any published article or book will be automatically audited</p> <p>CE hours are unlimited</p>	<p>Short letters to an editor</p> <p>Blogs or individual blog entries</p> <p>Unpublished manuscripts</p>

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<b>LEED Project Participation</b>	Paid or unpaid work that contributes to the acquisition of LEED credits on a project registered for LEED certification	Civil engineer performs storm-water calculations for a project documenting SSp1 for soil erosion or SSc6 (yielding progress on two credits)	Projects must be registered for LEED certification  CE hours are limited to 10 per reporting period	Projects which implement green building or LEED principles but are not registered for LEED certification