



Reporting Your CMP Activity

This document was created by USGBC-Missouri Gateway to guide you through the process of self-reporting your CMP activity using material posted on the GBCI website. Information compiled on this form is valid as of May 14, 2010. For the most up-to-date information, visit www.gbci.org.

Step 1: Log in to your [My Credentials](#) account on the GBCI website.

Step 2: Select [Review/Report CMP Activity](#) from your Current Options.

Step 3: Review your reporting summary and select [Add/Review](#) for the activity's category. Appendix A of the [GBCI CMP Guide](#) contains a list of Categories and Subcategories accepted for CE hours. **Committee and Volunteer Work** should currently be placed under the *Stakeholder Involvement category and Ways to Earn Credit subcategory for the first 2 hours. Additional 2 hours of Committee and Volunteer Work may be recorded in the category/subcategory that applies most to your daily work. Record Certificates, Professional Licenses or Credentials in the category/subcategory which you work in most frequently.* (Source: "CMP: I'm enrolled, now what?" webinar hosted by GBCI on April 7, 2010)

Step 4: Enter the [Activity Date \(s\)](#). For LEED APs who enrolled prior to Dec. 31, 2009, you can report CE hours earned before your reporting period by entering your reporting period start date in the Activity Date field and the Activity Date in the Activity Details field. For **Authorship**, the date of publication should be entered for the date of activity.

Step 5: Choose the activity's [Subcategory](#). Appendix A of the [GBCI CMP Guide](#) contains a list of Categories and Subcategories accepted for CE hours.

Step 6: Choose the activity's [Delivery Method](#). LEED Professionals can earn CE hours through the following activities:

- Professional development/continuing education courses
- Live presentations
- Self-study programs
- College and university courses
- Certificates, professional licenses, and credentials
- Committee and volunteer work
- Authorship
- LEED project participation

See USGBC-STL's ["How to Earn Continuing Education \(CE\) Hours"](#) document for activity descriptions and additional details.

Step 7: Provide the Activity Description.

When reporting CE hours earned through the following activities, provide the corresponding activity descriptions listed below.

Professional Development/Continuing Education Course

- Description of program (At least two-sentence description of course content.)

Live Presentation

- At least two-sentence description of presentation content

Self-Study Program

- At least two-sentence description of the studied material content

College or University Course

- At least two-sentence description of course content

Certificate, Professional License or Credential

- Title of the certificate, professional license or credential

Committee or Volunteer Work

- Description of committee or volunteer work performed

Authorship

- Brief description of subject of article or book
- Please note the date of publication should match the activity date indicated in your reporting form.

LEED Project Participation

- Description of role on project (including if you were a project administrator)

Step 8: Provide the Activity Details.

When reporting CE hours earned through the following activities, provide the corresponding activity details listed below.

Professional Development/Continuing Education Course

- Course title
- Course provider
- Course format

Live Presentation

- Presentation title
- Presentation Host/Location/Duration
- Name(s) of presenter(s)

Self-Study Program

- Program or material title
- Format (audio, audio-visual, written, online, etc.) of self-study program/material
- Duration of time spent in self-study
- If self-study involved reading published material, please cite the material by providing at least the name of the article, the publisher, and the date of publication

College or University Course

- Course name
- School name

Certificate, Professional License or Credential

- Provider
- Certificate, professional license or credential title

Committee or Volunteer Work

- Name of committee, if applicable
- Leadership position, if applicable
- Volunteer work department, if applicable

Authorship

- Name of article or book
- Name of publication, for article
- Name of publisher, for book
- Please note the date of publication should match the activity date indicated in your reporting form.

LEED Project Participation

- Name of project
- Credits participated with

Step 9: Choose the activity's Content Type.

See the table below to see whether your activity's delivery method is eligible for LEED-specific hours.

Activity delivery method	LEED-specific hours possible
Professional Development courses	Yes; LEED-specific hours may be earned only for professional development courses that are approved and designated as LEED-specific by an ERB or GBCI.*
Live Presentations	No.
Self-study programs	Yes; LEED-specific hours may be earned only for self-study programs that are approved and designated as LEED-specific by an ERB or GBCI.*
College and University Courses	Yes; LEED-specific hours may be earned only for college and university courses that are approved and designated as LEED-specific by an ERB or GBCI.*
Certificates, Professional Licenses, and Credentials	No.
Professional Development Authorship	No.
LEED Project Participation	Yes; if linkages to the LEED Rating System(s) are demonstrated.
	Yes; all LEED project participation earns LEED-specific hours.

* Each ERB maintains a list of LEED-specific programs and, if applicable, the LEED Rating System to which the course applies. LEED-specific courses are available in the ERBs' course catalogs.

Step 10: Provide the number of CE Hours.

Professional Development/Continuing Education Course

- 1 CE hour for first activity hour
- .5 CE hours for each additional full half an activity hour*
- CE hours are unlimited for attendees
- 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

Live Presentation

- 1 CE hour for first activity hour
- .5 CE hours for each additional full half an activity hour*
- 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

Self-Study Program

- 1 CE hour for first activity hour
- .5 CE hours for each additional full half an activity hour*
- CE hours are limited to 5 per reporting period

College or University Course

- 1 CE hour per classroom hour***
- CE hours are unlimited

Certificate, Professional License or Credential

- 1 CE hour for certificates
- 3 CE hours for professional licenses and credentials
- CE hours can only be earned once (when the qualification is earned initially)

Committee or Volunteer Work

- 2 CE hours for holding a leadership position
- .5 CE hours per meeting attendance
- CE hours are limited to 4 per reporting period

Authorship

- 3 CE hours for published article
- 10 CE hours for published book
- CE hours are unlimited

LEED Project Participation

- 1 CE hour per LEED Credit or prerequisite
- 2 CE hours per project for being the Project Administrator
- CE hours are limited to 10 per reporting period

* For example, a 75-minute program earns 1 CE hour; a 100-minute program earns 1.5 hours; a 120-minute program earns 2 hours.

** Each ERB maintains a list of LEED-specific programs and, if applicable, the LEED Rating System to which the course applies. LEED-specific courses are available in the ERBs' course catalogs.

*** Classroom hours are the amount of time spent in the classroom per academic term (usually 35 hours for a 3-credit semester-long course). Online courses will be counted based on how the course credit would transfer over to a traditional university. (For example, if the course is valued at 3 semester credits, the equivalent course would involve 35 classroom hours. Therefore, the online course would earn 35 CE hours.)

Step 11: Submit

Step 12: Done! You can add, delete or review your CE hours at any time. Or you can print a reporting summary.