

Frequently Asked Questions

Q: When and where is the exam offered in my area?

A: USGBC contracts with Prometric to administer the LEED AP exam on demand at their test sites all over the U.S. and its territories. You can search for your local test site at www.prometric.com/usgbc.

Q: How much does the exam cost?

A: The exam fee is \$250 for members and \$350 for non-members until December 31, 2007. **Exams scheduled with Prometric after January 10, 2008 will cost \$300 for USGBC Members and \$400 for Non-Members.** All employees of USGBC member companies qualify for the member rate. (You must have your Corporate ID number entered in your [website account](#) to receive the member rate. Contact membership@usgbc.org if you have questions regarding your company's USGBC membership.) A receipt for the exam fee will print at the test site with the score report.

Q: What should I study for the exam?

A: Candidates should study the [LEED Reference Guide](#) and other resources listed in the Exam Content section of this website. You purchase a LEED Reference Guide through the [Products & Services](#) section of the USGBC Web site. Candidates can supplement their study by attending a LEED Technical Review workshop. These full-day, faculty-led workshops are held around the country throughout the year. [Visit the Workshops page](#) for more information or to find a workshop near you.

Q: How do I reschedule or cancel my exam?

A: Candidates can reschedule or cancel exams through Prometric's website, <http://www.prometric.com/usgbc> or by calling Prometric at (888) 215-4154 Monday through Friday, 8am to 8pm EST. There is a \$30 charge for cancelling or rescheduling an exam within thirty days prior to the exam date. Exams must be rescheduled or cancelled two business days prior to the exam date to avoid paying the full exam fee. Please see the Candidate Handbook (PDF file) for the full rescheduling/cancellation policy.

Q: What is the format of the LEED Professional Accreditation exam?

A: The LEED AP exam is a computer-based, multiple-choice exam. Each exam track consists of eighty randomly delivered questions. Click on the Exam Content section to view sample exam questions.

Q: How is the LEED Professional Accreditation exam scored?

A: A scaled scoring process is used to score each exam. Scores can range from 125 to 200, but candidates must achieve at least a 170 to pass the exam. Note that the scaled score is neither the number of items correct nor percentage correct. USGBC 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 Accredited Professional is avoided.

Q: What is the appropriate way to designate my accreditation?

A: LEED® AP or LEED® Accredited Professional are the appropriate ways to designate your credential. Successful candidates may begin using the credential immediately.

Q: When will I receive my certificate of accreditation?

A: Certificates are mailed six to eight weeks after your exam date.

Q: I am already a LEED Accredited Professional. Do I need to re-test, fulfill continuing education credits, or pay annual dues to maintain my credential?

A: At this time, there are no re-accreditation, continuing education or dues requirements for LEED Accredited Professionals. The U.S. Green Building Council is developing an accreditation maintenance program to be implemented in the future.

Q: How can I change my listing in the LEED Accredited Professionals Directory?

A: To update your listing, go to www.usgbc.org > Your Account > Accreditation > Accreditation Profile. Changes made to the Accreditation Profile will update in the LEED AP Directory the following day.

Q: Who can I contact with further questions?

A: Refer to the LEED AP Candidate Handbook for more information, policies and procedures. Send questions to exam@usgbc.org or call (U.S.) 1-800-795-1747 or (International) 202-742-3792.