

**FAQ's**  
**LEED Canada Accredited Professional (LEED AP) Program**  
**1<sup>st</sup> October 2009**

This FAQ includes information about the new LEED Canada exam deadlines, as well as information about the new GBCI exams and credentialing program.

Please note the following important LEED Canada exam deadlines.

**October 23<sup>rd</sup>, 2009.** This will be the last date to **register** your intention to sit the LEED Canada NC exam and the LEED Canada CI exam. Registration can be done by visiting the CaGBC website ([www.cagbc.org](http://www.cagbc.org)) **and must be completed by 6pm EST / 3pm PST.**

**December 31st, 2009.** This is the last date in which you can **write** either the LEED Canada NC exam or the LEED Canada CI exam. On January 1st, 2010 these exams will no longer be available in Canada.

The CaGBC would like to encourage anyone interested in writing these exams to register and schedule their exams as soon as possible.

In 2010 the Green Building Certification Institute GBCI will take responsibility for administering the LEED Accreditation Professional Exams in Canada. This will include the development of all new LEED exams, and administration of the new credentialing maintenance program. Exams will continue to be delivered through the Prometric Test Centres across Canada. The changes mark a significant improvement in the evolution of the LEED AP Program.

The following information is intended to provide more information to green building practitioners and existing LEED AP's about the changes occurring in Canada. This FAQ sheet will be updated regularly as new information is received and posted.

**1. Q: Why is the professional credentialing program changing?**

A: Since 2001, more than 100,000 building professional have earned the LEED AP without specialty credential by demonstrating their understanding of environmentally sustainable building design, construction and operation. The changes to the exam system reflect the rapid advances in green building technology and practice in the marketplace. The three-tiered credentials will ensure that LEED professionals have the latest knowledge and understanding of green building practices AND that their proficiency is recognized

**2. I want to become a LEED AP before the end of the year, what should I do?**

You must register to take the either the LEED Canada NC or LEED Canada CI exam before 6pm EST / 3pm PST on the 23<sup>rd</sup> of October. To register for an exam you must submit the required information via the CaGBC website. Once you have completed this process you will receive an eligibility number that you can use to schedule your exam. You have until the 31<sup>st</sup> of December 2009 to schedule and write your exam.

**3. I have registered for the exam, when do I need to schedule my exam?**

**4.** You must schedule and write your exam by the 31<sup>st</sup> of December 2009. The CaGBC highly recommends that you schedule your exam as soon as possible, due to the high volume of exam candidates expected to schedule their exam during this period.**How do I register for my exam?**

Establish a 'My CaGBC' profile at <http://my.cagbc.org/index.php?language=1>. If your company is a member of the CaGBC you must enter your member ID number here to ensure you qualify for a CaGBC member discount. Once your profile is completed follow these steps:

- Login to your profile
- Rest your curser on LEED AP.
- Select Schedule an exam from the dropdown menu.

- On the new screen select the exam you wish to challenge.
- Follow the prompts to payment.

#### 5. What happens if I fail?

If you write your exam after the 23<sup>rd</sup> of October and do not pass, you will have to wait until the GBCI introduces the new credentialing program in Canada in 2010. If you write your exam prior to the 23<sup>rd</sup> of October and do not pass, you may have the opportunity to schedule another exam. However it is important to note that it take a few days before your exam results are uploaded to the CaGBC website. During this time you will be unable to schedule an exam and as a result may not be able to reschedule prior to the deadline.

#### 6. Will I be able to change my scheduled date / time after the 23<sup>rd</sup> of October?

Yes, you will be able to change or cancel your scheduled exam date / time after the 23<sup>rd</sup> of October, providing you write the exam by the 31<sup>st</sup> of December. However due to the high volume of exam candidates expected, we caution you that exam dates and times will become less available during the autumn. We would also refer you to the Exam Handbook (<http://www.cagbc.org/uploads/LEED%20Canada%20Exam%20Handbook%20FINAL%20-%20January%2009.pdf>) for information about Prometric change / cancellation fees.

#### 7. I want to write the exam in January, will that be possible?

No. In January the existing LEED Canada exams will no longer be available. At that point exam candidates will have to write the new GBCI exams to achieve their LEED credentials. Please see below for more information about the new exams.

#### 8. When will I be charged for the exam?

You will be charged **when you schedule your exam**, not when you write the exam. The CaGBC does not issue receipts prior to the examination, these are provided with your test results once you have completed the exam.

#### 9. Who is the GBCI and what is their role developing and delivering LEED exams?

The Green Building Certification Institute (GBCI) was spun off by USGBC to administer credentialing and certification programs related to green building practice. The GBCI provides true 3<sup>rd</sup> party verification; development, analysis, and audit functions for LEED APs.

One of the first activities undertaken by the GBCI was a survey to understand what the LEED AP designation meant to LEED AP's across the US and Canada. Through this research the GBCI identified 3 market challenges that must be met to continue to support LEED AP's. These challenges included a LEED AP that stayed current, differentiated expertise among green building practitioners and specialization within different sectors of the industry.

Changes to the LEED AP program will evolve to include:

- 3 levels of excellence for a professional to pursue. This improves upon the current LEED Accreditation system by providing a mechanism to recognize knowledge and expertise beyond a basic understanding of green building practices. A tiered credentialing system allows the marketplace to distinguish between practitioners with basic, advanced, and extraordinary levels of knowledge.
- Eligibility requirements for all levels of the exam system
- Credentialing maintenance will be required for all levels of the exam. As sustainable technologies advance and the LEED rating system evolves, the LEED accreditation system needs a mechanism to ensure that LEED Professions have the latest knowledge and understanding of green building practices.

#### 10. What are the new credentialing tiers and exams?

##### Tier I: LEED Green Associate

Evolving good environmental practice and being the first step in the LEED professionals career pathway, the LEED Green Associate credential attests to demonstrated knowledge and skill in understanding and supporting green design, construction and operations.

*Exam: LEED Green Associate*

##### Tier II: LEED AP with Specialization

The LEED AP with specialization credential signifies an extraordinary depth of knowledge in green building practices and specialization in a particular field: commercial building design & construction, commercial operations & maintenance, commercial interiors, residential design & construction, and neighbourhood development.

*Exams: LEED AP Operations + Maintenance*

*LEED AP Homes*

*LEED AP Building Design + Construction*

*LEED AP Interior Design +Construction*

*LEED AP Neighbourhood Development*

#### Tier III: LEED AP Fellow

LEED Fellows enter an elite class of leading professionals who are distinguished by their years of experience and a peer review of their project portfolio. Fellows contribute to the standards of practice and body of knowledge for achieving continuous improvement in the green building field.

*Exam: program requirements are currently in development*

#### **11. Should I write an existing LEED Canada exam, or should I wait for the new exams?**

The answer to that question is up to you. Please refer to <http://www.gbci.org/DisplayPage.aspx?CMSPageID=202> for more information about the new credentialing program.

#### **12. Should I purchase an exam study guide to help me prepare for the exam?**

Some exam study materials available online are repackaged study guides from the old LEED NC exam offered by the USGBC. These exam materials may not be appropriate for the LEED Canada exams and we advise that you exercise caution when purchasing such products.

#### **13. How is the exam scored?**

Please refer to the exam handbook at Handbook (<http://www.cagbc.org/uploads/LEED%20Canada%20Exam%20Handbook%20FINAL%20-%20January%2009.pdf>) for information about exam scoring.

#### **14. If I am already a LEED AP, what happens to me?**

Existing LEED AP's will have the option to 'opt in', or not, to the new credentialing maintenance program (dates to be confirmed).

For those that opt in they have two choices, to pursue either the LEED Green Associate credential, or the LEED AP with specialization. If you choose to become a LEED Green Associate, then you must meet the credentialing requirements for this credential. If you choose to become a LEED AP with specialization, then you must demonstrate equivalency with the new exams in one of two ways:

- i. Meet prescriptive continuing education requirements (visit [www.gbci.org](http://www.gbci.org) for detail), or;
- ii. Write the new LEED AP exam with specialization

For those that do not opt in to the new credentialing maintenance program, they will need to:

- i. Do nothing. You will continue to enjoy your LEED AP designation; and your name will continue to be found in the CaGBC LEED AP database.

#### **15. What if I want to write one of the new GBCI specialty exams, such as Operations & Maintenance or Homes?**

First, you will have to meet the eligibility requirements to write the LEED Green Associate exam. Secondly, you will have to meet the eligibility requirements to write the Operations & Maintenance exam. You can write both exams at the same time, or space them out.

#### **16. What are the eligibility requirements?**

All 3 credentialing levels will have eligibility requirements, for more information visit [www.gbci.org](http://www.gbci.org). Note that the GBCI website is not yet translated to French.

**17. Is there a date at which we need to opt in to the new credentialing maintenance program?**

This has not yet been determined.

**18. Will I require continuing education in the future?**

Yes, LEED Green Associates will need to achieve 15 continuing education credits during a 2 year continuing education cycle, and LEED AP's (with specialization) will need to achieve 30 continuing education credits. To find out how you can achieve your continuing education credits visit [www.gbci.org](http://www.gbci.org).

**19. When do I need to complete my credentialing maintenance requirements?**

This has not yet been determined.

**20. When can I write the new GBCI exams in Canada?**

The CaGBC is working with the GBCI to determine when the new exams will be ready for release in Canada.

**21. When will the exams be available in French?**

The exams will be made available in English and French at the same time.

**22. Will there be reciprocity between the USGBC & the CaGBC with the new exams?**

Your new GBCI credential will be recognized internationally.

**23. How can I study for the upcoming exams?**

The CaGBC is developing new training workshops to help practitioners prepare for the new exams. Table 1 outlines the training that will be available.

*Table 1*

Exam	Workshop	Date Available	Registration Open on CaGBC website
LEED Green Associate	LEED Core Concepts and Strategies	Now	Yes
LEED AP Operations + Maintenance	& Maintenance – The LEED Implementation Process	Now	Yes
LEED AP Building Design + Construction	Building Design & Construction – The LEED Implementation Process	Q1 2010	No
LEED AP Homes	LEED Canada for Homes Program Review	Now	Yes
LEED AP Interior Design + Construction	Interior Design & Construction – The LEED Implementation Process	2010	No
LEED AP Neighbourhood Development	TBD	2010	No