

LEED® Canada Professional Accreditation Exam Handbook



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This Handbook contains information on how to become a LEED® Accredited Professional (LEED® AP). Information in this handbook represents current policies and procedures for the LEED® AP 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. Please visit www.cagbc.org for updates. It is recommended that you keep this handbook for reference throughout the accreditation process.

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Important Items to Remember

- To schedule an exam you must have a personal profile on the CaGBC website and an eligibility ID number. **The cost of the exam is \$300US for CaGBC members and \$450US for non members.**
- Cancellations must be made before 12:00 noon ET (Eastern Time) PLUS 2 business days in advance of appointment or all fees are forfeited. **All cancellations and rescheduling of existing appointments will incur a \$30US fee.**
- The name you provide upon check in at the test centre MUST match exactly the name you provided when you registered for the exam.
- **Do NOT call the CaGBC office to cancel or reschedule.** The CaGBC does not have information regarding your scheduled exam. Please cancel or reschedule all appointments through www.prometric.com/cagbc or by calling 1.866.846.6316 (and have your confirmation number ready.)
- If you require special accommodations because of a disabling condition, you may request a special accommodation when you complete your eligibility application. This request must be submitted 30 days in advance of your desired test date. Once the CaGBC approves the request, you will receive an eligibility ID and instructions on scheduling.
- You should plan to arrive at the test centre **30 minutes** before your scheduled appointment to complete the required admission process before testing begins.
- If you have not completed the computer-based exam and you are reviewing questions – do NOT click 'Finish'. It will exit you out of the exam and you will not be able to get back in.
- For a list of Prometric Test Centres across Canada, visit www.prometric.com/cagbc.
- You will received a score report and exam receipt at the test site after your exam session is complete
- You will not be charged for the exam until your scheduled exam time has commenced.

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1 About the Canada Green Building Council

The CaGBC is a mission-driven organization, and our mission guides our work: “Lead the transformation of the built environment to create buildings and communities that are environmentally responsible, profitable, and healthy places to live, work and play. Engage and enable industry and government, and support related organizations to accelerate sustainable building and development in Canada.”

The CaGBC membership of 1500 organizations from the public and private sector represent more than 500,000 industry professionals across the country. Members join CaGBC for professional development, LEED® certification and current information on better practices for high-performance building design, construction and operation.

CaGBC Chapters and Emerging Green Builders

The CaGBC Chapters and CaGBC Emerging Green Builders deliver programs and events across Canada. The efforts of these groups further the CaGBC mission by facilitating networking, providing opportunity for meaningful engagement and capacity building. For more information, visit www.cagbc.org.

2 About LEED Professional Accreditation

Purpose of the Exam

The purpose of this exam is to ensure that a successful candidate has 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. Additionally, it will test understanding of LEED requirements, resources, and processes.

Benefits

For Individuals:

- Valuable and marketable credential for employers, prospective employers, or clients
- Listing on CAGBC website directory of LEED Accredited Professionals
- LEED Accredited Professional certificate
- Earn a project one point towards LEED Certification
- Recognition for involvement in LEED projects

For Employers:

- Become eligible for projects and owners mandating the participation of a LEED Accredited Professional.
- Strengthens qualifications when responding to RFPs requiring LEED Accredited Professionals.
- Encourages employees to continue increasing their knowledge and understanding of green building and LEED

For the Building Industry:

- Encourages and promotes a higher understanding of LEED and supports the CaGBC’s mission of transforming the built environment.

Examination information

The LEED Professional Accreditation exams are 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 can accurately assess each candidate's ability to carry out the required responsibilities of a LEED Accredited Professional.

The following exams are offered towards achieving the LEED AP credential. Either exam will lead towards the LEED AP credential. You do not need to pass more than one exam in order to receive the credential. All LEED APs are eligible to earn one point towards certification under ID Credit 2 by serving as a principal participant on a project team regardless of which exam was achieved:

- LEED Canada for New Construction, version 1.0
- LEED Canada for Commercial Interiors, version 1.0

Please note- both exams are available in English and French. 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.

3 Exam Registration

Scheduling an Exam

The exam is computer-based and is offered at Prometric test sites across Canada. Appointments are scheduled on a first come, first served basis. Register early to get your preferred date. Follow these steps to schedule your exam:

A – Visit www.cagbc.org and create a 'My CaGBC' profile or login to your profile if you already have one.

B – Go to 'LEED AP', then 'Schedule an Exam' and create an eligibility number. **Ensure you have selected the correct exam to write!** Your eligibility number will automatically be emailed to you upon submitting this form.

C – Having created your eligibility number, go to 'My Exams' and click 'Schedule Now'. This will take you directly to www.prometric.com/cagbc to schedule your exam. You do not have to schedule your exam right away. You can login to your profile at a later date by going to 'LEED AP' and then 'My Exams' or go directly to www.prometric.com/cagbc.

D – On the Prometric website choose the relevant test center by clicking 'Schedule Appointment'. Bolded and underlined dates represent those that are available. Once you choose a date, you will see a list of seating times available on the right side of your screen. Once you've chosen the time, proceed to confirm your information and provide credit card information (you will not be billed until the day of your exam). Once you've completed this process you will be given a confirmation number. Please write the number down, you will need this number to confirm, cancel or reschedule your appointment.

Bulk Registrations

To book 5 or more candidates into one exam session call the CaGBC for more information.

Exam Fees

Examination fees cover the costs of testing centre coordination and staffing, examination development, review, production and scoring. Prometric charges the exam fee when the scheduled exam session occurs. The exam fee receipt will be included on the printed score report you receive at the Prometric test site after your exam is completed.

- CaGBC Members: \$300 US
- Non Members: \$450 US
- Cancellation / Rescheduling Fee: \$30 US

NOTE: YOU MUST HAVE YOUR MEMBER ID ENTERED INTO YOUR PERSONAL PROFILE IN ORDER TO RECEIVE MEMBER PRICING FOR THE EXAM. IF YOU DO NOT HAVE THIS INFORMATION, CONTACT YOUR ORGANIZATION'S ASSIGNED 'MAIN CONTACT'. IF YOU DON'T KNOW WHOS THIS IS, EMAIL INFO@CAGBC.ORG.

Hours of Operation

- Prometric Call Centre's business hours are between 8:00am and 8:00pm ET, Monday to Friday.
- The exam is administered Monday to Saturday, with the exception of national holidays or holiday weekends. Hours of operation vary from centre to centre. Weekend and evening hours may be available at some locations. Prometric experiences heavy test volume from June – August and from October – December. During these months we suggest scheduling your appointment well in advance.

Cancelling and Rescheduling an Exam

To change or cancel your reservation you must notify Prometric **no later than 12:00 noon ET plus two business days** before your scheduled examination. **If you call Prometric after this time you will be charged the full examination fee.** The fee from your first appointment will be owed in addition to the fee for the new test date.

All appointments cancelled / rescheduled within a 30-day window from examination date are subject to a \$30US fee.

Leaving a message on the local test centre answering machine is NOT an acceptable method of cancelling / rescheduling your appointment. **To reschedule or cancel your appointment you will need the confirmation number from your original appointment (not your eligibility number).** You can reschedule your exam date through any one of these methods:

- Visit www.prometric.com/cagbc and follow the on screen instructions
- Call 1.866.846.6316, then dial 2, 8:00am to 8:00pm ET, Monday to Friday.
- Call the local test centre where your appointment is scheduled.

If your examination is scheduled for the following:	You must cancel / change appointment by the previous:
Monday	Thursday, 12:00 Noon Eastern
Tuesday	Friday, 12:00 Noon Eastern
Wednesday	Saturday, 12:00 Noon Eastern
Thursday	Monday, 12:00 Noon Eastern
Friday	Tuesday, 12:00 Noon Eastern
Saturday	Wednesday, 12:00 Noon Eastern
Sunday	Thursday, 12:00 Noon Eastern

NOTE: Saturday is considered a business day

Failure 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 be charged the full examination fee for that missed examination. You will not be permitted to take future exams if there is a fee owed to Prometric for the previous missed exam.

There are no refunds for examinations not taken. All candidates seeking excused absences must submit written verification and supporting documentation of the situation to Prometric Customer Care Department within 5 days of the original examination date (see section 12 for contact information). Illness excuses must be written by the attending physician. Inclement weather is not acceptable as an excused absence unless the test centre was closed (see below). If on the day of your exam you are unable to attend the examination for which you were 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

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 centre inaccessible or unsafe, the test administration may be cancelled. In the event of test centre 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 candidates may take the examination. Exam candidates will be charged the full exam fee for each exam session scheduled.

4 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. Disabled applicants requesting an accommodation must provide documentation of the disability from a licensed medical professional. Applicants requesting accommodation on the basis of a learning disability must also submit a diagnosis of the disability corroborated by psychological testing. 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.

To request an exam with special conditions check the 'Special Conditions' box when creating your eligibility number, then:

- Complete and submit the 2 forms automatically emailed to you by the CaGBC
- Once approved the CaGBC will send you an eligibility number
- Call the Prometric Special Conditions line (1.800.967.1139) and book your exam using your eligibility number

We highly recommend that you submit your request for special conditions at least 30 days prior to your preferred test date.

Prometric certifies that it shall comply with the provisions of the Americans with Disabilities Act (ADA) (or the Canadian equivalent). All test sites have access for candidates with disabilities.

Prometric will provide auxiliary aides and services, except where it may fundamentally alter examinations or results. It is required that you submit a written request for special test arrangements and services approximately 30 days in advance of your desired test date. In addition, candidates should indicate when registering for re-examination that special arrangements were made or services required for the prior test administration and that these services will be required again for the upcoming test date.

Prometric will determine the time and place of the specially arranged examinations and confirm these arrangements with the candidate directly.

5 About the Exam

Format

The exam time differs for each exam, as does the total seat time. The total exam seat time includes:

- Tutorial
- Exam
- Exit survey

Exam	Exam Time	Total seat time
LEED Canada-NC	1 hr 45 min	2 hrs 15 min
LEED Canada-CI	2 hrs	2 hrs 30 min

Each section of each 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 Analysis Required for LEED Credits.

Exam Specifications

The following outline provides a general description of exam content areas.

- **Section 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, water, energy, materials and IEQ credit categories.
 - Describe format and process for achieving ID credits

- **Section 2: Coordinate Project and Team**
 - Gather all project information and requirements to support the LEED process.
 - Manage coordination of multiple disciplines to achieve LEED certification.
 - Identify standards that support LEED credits.
 - Identify opportunities for integrated design and credit synergies to support LEED certification.
 - Identify critical path elements and schedule to implement LEED process.

- **Section 3: Implement LEED Process**
 - Select appropriate LEED product for project scope.
 - Register project for LEED certification on-line.
 - Demonstrate knowledge of CIR process and resources.
 - Manage LEED documentation/certification process.
 - Manage and complete letter templates.
 - Draft and review innovation credits.

- **Section 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

5.1 Sample Questions

Note: these sample questions are intended to provide examples of the style and content of the LEED Professional Accreditation Exam developed and administered by the Canada Green Building Council (CaGBC). They are not actual test questions, nor do they attempt to address all of the content areas covered on the actual exam. Success on these questions is not indicative of success on the LEED Professional Accreditation examination.

LEED Canada-NC

Section 1: Knowledge of LEED Credit Intents and Requirements

1. Total site area must be used consistently in calculations that demonstrate compliance with the requirements of which three credits? (choose three)

- A. SS Credit 2, Development Density
 - B. SS Credit 6.1, Stormwater Management: Rate & Quantity
 - C. SS Credit 4.1, Alternative Transportation: Public Transportation Access
 - D. SS Credit 5.2, Reduced Site Disturbance: Development Footprint
2. The daylighting calculation methodology as defined in the LEED Reference Guide for EQ Credit 8.1, Daylight and Views, accounts for which three? (Choose three.)
- A. window area
 - B. room floor area
 - C. wall reflectance
 - D. solar orientation
 - E. room cavity ratio
 - F. visible light transmittance of glazing

Section 2: Coordinate Project and Team

1. As part of an urban redevelopment effort, the city is renovating a 2787 m² (approx. 30,000 sq ft) timber frame warehouse into a multi-use project with an additional 4645 m² (approx. 50,000 sq ft) of new construction.

This 7430 m² (approx. 80,000 sq ft) project reuses the warehouse, replaces single pane glazing with energy efficient windows manufactured in a neighboring city, and installs reclaimed wood floors donated from a local company.

Based upon the above information, which three credits may be applicable to this project's LEED certification application? (Choose three.)

- A. MR Credit 7, Certified Wood
 - B. EQ Credit 4.4, Low-Emitting Materials: Composite Wood
 - C. MR Credit 3, Resource Reuse
 - D. MR Credit 5, Regional Materials
 - E. MR Credit 2, Construction Waste Management
2. The president of a Fortune 500 company decides to build a new corporate headquarters building that will provide an optimal working environment for employees. Among numerous green building strategies implemented on the project, the design team includes an underfloor air distribution system throughout, operable windows, task/ambient lighting, private offices adjacent to the building core with open office areas near the perimeter wall, and photocell lighting controls.
- These design strategies may help this project achieve which three credits? (Choose three.)
- A. EQ Credit 2, Ventilation Effectiveness
 - B. EQ Credit 6, Controllability of Systems
 - C. EQ Credit 1, Carbon Dioxide Monitoring

- D. EA Credit 5, Measurement and Verification
- E. EA Credit 1, Optimize Energy Performance
- F. EQ Credit 5, Indoor Chemical and Pollutant Source Control

Section 3: Implement LEED Process

A law firm occupying a 50 year old office building is replacing the mechanical systems to improve energy performance and implementing green procurement and operations policies.

Which LEED rating system best applies to this project?

- A. LEED-CI
- B. LEED-EB
- C. LEED-CS
- D. LEED Canada-NC
- E. LEED-ND

2. What are two responsibilities of the contractor during the Project Construction Phase that support the LEED documentation process? (Choose two.)

- A. provide MSDSs with paint submittals
- B. provide energy modeling calculations
- C. provide site photometric plans
- D. provide calculations for waste diverted from landfill

Section 4: Verify, Participate in, and Perform Technical Analyses Required for LEED Credits

1. The design team has elected to pursue design strategies to meet the requirements of SS Credit 7.1, Heat Island Effect, Non-Roof.

Which two should the LEED Accredited Professional verify? (Choose two.)

- A. albedo of impervious paving materials selected
- B. area of shading from site trees
- C. emissivity of impervious surfaces
- D. run-off coefficients for impervious paving materials selected

2. In an office facility, the design includes a rainwater harvesting system that collects 60,500 L (approx. 16,000 gallons) of water annually. The rainwater is used for flushing water closets.

What information is necessary to calculate the reduction in potable water demand for building sewage conveyance for achieving WE Credit 2, Innovative Wastewater Technologies? (Choose three.)

- A. Annual Work Days
- B. Number of FTE building occupants
- C. Total Daily Volume of wastewater generated

- D. Flow rates of faucets
- E. Total Daily Volume of Process Water generated

Answers: Section 1 (1 - ABD, 2 - ABF), Section 2 (1 - CDE, 2 - ABE), Section 3 (1 - B, 2 - AD), Section 4 (1 - AB, 2 - ABC)

LEED CI

Section 1: Knowledge of LEED Credit Intents and Requirements

1. Which describes the commissioning process as defined by ASHRAE?
 - A. a quality-oriented process for achieving, verifying, and documenting that the performance of facilities, systems, and assemblies meet defined objectives and criteria
 - B. a designer's quality assurance process for achieving the performance of energy systems and controls as defined by the contract documents and installed by the contractors
 - C. an independent contractor implementing a quality assurance process for achieving and verifying that building automation controls function in accordance with contract documents
 - D. a contractor's quality assurance process for achieving, verifying, and documenting constructed system start-up in accordance with the manufacturer's installation instructions
2. Which two are examples of interior non-structural components? (Choose two.)
 - A. subfloor
 - B. ceiling systems
 - C. interior columns
 - D. floor to ceiling walls
3. Who is required to have FSC Chain of Custody (CoC) certification?
 - A. a manufacturer installing its own custom casework
 - B. a contractor or subcontractor that is installing product
 - C. a vendor to the project team supplying product that is not individually packaged for sale
 - D. a wholesaler with packaged product that is labeled with the manufacturer's CoC number

2. Coordinate Project and Team

1. Which two are required in the support documentation to qualify for EQ Credit 4.5, Low-Emitting Materials: Systems Furniture and Seating? (Choose two.)
 - A. Greenguard Indoor Air Quality Certification certificates for all task and guest chairs
 - B. Greenguard Indoor Air Quality Certification certificates for all tables and lounge chairs
 - C. calculations showing contaminants are below Environmental Protection Agency's Verification program protocol for salvaged and reused furniture

- D. calculations showing contaminants are below Environmental Protection Agency's Verification program protocol for all systems furniture and seating
2. Which team members are correctly paired with the credits with which they are associated? (Choose two.)
- A. tenant and ID Credit 1, Innovation in Design: Educational Outreach
 - B. interior designer and EA Prerequisite 2, Minimum Energy Performance
 - C. MEP engineer and WE Credit 1.1, Water Use Reduction: 20% Water Reduction
 - D. plumbing contractor and SS Credit 1, Option G, Water Efficient Irrigation: Reduced Potable Water Consumption
3. At the request of the tenant, the building owner has installed waterless urinals. To which three credits could this strategy contribute? (Choose three.)
- A. ID Credit 1, Innovation in Design
 - B. WE Credit 1, Water Use Reduction
 - C. SS Credit 1, Option I, Innovative Wastewater Technologies
 - D. EA Credit 3, Energy Use: Measurement & Payment Accountability
 - E. MR Credit 1.2, Building Reuse: Maintain 40% of Interior Non-Structural Components

3. Implement LEED-CI Process

1. An owner purchases an office building in an urban location and plans to renovate and occupy half of the building. The renovations will include:

- daylight harvesting
- floor to ceiling, wall to wall, replacement of all interior elements
- on-site renewable energy
- partial replacement of the mechanical distribution systems

Which LEED Rating System should be used to certify this project?

- A. LEED for Core and Shell
 - B. LEED for Existing Buildings
 - C. LEED for New Construction
 - D. LEED for Commercial Interiors
2. Which two practices are part of the initial online registration process? (Choose two.)
- A. submit LEED checklist
 - B. submit project team contact information
 - C. submit Credit Interpretation Request (CIR)
 - D. provide project location and square footage
3. If compliance is demonstrated for all prerequisites except EA Prerequisite 1, Fundamental Commissioning, which statement is true?
- A. The project is precluded from earning credits in the EA category.

- B. LEED certification is prohibited unless compliance with all prerequisites is demonstrated.
- C. As long as the other prerequisites are achieved, the project is still eligible for LEED certification.
- D. A Credit Interpretation Request (CIR) must be submitted to demonstrate compliance with all EA credits in lieu of prerequisite compliance.

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

1. Which three are required to calculate EQ Credit 8.1, Daylight and Views: Daylight 75% of Spaces? (Choose three.)

- A. U-factor for the glazing
- B. glazing area above 2'6"
- C. geometry factor of the glazing
- D. shading coefficient of the glazing
- E. type of best-practice glare control used

2. A university is renovating the auditorium, meeting spaces, and new student organization offices of an existing student centre. The renovation includes the relocation of the air distribution system to match floor plan changes in the student centre.

What three credit strategies might be appropriate for this project? (Choose three.)

- A. increase ventilation by 30% above ASHRAE 62.1-2004 to achieve EQ Credit 2, Increased Ventilation
- B. document existing HVAC passive humidity control to achieve EQ Credit 7.2, Thermal Comfort: Monitoring
- C. add CO2 sensors to existing ventilation controls serving the auditorium and meeting spaces to achieve EQ Credit 1, Outdoor Air Delivery Monitoring
- D. implement a construction IAQ Management Plan, which includes use of MERV 8 filters to achieve EQ Credit 3.1, Construction IAQ Management Plan
- E. select lighting fixtures that decrease lighting power density by 15% below ASHRAE/IESNA Standard 90.1-2004 to achieve EA Credit 1.1, Optimize Energy Performance: Lighting Power

3. Which three actions must be taken to document MR Credit 4, Recycled Content? (Choose three.)

- A. verify the furniture used on the project
- B. request assembly calculations from the product manufacturers
- C. use the 25% post-consumer content LEED default for steel in the calculation
- D. include mechanical systems in both the numerator and denominator of the calculation
- E. document the pre-consumer recycled content plus half of the post-consumer recycled content

Answers: Section 1 (1 - A, 2 – BD, 3 – C), Section 2 (1 – AD, 2 – AC, 3 – ABC), Section 3 (1 – D, 2 – BD, 3 – B), Section 4 (1– BCE, 2 – CDE, 3 – ABC)

6 Studying for the Exam

Exam preparation – keys to success

1. **Set a schedule:** Like you would for any goal, set a timeline and clearly define a course of action for earning the LEED AP credential.
2. **Review the Exam Content:** Be sure you understand the domain of the LEED Professional Accreditation exam and decide whether or not you are a good candidate. Potential candidates should take a close look at the recommended qualifications and also review the content areas of the exam and sample questions to determine whether or not they are ready to take the exam.
3. **Choose a study method that fits your schedule.**
All candidates must understand and be familiar with the LEED credit intents, requirements, submittals, technologies and strategies before taking the exam.
 - LEED Training Workshops: CaGBC offers full-day training workshops that allow you to learn from expert instructors and exchange ideas and information with your peers. In addition, you can bring CaGBC directly to your organization for a private workshop. While attendance at a training workshop does not guarantee a passing score on the exam it can help to learn more about the fundamentals of sustainable design and applying the LEED Rating System.
 - CaGBC Chapters: Some CaGBC chapters organize LEED AP study groups. Find your local chapter to see if anything is planned in your area.
 - Self Study: Self study is also recommended to help prepare you for the exam. Good sources of study material are available through the following sources (also see LEED Resources):
 - LEED Canada Rating Systems (New Construction 1.0, Commercial Interiors 1.0)
 - LEED Training Workbooks (provided at workshops)
 - LEED Reference Guides
 - LEED Letter Templates
 - CaGBC website

Exam Eligibility

The LEED Professional Accreditation Exam is not eligibility based. 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.

7 Examination Day

What to Bring

You must present two forms of ID: one with a photo and both with signatures

Examples of acceptable forms of photo ID are:

- driver's license
- passport
- military identification
- employee identification card

Examples of acceptable forms of signature only ID are:

- credit card
- check cashing card

Unacceptable forms of ID:

- Social Insurance Card

Please note that photo ID cannot be expired.

Be sure to register with the exact same name that will be presented as identification at the test site or you will not be allowed to test.

Arrival Time

It is recommended that you arrive at the test centre at least 30 minutes prior to your scheduled exam appointment to get settled, check-in, and begin the tutorial. Candidates who arrive at the test site 30 minutes 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 centre staff.

Sitting the Exam

You must remain in your seat during the examination except when authorized to leave by test centre staff.

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 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.

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 re-evaluate your response if time permits. All unanswered questions will be scored as incorrect when your time expires.

Reporting a Problem with Your Exam Experience

Raise your hand to notify test centre 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 centre staff for any other reason

In the event that a software or hardware problem occurs before or during the test, please wait to see if the test centre 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 bad lighting, excessive noise or uncomfortable temperature conditions we recommend that you immediately notify the proctor. In unlikely cases where such conditions may occur, it does not modify or change the required passing score.

Call Prometric's Customer Care line: 1-800-853-6769. If your question is not fully addressed, please contact us at exam@cagbc.org.

8 Exam Integrity

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 confidentiality statement, 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 the Canada Green Building Council.
- 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 centre staff, as well as audio and video recording of your exam session. Your participation in irregular behaviour 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 Centre Requirements

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 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 will be collected at the conclusion of your exam)
- You may not leave the exam room without the test proctor's permission
- You must present acceptable 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 behaviour may be dismissed from the test site, have exam results invalidated, or be subject to other appropriate sanctions. The following behaviours are considered to be misconduct:

- Giving or receiving assistance of any kind
- Using any prohibited aids (any device that would provide an advantage while taking the exam)
- Attempting to take the exam for another person
- Creating a disturbance of any kind
- Removing or attempting to review 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

Examination Irregularities

Fraud, deceit, dishonesty, or other irregular behaviour in connection with taking the exam is strictly prohibited. Irregular behaviour 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.

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.

The chief proctor is authorized to take appropriate action to investigate, stop or correct an observed or suspected irregular behaviour, 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 CaGBC for further action.

9 Exam Scoring

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 to you in the score report that you receive at the test site following completion of your exam. Note that the scaled score is neither the number of items correct nor percentage correct. Raw scores are converted to scaled score much like the conversion of height from inches to centimeters. CaGBC reports scaled scores so that candidates know that a passing score of 170 is required to pass on each test. In this way, confusion about what is required to become a LEED AP is avoided. Scaled scores can not be translated into percentage scores, i.e. a mark of 170 does not equate to 85%.

All candidates receive diagnostic information on their performance in the four major test content areas. This information shows the percentage of correct answers within each of these areas. As each area will ask a different number of questions, the cumulative percentages do not reflect your overall score. 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 along with your receipt for the exam fee upon departure of the test centre. CaGBC does not provide copies of exam content due to the confidentiality of exam content.

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 the designation “LEED® Accredited Professional” and “LEED® AP.” Approximately six weeks after you successfully pass the exam you will receive formal notification from CaGBC, 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 designation but will have the option of re-registering for the exam and attempting to achieve the designation again.

You will receive a print out of your exam results which will indicate your corresponding performance on each section.

10 Challenging your Exam Results

Challenging Exam Results

Following completion of the exam, candidates may submit in writing comments on any question(s) they believe contain errors in content. The CaGBC will not respond to complaints received more than 10 days following your test date and does not respond to complaints sent to

any other address than that of CaGBC. Responses to challenges will be issued within 10 days of receipt.

General Comments and Questions and Inquiries about Specific Questions

If you have comments or questions concerning your examination, direct your comments in writing to the address below within 10 days of your test date. In your correspondence, include your contact information, test date, as well as the specific concerns about the question. You are not allowed to copy the question before leaving the test centre and are not expected to recreate the entire question in your correspondence.

CaGBC will review the question and you will be notified of the findings. Because of the need for test security, CaGBC will not release exam questions or answers to candidates.

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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 CaGBC. Candidates' scores will always remain confidential unless released with written consent of a candidate.

Candidate Confidentiality

CaGBC recognizes your rights to control personal information and as such will safeguard this information from unauthorized disclosure. To protect your rights to control score distribution, exam scores are released only to you, the test taker and authorized CaGBC staff. CaGBC does not release test scores except for use in research studies that preserve your anonymity.

11 After the Exam

Accreditation Privileges

Passing the LEED Professional Accreditation exam is a distinguishing achievement. By passing the exam you have demonstrated mastery of minimum required knowledge, skills and abilities in order to serve as a LEED Accredited Professional. Once you successfully pass the exam you will receive a congratulatory letter and certificate from CaGBC. You may display your credential by using either LEED® Accredited Professional or LEED® AP.

Duplicate Certificates

Certificates will be mailed directly from CaGBC head office approximately six 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 in writing, but will be processed if received by phone, fax or email.

In the event a certificant loses the certificate, needs a replacement, wants the name on the certificate to be changed, or would like a duplicate certificate the certificant should forward this request in writing to the CaGBC Education Department. A twenty-five dollar (\$25Cdn) fee will be charged for processing the new certificate and should be included in the request. Replacement certificates are processed monthly.

Duration of Accreditation

At the current time, there is no professional development/reaccreditation requirement for LEED Accredited Professionals. These requirements are currently being considered.

12 Other Information

Contact information

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