

# LEED Accredited Professional Candidate Handbook

Revised August 2008



**Green Building Certification Institute**  
1800 Massachusetts Avenue NW Suite 300 Washington DC 20036  
[www.gbci.org](http://www.gbci.org) • [exam@gbci.org](mailto:exam@gbci.org) • 1-800-795-1746



LEED® Professional Accreditation Handbook, revised August 2008.

COPYRIGHT 2008 by Green Building Certification Institute  
Information in this handbook represents current policies and procedures for the LEED Professional Accreditation exam. Information in this handbook supersedes information contained in any previously published information.

This booklet may not be brought into the examination.

Eligibility standards, exam content, exam standards, fees, and guidelines are subject to change.

It is recommended that you keep this handbook for reference throughout the accreditation process.

### LEED AP Quick Reference

- An outline of exam content and sample questions are available at [www.gbci.org](http://www.gbci.org) > Professional Credentials > LEED AP Exam Preparation
- For a list of Prometric test sites, visit [www.prometric.com/gbci](http://www.prometric.com/gbci)
- You must generate an Eligibility ID at [www.gbci.org](http://www.gbci.org) in order to set up an exam appointment with Prometric.
- The cost of the exam is \$300 for USGBC Members and \$400 for non-members.

**IMPORTANT:** If you are a full-time employee of a USGBC Member company, you qualify for the member rate. Make sure your company's USGBC Corporate Access ID number is entered into Your Account before submitting this form. **The USGBC Member discount is not automatically applied retroactively to exam registrations that are submitted under non-member pricing. Please make sure that this pricing is correct before proceeding.**

- Do NOT call or email GBCI to confirm, cancel, or reschedule your exam appointment. Cancel or reschedule all appointments through [www.prometric.com/gbci](http://www.prometric.com/gbci) using your Prometric-issued exam confirmation number two full days before your test.
- Plan to arrive at the test center 30 minutes before your scheduled appointment to complete the required check-in process before testing begins.
- It is recommended that you wear comfortable, layered clothing, as test center temperatures may vary.
- You will be required to leave your personal belongings in a locker.
- Have correct identification ready at the test center. **The name on your ID must exactly match the name you provided when you registered for the exam (see page 13).**
- At the test site, if you have not completed the exam and you are reviewing questions – do NOT click Finish. This will exit you from the exam and you will not be able to get back in.
- Unanswered exam questions will be scored as incorrect when time expires.
- You will receive a score report and exam fee receipt at the test site after your exam session is complete.
- Update your LEED AP Directory listing through [www.gbci.org](http://www.gbci.org) > Your Account > Accreditation > Accreditation Profile. The directory will update in 24 hours.
- If you have questions or concerns, email [exam@gbci.org](mailto:exam@gbci.org) or call GBCI at (U.S Domestic Calls) 1-800-795-1746 or (International Calls) 202-436-9500.

# Table of Contents

About LEED Professional Accreditation.....4

Benefits of LEED Professional Accreditation.....5

Exam Registration and Scheduling.....6

Confirming, Canceling, and Rescheduling an Exam.....7

Accommodations for Candidates With Disabilities.....9

Exam Specifications and References.....10

Studying for the Exam.....12

Identification Requirements.....13

Taking the Exam.....14

Test Center Regulations.....16

Exam Scoring.....17

After the Exam.....18

AIA Learning Units.....18

Prometric Contact Information.....19

GBCI Contact Information .....20

### About GBCI

Founded by the U.S. Green Building Council in 2008, the Green Building Certification Institute develops and administers credentialing programs aimed at improving green building practice. GBCI administers the LEED Professional Accreditation exam. The U.S. Green Building Council is leading a national consensus for producing a new generation of buildings that deliver high performance inside and out.

GBCI was formed to allow for balanced, objective management of the LEED Professional Accreditation program, including exam development, registration and delivery. This separation into two organizational entities brings the credentialing program closer toward meeting standards for programmatic excellence put forth by ANSI/ISO/IEC 17024. ISO 17024 is a standard which evaluates the validity, credibility and on-going programmatic improvement of professional credentialing programs. Throughout this transition, the LEED AP credential was not affected. LEED Accredited Professionals continue to represent knowledge of the LEED Rating System and competency in LEED Certification process.

### About LEED Professional Accreditation

#### Examination Information

A LEED Accredited Professional (LEED AP) is an individual who has passed the exam and possesses the knowledge and skills necessary to participate in the design process, to support and encourage integrated design, and to streamline the application and certification process. The exam was launched in 2001 to recognize, through accreditation, individuals' understanding of green building practices and principles, and familiarity with LEED requirements, resources, and processes.

GBCI contracts with a test development firm to develop and deliver the exam. The development of a valid exam begins with a clear and concise definition of the knowledge, skills and abilities needed in order to successfully serve as a LEED Accredited Professional. Psychometricians work with experts in the green building industry to identify critical components of the roles and responsibilities of an individual supporting the LEED certification process.

The LEED Professional Accreditation exam is valid and reliable. Validity means that the exam is able to measure that which it is supposed to measure. Reliability is an index of how accurately the exam measures a candidate's skills. A test must be both valid and reliable to be considered a well-developed exam. The LEED Professional Accreditation exam accurately assesses each candidate's ability to carry out the required responsibilities of a LEED Accredited Professional.

#### LEED Professional Accreditation Exam Tracks

The following exam tracks are offered toward achieving the LEED AP credential. Candidates need to pass one exam track. All LEED APs are eligible to earn one point toward LEED Certification under ID/IU Credit 2 by serving as a principal participant on a LEED project team regardless of which exam track was achieved. To download the individual LEED Rating Systems please visit [www.usgbc.org/leed](http://www.usgbc.org/leed).

- LEED for New Construction, version 2.2
- LEED for Commercial Interiors, version 2.0
- LEED for Existing Buildings, version 2.0

### Examination Item Development

Extensive test statistics are calculated in the process of determining test validity and reliability. This includes careful analysis of every question on the LEED Accredited Professional exam. Exam questions:

- Are developed and validated by global work groups of Subject Matter Experts
- Are referenced to current standards and resources produced by USGBC
- Are developed and monitored through psychometric analysis
- Satisfy the test development specifications of a job analysis

### Determining the Passing Score

A valid credentialing exam must have a defensible passing score. The cut score that separates candidates who fail must be based on the minimum level of knowledge required as set forth by Subject Matter Experts. The passing score for the LEED Professional Accreditation exam is determined by a Minimally Qualified group procedure during the beta testing process. This procedure looks at the scores of candidates who have been classified as borderline qualified to pass based on external information. Subject Matter Experts classify candidates as being Above Qualified, Minimally Qualified, or Below Qualified. The median score of beta candidates in the minimally qualified group is taken to be the suggested cut score, with the median scores of the Above and Below Qualified groups serving as upper and lower boundaries to the range of acceptable cut scores. The final cut score is decided upon by a group of test development experts and Subject Matter Experts based on this range.

## Benefits of LEED Professional Accreditation

### Individual Benefits

- Provides a marketable credential to an employer, prospective employer or client
- Listing on GBCI website directory of LEED Accredited Professionals
- LEED Accredited Professional certificate
- Receive recognition for involvement in the LEED Certification process

### Employer Benefits

- Eligible for projects on which owners are mandating the participation of a LEED AP
- Strengthens qualifications when responding to RFPs requiring a LEED AP
- Encourages the growth of knowledge and understanding of the LEED Certification process

### Industry Benefits

- Encourages and promotes a higher understanding of LEED
- Supports and facilitates transformation of the built environment

## Exam Registration and Scheduling

The exam is computer-based and is offered at more than 275 Prometric test sites in the U.S. and at more test sites in countries around the world. Appointments are scheduled on a first come, first served basis. Register early to get your preferred date. Follow these steps to schedule your exam:

1. Visit [www.gbci.org](http://www.gbci.org) and click on “Exam Registration.” This will prompt you to sign in to your website account. If you do not have an account, click on “Register Now” to create one.
2. After you sign in, the site will ask you to create an Accreditation Profile or edit an existing profile. Be sure to register with the exact same name that appears on your identification or you will not be allowed to test.
3. For those candidates employed by a USGBC Member company, make sure that you have entered your company’s Corporate ID in your website account. This will ensure that you receive member pricing on the exam fee. This must be done prior to clicking “Submit.” You can do this through [www.gbci.org](http://www.gbci.org) > Your Account > USGBC Membership. **The USGBC Member discount is not automatically applied retroactively to exam registrations that are submitted under nonmember pricing. Please make sure that this pricing is correct BEFORE clicking Submit and generating an Eligibility ID.**
4. Select your exam track and click “Submit.” This will generate an Eligibility ID. The Eligibility ID is displayed on-screen and is also emailed to you. The Eligibility ID is stored in your website account and can be accessed at any time through [www.gbci.org](http://www.gbci.org) > Your Account > Accreditation.
5. Go to [www.prometric.com/gbci](http://www.prometric.com/gbci) to schedule an exam appointment. Enter your Eligibility ID to proceed with selecting a test site, scheduling a date and time and entering payment information. The exam fee will not be charged until the exam appointment occurs, but Prometric may put a hold on the credit card to verify the availability of funds.
6. When the exam appointment is scheduled, you will receive a confirmation number onscreen from Prometric through email. GBCI highly recommends that you keep your confirmation number. You will need this confirmation number to confirm, cancel and reschedule your appointment through the Prometric Web site: [www.prometric.com/gbci](http://www.prometric.com/gbci). If you do not receive a confirmation e-mail from Prometric, please call them at 1-888-215-4154 to have it resent.

## Bulk Scheduling

To schedule five or more candidates at one time, use Prometric’s Bulk Registration process. Each candidate will first need to go to [www.gbci.org](http://www.gbci.org) to create a website account and an Eligibility ID. Some candidates will likely already have website accounts; some will need to establish a website account for the first time.

- If the company is a USGBC Member, candidates will need to click on Your Account > USGBC Membership to verify that they are linked to the company’s USGBC Membership. If not, they need to enter the company’s corporate membership ID number there.
- Candidates proceed to [www.gbci.org](http://www.gbci.org) > Exam Registration to generate an Eligibility ID.
- Go to [www.prometric.com/gbci](http://www.prometric.com/gbci), click on “Schedule Exam,” select your country and state for local test site locations, and click on “Bulk Registration.” Enter each candidate’s Eligibility ID number and provide payment information to pay the exam fees in bulk.
- Alternatively, call Prometric’s Bulk Registration line at 1-800-774-1292 and provide each candidate’s Eligibility ID number over the phone.

## Exam Fees

Examination fees cover the costs of testing center coordination and staffing, examination development, review, production and scoring. Prometric accepts electronic check and credit card payment methods. Prometric charges the exam fee when the scheduled exam session occurs. An exam fee receipt will be included on the printed score report you receive at the Prometric test site after your exam is completed.

- USGBC National Members: \$300
- Non Members: \$400
- Cancellation/Rescheduling Fee: \$30

Please note that candidates cannot change the credit card information for the payment of a scheduled Prometric appointment without cancelling the appointment with Prometric first. Prometric does not currently accept checks for payment for the LEED AP exams.

**NOTE TO USGBC MEMBERS: You must have your company's Corporate Access ID number entered into your website account in order to receive member pricing on the exam fee. The USGBC Member discount is not automatically applied retroactively to exam registrations that are submitted under non-member pricing. Please make sure that this pricing is correct before generating an Eligibility ID.**

Candidates who need a receipt of payment should contact Prometric Candidate Care at 1-800-853-6769.

## Prometric Hours of Operation

Prometric's Call Center business hours are 8:00am and 8:00pm Eastern Standard Time, Monday through Friday. Prometric's Web site is always available: [www.prometric.com/gbci](http://www.prometric.com/gbci).

The exam is administered internationally. In the United States, the exam is available Monday through Saturday, with the exception of national holidays or holiday weekends. Hours of operation vary from center to center. Weekend and evening hours are available at some locations. Prometric experiences heavy test volume between June and August and from October through December. During these months we suggest scheduling your appointment at least 30 days in advance.

Prometric test sites are generally closed in observance of the following holidays:

New Year's Day	Labor Day/Weekend
Martin Luther King Jr. Day	Thanksgiving Day/Weekend
President's Day	Christmas Eve Day
Memorial Day/Weekend	Christmas Day
Independence Day/Weekend	New Year's Eve Day

## Confirm, Cancel, or Reschedule Exam Appointment

You can confirm, cancel, or reschedule your exam appointment through any one of these methods:

- Visit [www.prometric.com/gbci](http://www.prometric.com/gbci) anytime and follow the on-screen instructions (recommended)
- Call 1-888-215-4154 , then dial 2, 8:00 am to 8:00 pm Eastern Standard Time, Monday through Friday

To change or cancel your reservation you must do so through Prometric **no later than midnight on the third day before your scheduled examination**. The exam fee is not charged until the exam appointment takes place. Properly cancelled appointments will not be charged the exam fee; properly rescheduled

appointments will be charged the exam fee after the new appointment occurs. All exam appointments cancelled/rescheduled 30 days before the examination date are charged a \$30 fee. **If you do not receive a Confirmation Number from Prometric, contact them immediately to confirm that your appointment has been successfully rescheduled.**

If you contact Prometric less than **two full days** before your scheduled appointment, you will be charged the full examination fee. The fee from your first appointment will be owed, in addition to the fee for any new test date you schedule. Leaving a message on the local test center’s answering machine is NOT an acceptable method of cancelling/rescheduling your appointment. To reschedule or cancel your appointment you will need the **confirmation number** issued to you by Prometric via email.

Exam Appointment	Reschedule/Cancel Deadline
Monday	Previous Friday, by Midnight EST
Tuesday	Previous Saturday, by Midnight EST
Wednesday	Previous Sunday, by Midnight EST
Thursday	Previous Monday, by Midnight EST
Friday	Previous Tuesday, by Midnight EST
Saturday	Previous Wednesday, by Midnight EST
Sunday	Previous Thursday, by Midnight EST

Your GBCI account does not have a real-time link to Prometric’s calendar. **Do not check your GBCI account for Prometric appointment information.** Your GBCI account will not display your appointment information, including exam date, until after your exam has been delivered and your results have been returned from Prometric. Your GBCI account will show your Test Date as “Awaiting Results” until GBCI receives your exam results from Prometric. If you do not have your appointment confirmation e-mail from Prometric, call 1-888-215-4154 or visit [www.prometric.com/gbc](http://www.prometric.com/gbc) with your Confirmation Number.

### Failing to Appear for a Scheduled Exam

If you are absent from an examination that you were scheduled to attend, and you did not reschedule or cancel according to the policy, you will owe Prometric the full examination fee for that missed exam. You will not be permitted to take future exams until the fee owed Prometric for the previous missed exam is paid in full. There are no refunds for examinations not taken.

All candidates seeking excused absences based on an emergency situation must contact Prometric Candidate Care at 1-800-853-6769 within 10 days of the original examination date. Prometric will require that you fax documentation of the emergency in order to excuse the absence. Illness excuses must be written by the attending physician. Inclement weather is not acceptable as an excused absence unless the test center was closed (see below). If, on the day of your exam, you are unable to attend the examination for which you are scheduled, you may be excused without monetary penalty for the following reasons:

- Documented illness, either yourself or immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty; or
- Military duty

Examples of acceptable documentation for excused absences are listed below. This list is not exhaustive.

**Illness:** Doctor's note, emergency room admittance, etc.

- Must be signed by a licensed doctor
- Must include the date of the medical visit
- Must include contact information for the licensed doctor
- Does not need to give details of the illness or emergency, but if it does not, the doctor should at least indicate that the candidate should not test.

**Death in the Family:** Death certificate or doctor's note

- Must be signed by a licensed doctor or mortician
- Must include the date
- Must include contact information for the doctor or mortician

**Traffic Accidents:** Police report, receipt from the mechanic or towing company

- Must include the date
- Must include contact information

**Court Appearance:** Court or jury summons, subpoena

- Must include the date
- Must specifically name the candidate

**Military Duty**

- Must have the date
- Must specifically name the candidate

### **Inclement Weather or Other Emergencies**

Test administration will be delayed or cancelled only in emergencies. If severe weather or a natural disaster makes the test center inaccessible or unsafe, the test administration may be cancelled. In the event of test center closings due to inclement weather, candidates will be contacted by Prometric to reschedule their appointment free of charge.

### **Re-Examination**

There is no limit to the number of times unsuccessful candidates may retake the examination. Exam candidates will be charged the full exam fee for each exam scheduled.

## **Accommodations for Candidates with Disabilities**

If you have a documented disability that would prevent you from taking the LEED Professional Accreditation exam under standard conditions, you may request a reasonable accommodation as required by law. Reasonable accommodations are granted to ensure that every candidate has the opportunity to test on a level field with other candidates, but not to provide any candidate with an unfair advantage over other candidates. Accommodation requests are considered on a case by case basis.

Prometric certifies that it shall comply with the provisions of the Americans with Disabilities Act (ADA). Under the ADA, entities that administer standardized examinations must offer the examinations in a place

and manner that is accessible to candidates with disabilities. This may require reasonable modifications to the manner in which the test is administered. Prometric will provide auxiliary aids and services, except where it may fundamentally alter the examinations or results. Available accommodations include, but are not limited to, the following:

- Reader
- Scribe
- Extended testing time
- Auxiliary aids and services

Requests should be made to GBCI at least 30 days in advance of the desired test date. Requests are submitted through [www.gbci.org](http://www.gbci.org) by checking the Special Conditions Request box during the “Exam Registration” process. Candidates will receive an email from GBCI requesting medical documentation of the disability. Documentation must be current within five years. GBCI Accreditation staff will review documentation and, if approved, alert Prometric of the necessary accommodations. GBCI Accreditation staff will then contact the candidate regarding further steps for scheduling.

Applicants requesting an accommodation must provide current, signed documentation of the disability from a licensed medical professional. Documentation must include all of the following:

- Specific diagnosed disability
- Specific limitation(s) that the disability imposes on the testing environment
- Specific requested accommodation(s)
- Contact information including telephone and/or email address of each professional providing documentation
- Applicants requesting accommodation on the basis of a learning disability must also submit a diagnosis of the disability corroborated by psychological/cognitive functioning testing

When scheduling for re-examination, candidates should indicate that special arrangements were made, or services provided, for the prior exam appointment and that these arrangements/services will be required again for the upcoming test date.

### Testing in a Foreign Language

GBCI offers the LEED Professional Accreditation exam in English. The use of translators or foreign-language dictionaries during the examination will not be permitted. Additional time to complete the exam will not be provided.

## Exam Specifications and References

Each section of the exam is designed to test minimum competency in a specific area of the knowledge which is important for the successful facilitation of the LEED Certification process. This is encompassed in the following four content areas: Knowledge of LEED Credit Intents and Requirements, Coordinate Project and Team, Implement LEED Process and Verify, Participate in, and Perform Technical Analyses Required for LEED Credits.

## Specifications

The specifications for each section of the LEED Professional Accreditation exam are organized to include a statement of intent and a list of various content areas. This structure provides the volunteer Subject Matter Experts with a framework to guide the development of exam items to assess whether a candidate is capable of performing specific tasks and services. The following outline provides a general description of exam content areas.

### 1. Knowledge of LEED Credit Intents and Requirements

- Apply LEED definitions consistently across all credits
- Establish level of knowledge of LEED credit intents, requirements, submittals, technologies, and strategies for site credit category
- Establish level of knowledge of LEED credit intents, requirements, submittals, technologies, and strategies for water credit category
- Establish level of knowledge of LEED credit intents, requirements, submittals, technologies, and strategies for energy credit category
- Establish level of knowledge of LEED credit intents, requirements, submittals, technologies, and strategies for materials credit category
- Establish level of knowledge of LEED credit intents, requirements, submittals, technologies, and strategies for Indoor Environmental Quality (IEQ) credit category
- Describe format and process for achieving innovation credits

### 2. Coordinate Project and Team

- Gather all project information and requirements to support the LEED process
- Manage coordination of multiple job functions to achieve LEED Certification
- Identify standards that support LEED credits
- Identify opportunities for integrated design and credit synergies to support LEED certification; explore systems integration opportunities
- Identify critical path elements and schedule to implement LEED process. Develop and implement green building strategies critical path

### 3. Implement LEED Process

- Select appropriate LEED product for project scope
- Register project for LEED Certification online
- Demonstrate knowledge of CIR process and resources
- Manage LEED documentation/certification process
- Manage and complete letter templates
- Draft and review innovation credits

### 4. Verify, Participate In, and Perform Technical Analyses Required for LEED Credits

- Verify compliance of technical work products created by other team members
- Participate in and guide the development of technical analyses with design professionals
- Perform technical analyses to verify compliance with LEED requirements

## References

The primary source for the development of the accreditation exam track is the LEED Rating System. This, as well as other sources listed below, is helpful in learning more about the LEED Rating System and its application in practice. This list is also available through [www.gbci.org](http://www.gbci.org) > Exam Preparation.

- **LEED Reference Guide:** [www.usgbc.org/store](http://www.usgbc.org/store) > Publications
- **LEED Certification Process:** [www.usgbc.org/leed](http://www.usgbc.org/leed) > Project Certification
- **Project Registration Form:** [www.usgbc.org/leed](http://www.usgbc.org/leed) > Project Certification > Registration
- **LEED Credit Templates:**  
[www.usgbc.org/leed](http://www.usgbc.org/leed) > LEED Resources > LEED Online Sample Credit Templates
- **LEED Online:** [www.usgbc.org/leed](http://www.usgbc.org/leed) > Project Certification > LEED Online
- **Credit Interpretation Requests Process:**  
[www.usgbc.org/leed](http://www.usgbc.org/leed) > LEED Reference Documents > CIR and Ruling Process Guidelines

## Studying for the Exam

### Candidate Qualifications

There are no prerequisites to taking the LEED Professional Accreditation exam. However, the following qualifications for the exam are strongly recommended:

- Tenure in green building and construction industry knowledge
- Familiarity with documentation process for LEED certified projects
- Knowledge of LEED credit intents, requirements, submittals, technologies and strategies within your discipline
- Practical experience working with multiple design disciplines
- Understanding of life cycle cost and benefits of LEED
- Familiarity with LEED resources and processes

No two exam candidates come to the test center with the same level of knowledge. Because experience and educational backgrounds are unique, these considerations should be taken into account when considering study methods. While some candidates may take the exam without any study, the majority spend time preparing. Because the exam measures the candidate's ability to facilitate the integrated design process and his/her knowledge of the LEED Rating System and the resources and processes involved with the project certification process, the best way to prepare is to understand the rating system requirements and processes and their application in practice.

The main source of study material for the LEED AP exam is the LEED Reference Guide, in addition to the references listed on the previous page. A list of resources, exam content and sample exam questions are available at [www.gbci.org](http://www.gbci.org) > Exam Preparation. Candidates can supplement their study by utilizing USGBC Education programs and through gaining practical experience:

- USGBC LEED Technical Review Training workshops; for a schedule see [www.usgbc.org](http://www.usgbc.org)
- USGBC's Essentials of LEED Professional Accreditation online course (based on LEED New Construction v2.2)
- Participation on a LEED green building project team

## Examination Day

### Identification Requirements

Candidates must bring appropriate identification to the testing center. Expired forms of IDs will not be accepted. Candidates must provide current IDs that bear their signature, photograph, and their name as it appears on their exam registration. **The first and last names on each ID submitted must match the first and last names on the exam registration. If the name on the ID does not match the name on the exam registration, you will NOT BE ALLOWED TO TEST AND YOU WILL FORFEIT THE FULL EXAM FEE.**

Appropriate ID	Examples
1 Government-issued Photo ID with Signature	Passport Driver's License Military ID
1 Credit Card with Photo and Signature	Signed Photo Check Card or Credit Card
1 Photo ID without signature -plus- 1 Signed Credit Card	Alien ID Card Employee ID Card Student ID  -with- Signed Check Card or Credit Card

Unacceptable forms of ID:

- Social Security Card
- Expired photo ID

Prometric will require the following of your identification:

- The ID photo must look like the candidate
- Name FIRST and LAST NAME on the ID must match the name on the exam registration. If any of the following name discrepancies appear, the candidate will be allowed to test:
  - Informal first name is used (James vs. Jimmy)
  - Parts of a hyphenated name are missing
  - Name discrepancies are minor, such as the following

Middle Name or Middle Initial	John E. Smith vs. John Smith
Formal and Informal Name	Michael Jones vs. Mike Jones
Maiden Name and Given Middle Name	Mary Elizabeth Smith vs. Mary Jones Smith

If there is an ID concern at the test site, but you feel that you have met the ID requirements, immediately call Prometric's Customer Care line at 1-800-853-6769.

### Arrival Time

It is recommended that you arrive at the test center at least 30 minutes prior to your scheduled exam appointment to get settled, check-in, and begin the tutorial. Candidates who arrive at test site after their scheduled exam times will lose their reservations and be considered absent, and the policy for Failure to Appear for a Scheduled Exam will apply.

Your test session should begin within 30 minutes of your scheduled appointment. If circumstances arise at the test site that delay your test session more than 30 minutes after your scheduled appointment time, you will be given the choice of continuing to wait or rescheduling your appointment.

You will be escorted to a workstation by test center staff. You must remain in your seat during the exam except when authorized to leave by test center staff. Raise your hand to notify test center staff if:

- You experience problems with your computer
- An error message appears on the computer screen (do not clear the message)
- You need additional scratch paper or pencil
- You need to take a break (testing time will NOT be suspended)
- You need the test center staff for any other reason

In the event that you encounter negative conditions at the test site such as HVAC failures, excessive noise, or technology malfunctions we recommend that you immediately notify the proctor and request that the issue is documented in an Incident Report. In unlikely cases where such conditions may occur, it does not modify or change the required passing score. To report a problem with your exam experience, report the incident with the proctor at the test site and call Prometric's Customer Care line at 1-800-853-6769.

## Taking the Exam

### Computer-Based Testing

The LEED Professional Accreditation exam is a computer-based test, but candidates do not need extensive computer experience to take the test. Exam questions and answer options are displayed on screen. The computer records your responses and times your exam. You are able to change your answers, skip questions and flag questions for later review. Your exam will be scored once you complete it; you will know your results before you leave the test site.

Before starting the exam, you will have the option of taking a short tutorial to familiarize yourself with the computer testing environment. You will have ten (10) minutes to spend on this tutorial. This time will not be deducted from the time you are allotted to complete the exam. Test site proctors are available to answer questions you may have about the computer-based testing system, but they cannot answer questions about the content of the exam itself. GBCI encourages candidates to participate in the tutorial in order to familiarize themselves with the exam format. **Be aware that if a candidate exits the exam session, the appointment cannot be restarted.**

### Exam-Taking Tips

Arrive at the test site at least 30 minutes ahead of time to allow yourself the chance to check in and relax before you begin the exam. As you progress through the exam, answer every question presented, even if you are unsure of your answer choices. You can mark these questions for later review and return to them to reevaluate your response, if time permits. All unanswered questions will be incorrect when your time expires.

In the event that you encounter negative conditions at the test site such as HVAC failures, excessive noise, or technology malfunctions we recommend that you immediately notify the proctor and request that the issue is documented in an Incident Report. In unlikely cases where such conditions may occur, it does not modify or change the required passing score. Be sure to record the Incident Report number.

## Exam Format

The LEED Professional Accreditation exam is designed to measure your skills and knowledge against criteria developed by Subject Matter Experts and to assess your understanding and knowledge of the LEED Rating System and ability to facilitate the certification process. The exam is comprised of eighty (80) randomly delivered multiple choice questions which must be completed in 2 hours (2:00). Total seat time for the exam will be 2 hours and 20 minutes including a tutorial and short satisfaction survey. GBCI encourages candidates to participate in the tutorial in order to familiarize themselves with the exam format. **Be aware that if a candidate exits the exam session, the appointment cannot be restarted.**

In the event that a software or hardware problem occurs before or during the test, please wait to see if the test center administrator, with assistance from Prometric technical support, can resolve the problem. In the event a computer must be restarted, the computer software has been designed to suspend testing time until the computer is operating again. If your examination cannot be administered because of technical difficulties, your examination will be rescheduled at your earliest convenience.

In the event that you encounter negative conditions at the test site such as HVAC failures, excessive noise, or technology malfunctions we recommend that you immediately notify the proctor and request that the issue is documented in an Incident Report. In unlikely cases where such conditions may occur, it does not modify or change the required passing score. Be sure to record the Incident Report number.

**To report a problem with your exam experience, report the incident with the proctor at the test site and call Prometric's Customer Care line at 1-800-853-6769.**

## Exam Timing

While you are permitted up to 2 hours (2:00) to complete the exam, be prepared to commit 2 hours and 20 minutes (2:20) to the entire process. Total exam time is broken out as follows:

- 10 minute tutorial (optional)
- 2 hour (2:00) exam
- 10 minute exit survey (optional)

## Test Security

To ensure the integrity of the LEED Professional Accreditation program, specific measures are enforced during the administration of your exam. Before taking the examination you will be required to accept a nondisclosure agreement which prohibits any disclosure of exam content. Failure to comply with the agreement will prevent you from testing.

- Test questions and answers are the exclusive property of GBCI.
- The examination and the items (questions and answers) are protected by copyright law. The exam may not be copied or reproduced in part or in whole, by any means whatsoever, including memorization.
- Future discussion or disclosure of the content of the exam, orally or in writing, or by any other means, is prohibited.
- Theft or attempted theft of exam items is punishable to the fullest extent of the law.
- You will be observed at all times while taking the exam. This may include direct observation by test center staff, as well as audio and video recording of your exam session. **Your participation in irregular behavior in or around the test center during the exam may result in invalidation of the results of your examination, termination of your candidate status, civil liability, criminal prosecution, or other appropriate sanctions.**

### Test Center Regulations

Nothing may be brought into the exam room with you. Small lockers are provided for candidates to secure purses, wallets, keys, cellular telephones, pagers, etc. Lockers will not accommodate briefcases, laptop computers or large purses and bags.

- No papers, books, food, beverages, bags (including pocketbooks and purses), or electronic devices (including calculators) are allowed in the exam room
- Eating, drinking, and tobacco use are prohibited in the exam room
- Unauthorized paper may not be brought into or removed from the exam room (scrap paper and pencils will be provided by the test site staff and collected at the conclusion of your exam)
- You may not leave the exam room during your exam without the test proctor's permission. If you leave the building during your exam, the test proctor will terminate your exam session
- You must present your photo ID each time you enter the exam room

### Grounds for Dismissal from the Test Site

Any candidate who engages in misconduct or does not comply with the test proctor's warning to discontinue inappropriate behavior may be dismissed from the test site, have exam results invalidated, or be subject to other appropriate sanctions. Fraud, deceit, dishonesty, or other irregular behavior in connection with taking the exam is strictly prohibited. Irregular behavior includes, but is not limited to, copying or allowing the copying of examination content, failing to work independently, possessing unauthorized devices or source materials, surrogate testing or other dishonest conduct, disrupting other examinees, and possessing, reproducing, or disclosing exam questions, answers, or other information regarding the content of the examination. The following behaviors are considered to be misconduct:

- Giving or receiving assistance of any kind
- Communication with other examinees or with any outside source by way of telephone, personal computer, Internet, or any other means during the course of the exam is prohibited.
- Use or suspected use of any prohibited aids (any device that would provide an advantage while taking the exam) during the examination period. This includes but is not limited to LEED Reference Guides, notes, exam references, study materials, practice exams, etc.
- Attempting to take the exam for another person
- Creating a disturbance of any kind
- Removing or attempting to remove examination questions, answers or notes about the exam, in any format from the exam room
- Tampering with the operation of the computer
- Failure to comply with the exam regulations of the test proctor

The chief proctor is authorized to take appropriate action to investigate, stop or correct an observed or suspected irregular behavior or misconduct, including discharging examinees from the exam site and confiscation of any prohibited devices or materials. Examinees or any other persons implicated in an irregularity will be reported to the Green Building Certification Institute for further action.

GBCI will make a ruling based on the consideration of both the candidate's report and Prometric's report of the incident. To appeal GBCI's ruling, send an email of your formal appeal to [exam@gbci.org](mailto:exam@gbci.org) with the subject: Appeal of GBCI Ruling. At this stage, the Credentialing Steering Committee will review and make a final ruling on the case.

### Exam Scoring

Examination raw scores are converted to a scaled score that ranges from a low of 125 to a high of 200 with a passing score set to 170. The scaled score is reported in the score report that is received at the test site following completion of your exam. GBCI reports scaled scores so that candidates know that a passing score of 170 is required to pass on each exam. In this way, confusion about what is required to become a LEED Accredited Professional is avoided.

All candidates receive diagnostic information on their exam performance in the four test content areas. All questions are graded by computer. You will receive on-screen notification of your score at the end of the exam and also receive a printed score report and exam fee receipt upon departure from the test center. If Prometric is unable to provide this document, candidates may contact GBCI at [exam@gbci.org](mailto:exam@gbci.org) to request their score. Candidates who need a receipt of payment should contact Prometric Candidate care at 1-800-853-6769. GBCI does not provide copies of exam content to protect the confidentiality of exam content and the credibility of the LEED AP credential.

### Passing the Exam

If you receive a score of 170 or higher, you earn the LEED Accredited Professional designation. Upon receipt of that notification, you may use "LEED Accredited Professional" and "LEED AP" as a professional designation on business cards and signatures. All other instances should be noted as "LEED® Accredited Professional" or "LEED® AP." Passing a LEED AP exam also authorizes you to use the LEED AP logo in accordance with the GBCI Logo Guidelines.

Prometric will securely transmit your exam results to GBCI within 72 hours of your exam date. You will receive an automatic e-mail from GBCI notifying you when your results have posted. If you have elected to have your listing display on the LEED AP Directory, your listing will be posted within 24 hours of your results being posted.

Six to eight weeks after you pass the exam, you will receive formal notification from GBCI, including a congratulatory letter and LEED Accredited Professional certificate recognizing you as a LEED Accredited Professional.

### Failing the Exam

If you receive a score of 169 or lower you will be denied the LEED Accredited Professional credential but have the option of re-registering for the exam and attempting to achieve the credential again. You will receive a print out of your exam results which will indicate your performance on each section. Prometric will securely transmit your exam results to GBCI within 72 hours of your exam date. You will receive an automatic e-mail from GBCI notifying you when your results have posted.

### Exam Statistics

Official statistics regarding the LEED Professional Accreditation exam, including all item performance data, individual data, and demographic data, will be considered confidential unless officially released by GBCI. Candidates' scores will always remain confidential unless released with written consent of a candidate.

### Candidate Confidentiality

GBCI recognizes your rights to control personal information. GBCI policy is designed to safeguard this information from unauthorized disclosure. You can change your preference to be contacted by third parties through your Accreditation Profile: [www.gbci.org](http://www.gbci.org) > Your Account > Accreditation > Accreditation Profile.

To protect your rights to control score distribution, exam scores are released only to you, the test taker and authorized GBCI staff. GBCI does not release test scores except for use in research studies that preserve your anonymity.

### After the Exam

#### AIA Learning Units

AIA will award learning units for time spent successfully preparing for the LEED Professional Accreditation Exam. Any candidate who has taken and passed the exam since January 1, 2006 will be eligible to receive 3 HSW Learning Units (LUs). Please email your name, test date and valid 8-digit AIA member number to [exam@gbci.org](mailto:exam@gbci.org) to receive credit. Allow at least 4 weeks for the credit to appear on your AIA transcript.

#### CaGBC Reciprocity

The U.S. Green Building Council and the Canadian Green Building Council have a policy of reciprocity regarding the LEED AP credential. LEED APs from either country are eligible to achieve ID/IU Credit 2 toward projects registered with the other country's green building council.

#### Challenging Exam Content

Following completion of the exam candidates may submit, in writing, comments on any question(s) they believe to contain technical errors in content. In your correspondence include your contact information, test date, the specific concerns about the question, as well as an indication of any comments left on the question during the exam. You are not allowed to copy the question before leaving the test center and are not expected to recreate the entire question in your correspondence. GBCI will review the question and you will be notified of the findings. Because of the need for test security, GBCI will not release exam questions or answers to candidates. GBCI policy does not respond to complaints or challenges received more than 10 days after the test date and does not respond to complaints sent to any other address than that of GBCI.

**GBCI provides this process for candidates who believe an exam question contains technical errors in content. The exam challenge process is not made available for complaints about fail scores or exam difficulty. GBCI does not provide individual feedback on candidate performance. GBCI does not change exam scores.**

#### LEED AP Certificates

Certificates will be mailed directly from GBCI headquarters six to eight weeks after the test date. In the event that a certificate arrives damaged, with an incorrect name or spelling or, after a reasonable period of time (three weeks after mailing), does not arrive at all, the certificate will be replaced free of charge. These requests should be made in writing to [exam@gbci.org](mailto:exam@gbci.org).

In the event a LEED AP loses the certificate, needs a replacement, wants the name on the certificate to be changed, or would like a duplicate certificate, the LEED AP should forward this request in writing to GBCI by sending an email to [exam@gbci.org](mailto:exam@gbci.org). A twenty-five dollar (\$25) fee will be charged for processing the new certificate. Replacement certificates are processed on a monthly schedule.

### Accreditation Maintenance

At this time, there is no credential maintenance requirement for LEED Accredited Professionals. Development of this program has begun and details will be announced in 2008. Establishing maintenance requirements for LEED Accredited Professionals will ensure that the credential continues to distinguish those building professionals who maintain current knowledge and skills to successfully steward the LEED Certification Process with their thorough understanding of green building principles and practices and of the LEED Rating System. All LEED Accredited Professionals will be contacted and advised on the timeline and requirements for maintaining their credential once a formal accreditation maintenance program is in place.

### Contact Information

#### Prometric

1501 South Clinton Street  
Canton Crossing Tower, 14th Floor  
Baltimore, MD 21224

**Web Site:** [www.prometric.com/gbci](http://www.prometric.com/gbci)

Prometric's website is available for scheduling, rescheduling, cancelling, and confirming exam appointments 24 hours per day. To schedule an exam, you will need to have first registered with GBCI. To Reschedule, cancel, or confirm an exam appointment, you will need your Prometric issued sixteen (16) digit Confirmation Number.

**Call Center:** 1-888-215-4154 (Monday through Friday, 8:00 AM to 8:00 PM EST)

Prometric's Call Center is available for scheduling, rescheduling, cancelling, and confirming exam appointments. The Call Center can also resend confirmation e-mails to candidates and provide candidates with their appointment's Confirmation Number.

**Candidate Care:** 1-800-853-6769 (Monday through Friday, 8:00 AM to 9:00 PM EST, Saturday 9:00 AM to 5:00 PM EST)

Prometric's Candidate Care is available for assistance, questions, concerns, and complaints regarding test center conditions, ID discrepancies, exam receipts, and website scheduling. Candidate Care is also available for scheduling, rescheduling, cancelling, and confirming exam appointments.

**Bulk Registration:** 1-800-774-1292 (five or more candidates)

**Special Conditions:** 1-800-967-1139

**Prometric International Call Centers:**

<b>North America:</b>	
To schedule, reschedule, cancel and confirm appointments or for general testing information	888-215-4154
For any problems encountered during your experience with Prometric	800-853-6769
<b>Latin America:</b>	
To schedule, reschedule, cancel and confirm appointments or for general testing information	443-751-4995
<b>Asia Pacific:</b>	
Australia and New Zealand (M - F, 8:30 to 17:00 GMT +10:00)	612-96405899
China	8610-62799911
India (Monday - Friday, 9:00 to 17:30 GMT +05:30)	+91 124 4147700
PMI Testing (Monday to Friday 9:00 to 17:30 GMT +5:30)	+91 124 4517140
Japan	81-3-5541-4800
Korea	82 2 2116 8331 or 1566-0990
South East Asia (Monday - Friday, 8:00 to 20:00 GMT +08:00)	60-3-7628-3333
<b>Europe, Middle East, Africa</b>	
Europe	31 320 239 540
Middle East (Sunday - Thursday)	31 320 239 530
North Africa (Sunday - Thursday)	31 320 239 530
Sub-Sahara Africa	31 320 239 593

**Green Building Certification Institute**

1800 Massachusetts Avenue NW Suite 300  
Washington, DC 20036

**Web Site:** [www.gbci.org](http://www.gbci.org)

GBCI’s website is available 24 hours per day for exam registration, information regarding the LEED AP program, and access to your Accreditation Profile on the LEED AP Directory.

**Call Center:** U.S. Domestic: 800-795-1746, International: 202-436-9500 (Monday through Friday, 9:00 AM to 5:00 PM EST)

GBCI’s call center is available for questions regarding exam registration, USGBC Membership pricing, GBCI web account questions, LEED AP Directory assistance, and general questions regarding the LEED AP exam program.

**Accreditation Department:** [exam@gbci.org](mailto:exam@gbci.org)

GBCI’s Accreditation Staff are available for questions, comments, and concerns regarding LEED AP certificates, LEED AP records, USGBC Membership pricing refunds, exam content appeals, exam development, exam scoring, exam format, and all other LEED AP program policies and procedures.