



**EDUCATION
PROVIDER**

User Guide

Current as of August 31, 2010

TABLE OF CONTENTS

I. Overview of USGBC Education Review	Pages 3 - 4
A. U.S. Green Building Council	
B. The Role of GBCI	
C. USGBC Education Providers	
D. Other Continuing Education Systems	
II. Register as a USGBC Education Provider	Pages 4 - 5
III. Using the Education Review System	Pages 5 - 7
A. Submit a Course for Review	
B. Process an Annual Renewal or Tier Level Upgrade	
C. Add and Remove Course Submitters	
D. Apply for Portfolio Review	
IV. Course Review Process	Pages 7 - 9
A. Types of Courses Reviewed	
B. Materials Reviewed	
C. Course Review Criteria	
D. Review Scorecard	
E. Course Review Team	
V. Course Review Outcomes	Pages 9 - 11
A. Definitions of Course Statuses in the Dashboard	
B. Assigning and Reporting GBCI CE Hours	
C. Approved Courses	
D. Not-Approved Courses and the Appeal Process	
VI. LEED Specific GBCI CE Hours	Pages 11 - 12
VII. Auditing of Approved Courses	Page 12
VIII. Appendices	
Appendix A: Education Provider Messaging & Disclaimers	Page 13
Appendix B: Use of USGBC Materials in Education	Page 14
Appendix C: Education Provider Annual Fees	
Appendix D: Online Course Review Application Form	
Appendix E: Course Review Criteria	
Appendix F: Portfolio Review Guidelines and Application	
Appendix G: USGBC Live Course Audit Scorecard	
Appendix H: LEED Specific Course Review Application & Outcome Form	
Appendix I: Conference and One-Time Event Review Process	
Appendix J: USGBC Education Provider & GBCI CMP Logo Guidelines	

I. Overview

A. U.S. Green Building Council

The U.S. Green Building Council (USGBC) is a 501(c)(3) non-profit community of leaders working to make green buildings available to everyone within a generation. USGBC is composed of nearly 20,000 member organizations from across the building industry and more than 75 regional chapters that are working to promote buildings that are environmentally responsible, profitable and healthy places to live and work.



For information about USGBC, please visit www.usgbc.org.

B. The Role of GBCI

The Green Building Certification Institute (GBCI) provides third-party project certification and professional credentials recognizing excellence in green building performance and practice. GBCI administers project certification for buildings and tenant spaces under USGBC's Leadership in Energy and Environmental Design (LEED®) Green Building Rating Systems™. GBCI also manages the LEED Professional credential, which includes the LEED Green Associate and LEED AP with and without specialty.



Credential Maintenance Program

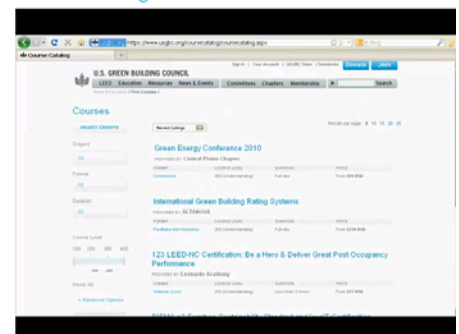
With the release of the new LEED Professional credential structure in 2009, many LEED Professionals are now held to the requirements in the Credential Maintenance Program (CMP). Without the sole capacity to support the large increase in the demand for high-quality green building professional development, GBCI developed a system in which other organizations can become Education Reviewing Bodies (ERBs). These bodies review professional education based on pre-determined criteria for instructional design and technical content. Once approved, that education is accepted by GBCI in the Continuing Education/Professional Development category of the CMP. While there are many different activities that can contribute to maintaining a LEED credential, Education Review Bodies are solely responsible to review courses under GBCI's "Professional Development/Continuing Education" credential maintenance activity type.



USGBC as an ERB and the Course Catalog

As the first organization recognized by the Green Building Certification Institute (GBCI) as an Education Reviewing Body, USGBC is uniquely positioned to deliver the most credible learning experience in the market. USGBC's designation as an ERB ensures that USGBC-approved continuing education courses meet the highest standards, guaranteeing LEED professionals a green building education that will help maintain their LEED credentials.

Course Catalog Video



Approved courses are posted in the Course Catalog unless otherwise requested by the Provider. Click the video icon for a short demonstration on how to effectively navigate the catalog.

For more information about GBCI and ERBs, visit www.gbci.org/cmp.

C. USGBC Education Providers

USGBC Education Providers are third-party organizations that offer peer-reviewed continuing education courses which have been approved by USGBC toward the Green Building Certification Institute's Credential Maintenance Program. Only Education Providers with at least one approved course are considered approved USGBC Education Providers. Not all courses offered by



**EDUCATION
PROVIDER**

USGBC Education Providers are necessarily approved for GBCI CE Hours.

Approved Education Provider courses:

- Support the LEED Professional Credential Maintenance Program
- Are delivered in a variety of formats and target multiple learning levels, audiences and subject matter categories
- Are peer-reviewed to meet USGBC's high standard for instructional design and content quality

D. Other Continuing Education Systems

Many USGBC Education Providers are registered with other systems of continuing education. USGBC strives to align our education review with state licensing boards and professional associations' continuing education systems. USGBC collects information from Education Providers to display approvals by other major building continuing education systems in the course catalog. Please refer to these continuing education systems for specifics on their requirements for approved courses.

To find courses approved by other continuing education systems in the course catalog visit www.usgbc.org/courses and choose the Select Credits tab to indicate which type of continuing education hours you'd like to satisfy. All results will meet your search criteria as well as GBCI CE Hours.

American Institute of Architects Continuing Education System

USGBC only reviews green building educational courses. This is different from AIA/CES which does not require all courses to be Sustainable Design (SD) or Health Safety and Welfare (HSW). Approval by AIA/CES for SD credit is a good indicator that a course may be eligible for review by USGBC, but does not guarantee approval.

USGBC Education Providers must register a course with both the AIA and USGBC to guarantee approval for both continuing education systems. Courses approved by both the USGBC and AIA are also generally accepted by most state licensing boards.

II. Register as a USGBC Education Provider

The first step in becoming a USGB Education Provider is to register online at www.usgbc.org/educationreview. Once an Education Provider Account has been established, courses may be submitted for review.

Provider Administrator

Every Education Provider has one Provider Administrator. The individual who completes the online registration form will be flagged as the Provider Admin for the organization.

Responsibilities include:

- Serve as the main point-of-contact for USGBC
- Manage course submitter accounts
- Maintain Education Provider account, including annual renewals, Tier upgrades, and Portfolio Applications

You must have a USGBC site user account to establish your Education Provider Administrator account. If you haven't already, please create one at: www.usgbc.org/myUSGBC/SiteUserRegistration.aspx.

USGBC Member Companies

USGBC member organizations receive discounted pricing. To receive the member rate, your site user account must be linked to your member company through the Corporate Access ID. To determine if your company is a current USGBC member, search the Member Directory at: www.usgbc.org/myUSGBC/Members/MemberDirectory.aspx. Members can request access their Corporate Access ID from their organization's membership page.

USGBC Chapters

USGBC Chapters registering an Education Provider Account receive special pricing. The Education Provider Administrator who establishes a USGBC Chapter's account must be a designated Chapter Administrator in USGBC's system to receive this discount and establish an account on behalf of a Chapter. If an Education Provider Administrator does not have this designation, please have your Chapter leader contact USGBC's Chapter Department contact to establish this role.

Registration Process

1. Log into www.usgbc.org/Educationreview using your USGBC site user email and password
2. Click the Account Management tab.
3. Use the drop down menu to choose 'Add New Provider.' Complete the registration form and select the appropriate annual fee category for your organization.

Registration fees are based on organization type and number of approved and in-process courses in the Education Review System. Courses in Draft or Archived status do not count against your tier level ceiling.

Tier 1= 1 - 10 Courses

Tier 2= 11 - 25 Courses**

Tier 3= Unlimited Courses**

Find the Annual Fee Structure in Appendix C.

**If you are registering in Tier 2 or 3 you must participate in the portfolio, or Fast Track, review process. You have the option to upload the document when you register; it is not required at this time. The portfolio application can be uploaded at any point but must be uploaded prior to submitting your 11th course. Please see section III.D for further information on the Portfolio Review Process.

III. Using the Education Review System

A. Submit a Course for Review

Courses cannot be submitted for review until the registration payment has been processed. Once the payment is complete, the Provider Admin or Course Submitter can submit a course for review

Steps to Submit a Course

1. Log into www.usgbc.org/Educationreview using your USGBC site user email and password
2. Click the *Course Maintenance* tab in the dashboard and select "Add New Course"
3. Complete the course review application and upload all necessary course materials. Once the course review application is complete, click the "Submit" button to begin the review process

The review process takes approximately 30 days. Once your first course is approved, you will be approved as a USGBC Education Provider. You will then be able to market your organization as such in association with your approved course(s).

See Appendix D and E to view the Online Course Review Application and Review Criteria, respectively.

B. Process an Annual Renewal or Tier Level Upgrade

Annual Renewal

The Provider Admin is responsible for processing annual renewals and will begin receiving email notifications 90 days before the renewal fee is due. If you choose not to renew, all courses will be removed from the course catalog and may not be offered for GBCI CE Hours.

To avoid renewing in a higher tier level than necessary Education Providers are encouraged to retire courses no longer being offered throughout the year. Upon renewal, all Retired courses will be changed to Archived status and will not count towards the tier level ceiling and are no longer approved for GBCI CE Hours.

Steps to Renew

1. Log into www.usgbc.org/Educationreview using your USGBC site user email and password
2. Click the *Account Management* tab in the dashboard and select “Renew.” This will only appear if the provider is within 90 days of renewal
3. Complete the registration form and payment with updated information and tier level

Tier Level Upgrade

The Provider Admin is responsible for processing tier upgrades to submit additional courses above the original tier level and may do so at any time. The price difference between the current tier level and the new tier level will be charged and may be paid online. USGBC encourages Education Providers to review their current courses to determine if any should be Retired to help maintain a lower count towards the tier limit.

Steps to Upgrade

1. Log into www.usgbc.org/Educationreview using your USGBC site user email and password
2. Click the *Account Management* tab in the dashboard and select “Upgrade Tier.”
3. Complete the registration form and payment with the updated information and tier level.

C. Add and Remove Course Submitters

Only the Provider Admin has access to add and remove course submitters. Course submitters have access to create, edit and submit courses. Course submitters are not responsible for any financial obligations associated with the Education Provider account.

Steps to Add a Course Submitter

1. Confirm that the desired course submitter has a site user account with USGBC
2. Log into www.usgbc.org/Educationreview using your USGBC site user email and password
3. Click the *User Management* tab in the dashboard
4. Type the course submitter’s email address that is associated with USGBC into the field and click Add

To remove a course submitter, simply go to the *User Management* tab and click the trash can icon at any time.

D. Apply for Portfolio Review

The typical course review and approval process for USGBC Education Providers focuses on an in-depth review of each course to ensure the highest quality education. However, many educational organizations offer a catalog – or portfolio – of green building curriculum and consistently meet the requirements of the USGBC’s education review. The portfolio review was created to ‘fast-track’ the course approval process for Education Providers who consistently offer high-quality green building education. The portfolio review is stringent and intended for organizations whose primary activity is professional education. Education Providers in Tier 2 or 3 are required to submit the application prior to the submittal of their eleventh course for review.

The application can be submitted at any time, but the Education Provider must have at least 3 courses approved before the application will be reviewed by USGBC.

Steps to Join Portfolio Review

1. Log into www.usgbc.org/Educationreview using your USGBC site user email and password
3. Click the *Account Management* tab in the dashboard
4. Complete and upload the Application Form found on that page
5. Final approval by USGBC Education Review Committee

See Appendix F for the Portfolio Review Application Overview and Guidelines.

IV. Course Review Process

USGBC’s review criteria meet the stringent standard set by Green Building Certification Institute (GBCI) for Education Reviewing Bodies. USGBC’s criteria include a review of both technical subject matter and instructional design. All Education Provider courses are peer-reviewed by green building and education professionals

A. Types of Courses Reviewed

Only professional education that is directly related to the greening of the built environment and supports the continued professional development of existing LEED professionals is eligible for review. All USGBC-approved courses fall under the “Professional Development/Continuing Education” activity type in GBCI’s Credential Maintenance Program.

General Criteria for Eligible Green Building Continuing Education Courses

- Increase the competency of LEED Professionals
- Follow current green building practices and provide correct program content
- Be designed and instructed by persons qualified in the subject matter
- Provide documentation of successful course completion to the LEED Professional
- Be at least 50 minutes of instructional time in length



For a comprehensive list of education topics accepted for LEED Professional credential maintenance, see GBCI’s Credential Maintenance Program Guide: www.gbci.org/DisplayPage.aspx?CMSPageID=204.

Courses Excluded from Review

- “LEED exam preparation” courses are not eligible for review by USGBC and do not contribute to GBCI’s LEED Professional Credential Maintenance Program. The term “exam preparation course” defines courses where the content focuses on: exam strategies; overviews of GBCI Candidate Handbooks; reviews of primary and ancillary reference documents; and other learning outcomes targeting successful GBCI LEED examination. Evidence of course content can be found in its curricula, syllabi, and marketing.
- Courses intended to lead to a degree are not eligible for review and fall under GBCI’s “College and University Courses” credential maintenance activity type. While formal, degree-granting courses offered by colleges and universities are not eligible for review, courses offered by ‘continuing education’ or ‘extension’ programs at colleges or universities are eligible for review.

Applicable Professional Audiences (not an exhaustive list)

- Design
- Construction
- Operations and Maintenance
- Real Estate
- Government

- Others: affordable housing agencies, building tenants, educators, healthcare industry and product manufacturers

Eligible Education Formats

- **LIVE: Facilitator-led:** Live, face-to-face instruction offered at a specific time and location. May include workshops, panel presentations, lectures etc.
- **LIVE: Online:** Online training offered at a specific time. May be offered once or multiple times.
- **On Demand: Online:** Online training offered any time, on demand. Must have an assessment of learning objectives. May include self paced and prerecorded formats.
- **LIVE: Conference:** Single event with multiple sessions or tracks offered live at a specific time and location. May include conventions, annual meetings, summits etc.
- **On Demand: Article/Print:** Online or print media course offered in written format on demand (asynchronous). Must have an assessment of learning objectives. May include continuing education articles, workbooks etc.
- **LIVE: Tour:** In-person tour of one or more projects offered live at a specific time and location with clear green building learning objectives. Virtual tours are categorized as "On Demand: Online".

B. Materials Reviewed

USGBC will **not** accept hardcopy materials. All documents must be uploaded through the online Education Review System. USGBC requests Education Providers to compress files which are uploaded for review. PowerPoint and other files with high-resolution images can be time-consuming to open and may cause complications in the review process.

Mandatory submittals

- Final course presentation materials (typically as PowerPoint slides, in PDF, or online)
- Handout materials supplied for the course attendees
- Evaluation form (PDF or link if posted online)
- Assessment (Mandatory for Asynchronous Courses)
- Detailed Agenda (in PDF)
- Conference session spreadsheet if submitting a conference (in .xls)

Suggested submittals (this list is not exclusive)

- Course promotional material (e.g., text used to promote course offering to potential participants)
- Instructor notes/script*
- Instructor answer key for activities
- Audio/video files

* Instructor notes provide the review team with a better understanding of what is being covered in a face-to-face course. Speaker notes are essential if multiple instructors are presenting a course to maintain consistency and accuracy among presentations. USGBC highly encourages the inclusion of instructor notes in any course submission.

C. Course Review Criteria

All courses are peer-reviewed by qualified professionals. Criteria evaluated include:

- Instructor and course developer qualifications
- Course or course series structure and flow, including detailed agenda, syllabus, or outline
- A course description that adequately represents the course
- Proper use and support of measurable and achievable learning objectives
- Course materials, length and format that are appropriate for the subject matter, audience and learning level defined
- Frequent and meaningful interactions and activities

- Quality, accuracy and relevance of course materials
- Competency-based assessment (mandatory for asynchronous courses. Assessments require a minimum of 10 questions for first hour of instruction and 5 questions for each additional hour of instruction. Certificates of completion can only be issued to participants who get an 80% or higher score on this assessment.)
- Evaluation process by students assessing the content, instructor, quality of the technical experience and support/assistance
- Education is non-commercial
- Accurate representation, if applicable, of the LEED Rating System and LEED Professionals

Refer to Appendix E for the Course Review Scorecard outlining each criterion.

D. Review Scorecard

The review scorecard has prerequisite and qualitative criteria, which are evaluated by the course reviewers. All prerequisites must be met and will be evaluated with a score of Yes/No. Reviewers assign scores of 0-3 for each of the qualitative criterion in the review form. An average of 2 points or higher must be obtained for approval.

0 – Not Evident	The reviewer sees no evidence of the criteria in the course.
1 – Evident but Unsatisfactory	The reviewer finds evidence that the course addresses the criteria but not to a satisfactory level.
2 – Evident and Satisfactory	The reviewer finds that the course meets the criteria to a satisfactory level.
3 – Evident and Excellent	The reviewer finds that the course meets the criteria in a format that exceeds satisfactory expectations.

Comments explaining the given score are required for scores of 0 or 1 or if a prerequisite isn't met. Reviewers may provide comments for any criterion regardless of the score.

E. Course Review Team

Courses are reviewed by a team comprised of independent, cross-professional subject matter experts and adult educators. Reviewers complete training in the key educational elements of adult learning and program review criteria and process. Experienced reviewers are able to advance to the position of course auditor. To protect the interests of Education Providers each reviewer signs an annual Conflict of Interest form and remains anonymous to each other and the Education Provider when assigned a course to review.

Reviewer Qualifications

- A minimum of three years of professional experience in the green building industry and/or professional education.
- A higher education degree in a relevant discipline.
- Expertise in the subject matter being reviewed.
- Employment by a USGBC member organization or current membership in a USGBC Chapter
- Successful completion of the *USGBC Education Review Training*

Auditor Qualifications

- Be an existing member of the Education Review Team in good standing
- Have completed a minimum of 5 full course reviews prior to auditing
- Complete an auditor training course (1 hour online)

Learn more about the USGBC Education Review Team and the steps to become a reviewer:
<http://www.usgbc.org/DisplayPage.aspx?CMSPageID=1714>.

V. Course Review Outcomes

A. Definitions of Course Statuses in the Education Review System

Several statuses alert users to where a course is as it progresses through the Education Review System. These statuses and their definition are:

- **Draft:** draft of a course has been created but has not been submitted for review. A minimum of a Title has been added to the application and it is saved for later edits.
- **Pre-Review:** course has been submitted for review. Edits are not possible.
- **In Review:** course has been sent to reviewers. Edits are not possible.
- **Review Complete:** reviewers have completed scorecards but the course has not been Approved or Not Approved yet.
- **Draft2:** course did not meet the review criteria after the first review and has been sent back to the Education Provider with comments to make required changes. Edits are possible.
- **Pre-Review2:** course has been submitted for a second review after the requested edits were made by the Education Provider. Edits are not possible.
- **In Review2:** course has been sent to reviewers for a second review after the requested edits were made by the Education Provider. Edits are not possible.
- **Review Complete2:** reviewers completed scorecards for a course that required edits to meet review criteria. The course has not been Approved or Not Approved yet.
- **Approved:** course review is complete and GBCI CE Hours have been assigned.
- **Approved Late Renewal:** annual Provider renewal fee is overdue. Courses have been removed from the catalog. Once paid, courses will return to Approved status and will be posted to the catalog if appropriate without having to resubmit for review.
- **Not Approved:** course still did not meet the review criteria after a second review. To be Approved a new course review application must be completed and submitted.
- **Retired:** course is no longer being offered and is not posted to the catalog.
- **Archived:** all retired courses become archived at the time of annual renewal. These courses do not count toward total submitted courses in a Provider's tier level.

B. Assigning and Reporting GBCI CE Hours

Courses must be a minimum of 50 minutes in length for approval. Attendees must complete a minimum of 80% of the course in order to receive GBCI CE Hours.

- 1 GBCI CE Hour for the first 50 minutes of a course
- 0.5 GBCI CE Hours for each additional 30 minutes of a course

Certificate of Completion

LEED Professionals self report their credential maintenance activities to GBCI through the "My Credentials" section of www.gbci.org. However, a record of all attendees must be maintained by the Education Provider for up to seven years. Education Provider must make a "Certificate of Completion" available to all attendees who complete 80% or more of the course requirements including:

- Course name as approved by USGBC
- USGBC Course Identification Number
- Name of USGBC Education Provider who offered the course
- Attendee Name
- Date of course completion
- Number of GBCI CE Hours for which the course is approved
- Recommended GBCI Prescriptive Path category (not required)

C. Approved Courses

Courses approved through the review process are assigned GBCI CE Hours towards the LEED Professional Credential Maintenance Program. These courses will be added to the USGBC course catalog unless otherwise specified by the Education Provider on the course review application.

Courses remain in the catalog under the following conditions:

- Course continues to be offered and isn't Retired in the dashboard
- Fundamental content and structure changes do not exceed 25 percent
- Course and Education Provider audits are satisfactory
- Course continues to meet the requirements of GBCI's LEED Professional Credential Maintenance Program

Providers may be asked to resubmit courses for review if there are any discrepancies in these areas.

D. Not Approved Courses and the Appeal Process

Not all courses reviewed will be approved. All approved courses have valid from/to dates signifying the lifespan of a course's approval. Courses may not be approved based on the following criteria:

- Subject matter is not relevant to the continuing education needs of LEED Professionals (i.e. are at the pre-credential level or are exam-prep)
- Course does not meet the minimum scoring requirements of the review
- A previously approved course has been audited and was determined to be not in compliance
- Education Provider has retired a course
- The date of a 'one-time event' has passed
- Education Provider is no longer current with USGBC and all courses have been retired

After review, if changes are required to meet review criteria for approval the Provider Admin and Course Submitter are emailed comments identifying areas that need improvement. The course will be in Draft2 status in the dashboard. Required changes should be made within the online application. *A detailed explanation of how each non-conforming criterion has been addressed should be uploaded in the Materials section of the online application.*

USGBC's Education Review staff provides limited guidance to assist in meeting the review criteria. USGBC Education Providers are responsible for knowing all criteria and processes outlined in this Education Provider Guide prior to submitting a course.

USGBC's Education Development Services staff is available as a resource to Education Providers that would like to enhance the quality of their courses or ensure that a course is approved through the Education Review. For more information, visit www.usgbc.org/DisplayPage.aspx?CMSPageID=2131.

Appeal Process

Courses denied approval after re-submittal of revisions may make an appeal to the USGBC in writing to EdProvider@usgbc.org within 30 days of the date of the final review decision. Appeals must address specific points in the reviewer's comments and provide supportive documentation. Appeals will be reviewed by the USGBC Education Review Committee and a written response will be made back to Education Provider within 30 days.

VI. LEED Specific GBCI CE Hours

GBCI requires LEED Green Associates and LEED APs with a specialty to obtain a designated number of "LEED Specific" GBCI CE Hours for the LEED Credential Maintenance Program. Education Reviewing Bodies, such as USGBC, are approved by GBCI to award LEED Specific CE Hours.

Definition of LEED Specific

“Professional education courses where 75 percent or more of the course content relates directly to the current versions of the LEED Rating Systems & Reference Guides (credits, intents, and requirements), referenced standards, LEED certification process and/or LEED Online and directly supports the maintenance of the LEED Professionals applied knowledge of LEED in a manner that relates to their credential.”

LEED Specific Review Criteria

All LEED Specific reviews are based on Yes/No criteria. The review criteria include:

- Course meets the definition of LEED Specific continuing education.
- Course materials, content and presentations are current, accurate and accurately represent USGBC, GBCI and all products and services offered by them.
- Education Provider has used the current LEED Reference Guide and rating system to develop course materials
- Materials offered by Provider are the original intellectual property of the Education Provider or are used with the explicit permission of the copyright owner
- If Provider utilizes any USGBC or GBCI intellectual property (including copyrights or trademarks), Provider asserts that Provider’s use does not violate USGBC and/or GBCI intellectual property rights.

Steps to Submit a Course for LEED Specific Review

1. Complete the LEED Specific Course Review Application found in *Appendix H*.
2. Upload in Section I of the online course review application. This application will be reviewed after the course has been approved for general GBCI CE Hours and could take up to an additional 30 days, irrespective of a Provider being in the Portfolio Review.

LEED Specific Review Process

- USGBC engages reviewers who are current in the USGBC and GBCI developments and policies on the LEED Rating System, LEED Reference Guides, referenced standards, LEED documentation process and LEED Online. Reviewers must be LEED Professionals with credentials that are relevant to the subject matter.
- Each LEED Specific course is reviewed in-depth by at least three reviewers
- Reviewer comments and recommendations are compiled on the LEED Specific Course Outcome form, found in *Appendix H*.
- If a course is not found to be eligible for LEED Specific GBCI CE Hours, the Provider is not given the opportunity to make any modifications to the course.
- LEED Specific courses are audited at least every 2 years to ensure currency with LEED developments

Scoring and LEED Specific Specialty Designations

LEED Specific courses are reviewed on a Yes/No basis. See *Appendix H* for the outcome scorecard.

- LEED Building Design + Construction (BD+C)
(LEED for New Construction, LEED for Schools, LEED for Core & Shell)
- LEED Interior Design + Construction (ID+C)
- LEED Operations + Maintenance (O+M)
- LEED Homes
- LEED Neighborhood Development (ND)

LEED Specific hours earned for one specialty may also count as LEED Specific hours for another specialty. The course catalog shows which LEED Specific designation(s) have been awarded to approved courses.

VII. Auditing of Approved Courses

USGBC is committed to auditing a minimum of 10 percent of approved courses annually. Audit types include administrative, random in-depth course reviews, live courses, and LEED Specific courses. User feedback mechanisms are used to inform selection of Education Providers and courses to be audited.

USGBC may audit an Education Provider's approved course at any time, for any reason and free of charge to the auditor, as stated in the Education Provider Agreement. Live courses are audited in person. Online courses are audited online. Please see Appendix G for the Live Course Audit Score Card.

Education Providers receive the auditor's comments and/or recommendations. Based upon the auditor's comments, USGBC may request additional information pertaining to that specific course (i.e. past evaluations, updated materials, etc.) or information pertaining to the Education Provider (i.e. audit additional courses, clarifying phone call, etc.). Education Providers must maintain current records of course evaluations. A summary of evaluations may be requested for any course approved by USGBC at any time.

If an audited course is not in compliance with review criteria, the Education Provider has 45 days to demonstrate compliance. Education Providers are able to make changes to one time free of charge. If the course is still not in compliance it must be resubmitted for review. Failure may result in approval being revoked for the audited course or all courses offered by that Education Provider.

APPENDICES

Appendix A: USGBC Education Provider Messaging & Disclaimers

Approved Messaging for Approved Courses

“The U.S. Green Building Council (USGBC) has approved the technical and instructional quality of this course for [X] GBCI CE Hours towards the LEED Credential Maintenance Program.”

Approved Messaging Demonstrating Provider Status

“[COMPANY] is an USGBC Education Provider committed to enhancing the ongoing professional development of the building industry and LEED Professionals through high-quality education programs. As a USGBC Education Provider, [COMPANY] has agreed to abide by USGBC-established operational and educational criteria, and is subject to annual reviews and audits for quality assurance.”

Education Providers Offering LEED Exam Prep Courses

USGBC Education Providers who also offer “LEED exam prep” courses may not misrepresent their standing as a USGBC Education Provider in the marketing of LEED exam preparation courses as these are ineligible for review by USGBC. The USGBC Education Provider Logo and/or GBCI CMP logo may not be used in conjunction with LEED exam prep courses. Marketing materials and websites for LEED exam preparation offered by USGBC Education Providers must display the following disclaimer:

“[COMPANY] is not affiliated with the U.S. Green Building Council (USGBC®) or the Green Building Certification Institute (GBCI). [COMPANY] does not administer the Leadership in Energy and Environmental Design (LEED®) credential program or the LEED Green Building Rating System. LEED and USGBC are registered trademarks of USGBC. [COMPANY] does not claim any endorsement or recommendation of its products or services by USGBC or GBCI other than those approved for LEED Credential Maintenance Program through the USGBC Education Review.

USGBC has not reviewed or approved, and does not endorse any products, services, credentials or certifications associated with the course. Neither USGBC nor GBCI participated in the development or delivery of this exam preparation course. Neither organization endorses this course as test preparation courses or materials for the Leadership in Energy and Environmental Design (LEED)® Professional exams, nor do they guarantee that course attendees will successfully pass the LEED Accredited Professional Exam after completing this course.”

Appendix B: Use of USGBC Materials in Education

USGBC cannot and does not grant permission to copy from any USGBC Reference Guide, LEED Online or other USGBC publications for the purpose of creating educational materials.

Application USGBC does not permit the reproduction of, or the preparation of derivative works based on, the reference guides, in part or in whole, in any media or education course.

However, USGBC encourages use and reproduction of all or any part of its LEED Rating Systems (found on www.usgbc.org), and thus Education Providers may draw from the rating systems without requesting permission.

Appendix C: Education Provider [Annual Fees](#)

Appendix D: Online Course Review [Application](#) Form

Appendix E: Course [Review Criteria](#)

Appendix F: [Portfolio Review Guidelines](#) and [Application](#)

Appendix G: [USGBC Live Course Audit Scorecard](#)

Appendix H: LEED Specific Course Review [Application](#) & [Outcome](#) Form

Appendix I: [Conference and One-Time Event Review Process](#)

Appendix J: USGBC Education Provider & GBCI CMP [Logo Guidelines](#)