



Green Business Certification Inc. (GBCI)
Continuing Education Course Review Criteria

February 13, 2017

Should you choose to submit your course or event for GBCI Continuing Education (CE) Course Review, your course or event will be evaluated against the below criteria. This is the minimum required by GBCI and courses submitted may be required to provide additional supporting documentation and / or make changes on a case-by-case basis prior to approval. GBCI course approval is valid for three (3) years from the date of approval.

Review Criteria	What does GBCI verify?
Course content must be organized around a minimum of 4 learning objectives that attendees will be able to achieve after taking the course.	Course has 4 learning objectives.
Subject matter must relate to green building. Note: For LEED-specific credit, the subject matter must relate to LEED, for SITES-specific credit, the subject matter must relate to SITES, and WELL-specific credit, the subject matter must relate to WELL.	For General Courses: (Courses approved for general CE contribute to all GBCI credentials) 3 out of 4 learning objectives are related to green building which includes environmental sustainability, and human health and wellness in the built environment.
	For LEED-specific Courses: 3 out of 4 learning objectives are related to a LEED rating system. Course must indicate which credits, rating system and version of LEED they discuss in the description, as well as in each learning objective.
	For SITES-specific Courses: 3 out of 4 learning objectives are related to the SITES rating system. Course must indicate which credits, and (if applicable) version of SITES they discuss in the description, as well as in each learning objective.
	For WELL-specific Courses: 3 out of 4 learning objectives are related to the WELL Building Standard. Course must indicate which features, and (if applicable) version of WELL they discuss in the description as well as in each learning objective.
Information delivered in the course is fact-based .	Non-Conferences All information in the course materials is reviewed by subject matter experts and must be fact-based, not opinion-based.
	Conferences Provider attests that content is factual. No slides need to be submitted.
CE credit is allocated at a rate of 0.5 CE per thirty minutes of educational contact time.	On-Demand Courses Course is self-paced. GBCI allows the Provider to determine the amount of CE.
	Printed Articles Course is self-paced. GBCI allows the Provider to determine the amount of CE.
	Live Courses Agenda shows educational contact time that equals the amount of CE requested.
Provider must give certificates of completion only to attendees who have completed the course.	For all courses Provider has a certificate of completion that they provide to attendees who complete the course.
	For live courses Provider verifies that they only give a certificate of completion to attendees who are present for 80% or more of the course.



	<p>On-demand courses A learning assessment is present and provider verifies that they only give a certificate of completion to those who pass it.</p>
Commercial logos can only be shown on the first and last slides of the presentation.	<p>Non-Conferences Logos are only present on first and last slides.</p>
	<p>Conferences Provider verifies that logos are only present on the first and last slides. No slides need be presented.</p>
Course is not advertised as exam preparation.	<p>Course is not described or advertised as exam preparation. No more than 1 out of 4 learning objectives is introductory to USGBC, IWBI, LEED, WELL, or SITES</p>