




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.

*This document was created by USGBC-Missouri Gateway using material posted on the GBCI website and is valid as of May 3, 2012.
For the most up-to-date information, visit www.gbci.org > Credentialing Maintenance > Guides & Resources*

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.

Activity	Definition	Examples	Key Features	What is NOT Included?	CE Hours Possible	LEED-Specific Hours
GBCI-Approved Education	<p>Attending or leading professional development activities that have been approved by GBCI</p> <p>All courses or content must be designed to enhance and broaden a professional's skills in and knowledge of green building or LEED</p>	<p>GBCI-approved content including 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</p> <p>NOTE: Most USGBC-Missouri Gateway Chapter Programs are GBCI-approved. Check the event listings on our website for the GBCI CMP logo</p>	<p>All content is GBCI-approved</p> <p>Look for the GBCI CMP logo pictured below with the course information</p>  <p>GBCI-approved professional development courses can also be found in the course catalog at www.gbci.org> Credential Maintenance> Course Catalog</p>	<p>Unapproved employer training</p> <p>Exam preparation</p>	<ul style="list-style-type: none"> • 1 CE hour for first activity hour • 0.5 CE hours for each additional full half an activity hour • 2 CE hours for time spent developing content for instructors <p>CE hours are unlimited for attendees</p> <p>The same instructional program can be counted only once</p> <p>CE hours earned as an instructor, discussion leader, speaker, or panelist may not exceed half of the total required CE hours</p>	<p>Yes, if approved as LEED-Specific by GBCI</p>

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Non-Approved Presentations	Attending or presenting real-time presentations that are not currently approved by GBCI to an audience or via broadcast technology, but in real-time	<p>Non-GBCI approved conference sessions</p> <p>Brown-bag lunches</p> <p>Employer training</p>	<p>A presenter delivers the content</p> <p>Duration must be at least 50 minutes and no longer than 90 minutes</p> <p>Presentations are delivered in real-time to an in-person audience or through broadcast technology (including live webinars and webcasts)</p>	<p>Exam preparation</p> <p>Product related overviews</p> <p>GBCI approved content and courses</p> <p>Unstructured gatherings where the quality of content is not validated</p>	<ul style="list-style-type: none"> • 1 CE hour for first activity hour • 0.5 CE hours for each additional full half an activity hour • 2 CE hours for time spent developing content for instructors <p>CE hours may be awarded only once for attending or leading the same presentation</p> <p>Non-approved presentations, self-study, and committee and volunteer work combined cannot be more than 50% of required CE hours</p> <p>CE hours earned as a presenter, discussion leader, speaker, or panelist may not exceed half of the total required CE hours</p>	No
Self-Study	Structured study (audio, audio-visual, written, online, etc.), an examination, or reading	<p>Any study (research, reading, etc.) that pertains to a relevant CE category</p> <p>Content delivered in media such as on-demand webinars, professional manuals, publications, books or articles, digitized lectures playable on iPods or MP3 players. Includes LEED reference guides.</p>	<p>To earn CE hours, self-study must be at least one hour in length, or 50 to 90 minutes for an exam, and pertain to a CE category that is relevant to your specialty</p> <p>You will need to supply GBCI with a record of the periodical read, exact pages, and linkage to accepted topics</p>	<p>Exam preparation</p> <p>Product related overviews</p>	<ul style="list-style-type: none"> • 1 CE hour for first activity hour • 0.5 CE hours for each additional full half an activity hour <p>Self-study, non-approved presentations, and committee and volunteer work combined cannot be more than 50% of required CE hours</p>	Yes, for reading a LEED Rating System or Reference Guide, or a standard referenced in a LEED Rating System or Reference Guide

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College and University Courses	Completing or teaching courses offered at accredited colleges or universities	Theoretical or vocational courses in disciplines related to green building or LEED	<p>Offered at an accredited university</p> <p>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</p> <p>LEED Professionals may earn CE hours regardless of whether they are enrolled to earn credit or are degree seeking</p>	Exam preparation	<ul style="list-style-type: none"> • 1 CE hour per classroom hour • 2 CE hours for time spent developing content for instructors <p>CE hours are unlimited</p> <p>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)</p>	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
Certificates, Professional Licenses, and Credentials	Initial earning of a certificate, professional license, or credential (including earning additional LEED AP specialties) for a profession or in an industry that is related to green building	<p>Green Advantage Certification</p> <p>Professional Engineer, Architecture, Real Estate License</p> <p>LEED for Homes Green Rater</p> <p>Certified Property Manager (CPM)</p> <p>Additional examples at: http://www.gbci.org/Files/cmp_guide.pdf</p>	The entity providing the credential is recognized by a third-party or State Licensing Board	<p>Credentials earned outside of the LEED Professional's reporting period</p> <p>Additional certificates or licenses awarded on a reciprocal basis (typically on the state level)</p> <p>Exam preparation</p> <p>License renewal</p>	<ul style="list-style-type: none"> • 1CE hour for certificates • 3 CE hours for professional licenses and credentials <p>CE hours can only be earned once (when the qualification is earned initially)</p>	Yes, for earning other LEED Professional Credentials and Certificates

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Committee and Volunteer Work	Committee and volunteer work that support the LEED system	<p>Local USGBC chapters</p> <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>Volunteer organizations outside of USGBC and GBCI may also apply</p>	<p>Unpaid</p> <p>Minutes are kept for meetings in this category</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>	<ul style="list-style-type: none"> • 2 CE hours for holding a leadership position • 0.5 CE hours per meeting attendance <p>Committee and volunteer work, self-study, and non-approved presentations combined cannot be more than 50% of required CE hours</p>	<p>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</p>
Authorship	Publishing articles and books that are related to the relevant CMP categories	<p>Articles in GreenSource, Architectural Record, Popular Mechanics, EcoHome, Dwell, ISES- Solar Energy Journal</p> <p>Books on relevant topics</p>	<p>The article or book has been published and can be cited</p> <p>The publication must have an editorial body</p> <p>Any published article or book will be automatically audited</p>	<p>Short letters to an editor</p> <p>Blogs or individual blog entries</p> <p>Unpublished manuscripts</p> <p>Work published outside of the LEED Professional's reporting period</p>	<ul style="list-style-type: none"> • 3 CE hours for published article • 10 CE hours for published book <p>CE hours are unlimited</p>	<p>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</p>
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	Civil engineer performs storm-water calculations for a project documenting SSp1 for soil erosion or SSc6 (yielding progress on two credits)	<p>Projects must be registered for LEED certification (but not necessarily certified)</p> <p>Your work must be verified through LEED Online or a project manager, or, if audited, through a letter of attestation from your employer or client. You'll only need to send documentation to GBCI if you are audited</p>	Projects which implement green building or LEED principles but are not registered for LEED certification	<ul style="list-style-type: none"> • 1 CE hour per LEED Credit or prerequisite • 2 CE hours per project for being the Project Administrator <p>CE hours are unlimited</p>	<p>Yes; all LEED project participation earns LEED-specific hours</p>