



Enrollment Guide **(for LEED APs without specialty)**

Valid until October 27, 2011

Green Building Certification Institute

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Information in this Guide represents current policies and procedures for LEED APs without specialty enrolling in GBCI’s LEED Professional Credential Maintenance Program. Information in this Guide supersedes information contained in any previously published information. All information and guidelines are subject to change.



Please read and understand the entire Guide, including all policies, procedures, and consequences.

Overview

This Enrollment Guide is designed for LEED APs without specialty who have not enrolled in a LEED AP with specialty credential. For information on credential maintenance for LEED Green Associates and LEED APs with specialty (including those who enrolled), see the [CMP Guide](#).

What is enrollment?

Enrollment is a voluntary, one-time process through which LEED APs without specialty (those credentialed between January 2001 and June 2009) can earn the LEED AP with specialty credential.

Options

All LEED APs without specialty have a 2-year period in which to enroll (called an enrollment window) between fall 2009 and fall 2011. The enrollment window is displayed on the main menu page of their My Credentials account. During the enrollment window, LEED APs without specialty have two options:

Option 1: Testing

Earn the LEED AP BD+C, Homes, ID+C, ND, or O+M by passing the specialty exam.

Option 2: Prescriptive credential maintenance

Earn the LEED AP BD+C, ID+C, or O+M by completing prescriptive credential maintenance for the first reporting period.

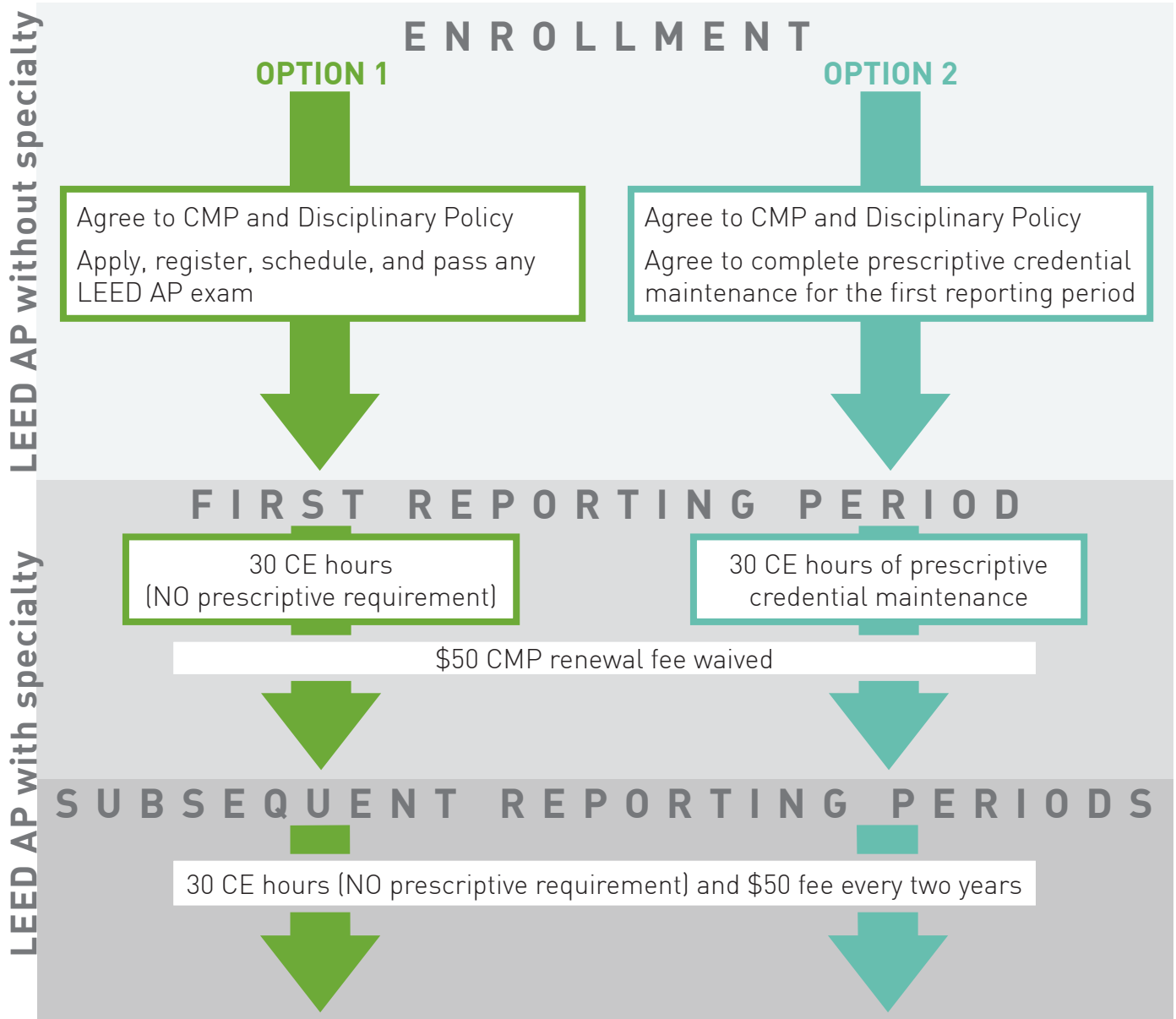
Below is a comparison of the two options for enrollment:

Enrollees must:	Option 1	Option 2
Agree Disciplinary and Exam Appeals policy		
Agree to complete 30 CE hours every two years		
Complete prescriptive credential maintenance for the first reporting period		
Meet eligibility requirements		
Apply, take, and pass an exam		
Pay \$50 fee for the first renewal		
Total cost to enroll:	\$250-\$350	\$0

Fees

There is no fee to enroll through prescriptive credential maintenance; however, LEED APs without specialty enrolling through testing must pay the applicable application (\$100 for the LEED AP exam) and exam fees (\$150 for USGBC and CaGBC members, \$250 for others for the LEED AP exam).

Overview



For an interactive guide to enrollment options, check out the [CMP wizard](#).

Choosing not to enroll

The LEED AP without specialty credential is held in perpetuity, does not have any CMP requirements or fees, and may be held concurrently with a LEED AP with specialty or LEED Green Associate credential. LEED APs without specialty who choose not to enroll will continue to appear in the LEED Professional Directory and may continue to use the title of LEED AP with no specialty designation afterward.

LEED APs without specialty may choose to enroll at any point during their enrollment window. After this period, if LEED APs without specialty want to become LEED APs with specialty, they must apply and take both parts of the LEED AP exam and are responsible for all applicable fees.

How to enroll

Option 1: Testing

1. Log into My Credentials during enrollment window.
2. Select Enroll through testing.
3. Apply, register, schedule, take, and pass only the specialty exam.
4. Complete credential maintenance for the first and subsequent reporting periods.

Enrolling into multiple specialties

LEED APs can enroll into multiple specialties by passing multiple specialty exams. For more information on maintaining multiple specialties, see Appendix B of the CMP Guide.

Option 2: Prescriptive credential maintenance

1. Log into My Credentials during enrollment window.
2. Select Enroll through prescriptive credential maintenance.
3. Complete enrollment including agreeing to all applicable policies.
4. Complete prescriptive credential maintenance for the first reporting period. Prescriptive credential maintenance requires that you earn a minimum number of CE hours in each of 7 CMP categories. For more information, see [Appendix E of the CMP Guide](#).
5. Complete non-prescriptive credential maintenance every subsequent reporting period.

Enrolling into multiple specialties

During enrollment, LEED APs who passed more than one NC, CI, or EB exam tracks will be asked to select which of the corresponding specialties they would like to earn through prescriptive credential maintenance. If multiple specialties are earned through prescriptive credential maintenance, the CE hours for all specialties will be prescriptive for the first reporting period:

Specialties	Total CE hours required	Total LEED-specific hours	Total CMP renewal fee
1	30	6	\$50
2	60 (30 for each specialty)	12 (6 for each specialty)	\$50
3	90 (30 for each specialty)	18 (6 for each specialty)	\$50

LEED APs select a “primary specialty” and all others become “secondary specialties.” For the first reporting period, there is no difference between primary and secondary specialties. Maintenance for subsequent reporting periods is outlined in [Appendix B of the CMP Guide](#).

LEED APs who enroll through prescriptive credential maintenance can also earn additional specialties through testing and maintain them as outlined in [Appendix B of the CMP Guide](#); the prescriptive specialty becomes the primary specialty.