



# INFORMATION

## Reporting GBCI CE Hours for USGBC Education Provider Courses

2101 L St, NW  
Suite 500  
Washington, DC 20037  
[www.usgbc.org](http://www.usgbc.org)

This document provides guidance to USGBC Education Providers and LEED Professionals on reporting USGBC-approved courses to GBCI for the LEED Credential Maintenance Program.

USGBC approves courses offered by USGBC Education Providers for GBCI CE Hours towards Green Building Certification Institute's (GBCI) LEED Credential Maintenance Program (CMP). USGBC's Education Review ensures that all approved courses are designed to enhance and broaden a professional's skills in and knowledge of green building or LEED. All approved courses are classified as "Professional Development/Continuing Education" under GBCI's CMP activity types. There are no limits to the number of hours a LEED Professional can report for approved courses in this category.

GBCI Credential Maintenance Program participants self report their GBCI CE hours through "My Credentials" at [www.gbci.org](http://www.gbci.org). USGBC Education Providers do not have to provide attendance lists to GBCI for each offering of an approved course. GBCI will randomly audit LEED Professional's CMP reports. USGBC Education Providers should provide a certificate of attendance (a.k.a. participation, completion) to attendees after successful completion of a course and maintain attendance records for up to seven years. A certificate of attendance should include the following items:

- Attendee name
- Course title as it is registered with USGBC
- Education Provider name
- Date of completion
- Number of approved GBCI CE Hours for that course

For conferences, this certificate should indicate the individual sessions which were attended and the corresponding GBCI CE Hours for each session. The USGBC Course Catalog ([www.usgbc.org/courses](http://www.usgbc.org/courses)) can be used to verify the number of GBCI CE Hours a course has been approved for.

Some text examples you may use when reporting a course include:

- "# GBCI CE Hours" for general credits; "# GBCI CE Hours (BD+C)" or "# GBCI CE Hours (BD+C, ID+C) etc. for LEED specific credits
- "This course is approved by USGBC for # GBCI CE Hours."
- "This course is approved for # GBCI CE Hours towards the LEED Credential Maintenance Program."

Some LEED APs without specialty have enrolled in the new credentialing system through prescriptive credential maintenance. These LEED APs without specialty must complete 30 CE hours in a prescriptive path that meet the minimums for each category listed under their specialty during the initial two-year reporting period. The prescriptive path can be found on page eight of GBCI's "CMP Enrollment Guide (for LEED APs without specialty)". USGBC Education Providers may choose to recommend which CMP subject category their course fits into and print this in course materials or on the certificate of completion. For courses that cover multiple categories, the Education Provider may distribute the number of approved hours across relevant categories to further assist LEED Professionals when reporting to GBCI. Although all USGBC-approved courses are accepted by GBCI towards LEED CMP, USGBC neither

verifies nor guarantees that a course will be accepted for an individual's CMP for a reporting category recommended by each Education Provider.

USGBC-approved Course Catalog	<a href="http://www.usgbc.org/courses">www.usgbc.org/courses</a>
USGBC Education Provider Services	<a href="http://www.usgbc.org/educationproviders">www.usgbc.org/educationproviders</a>
GBCI Credentials	<a href="http://www.gbci.org">www.gbci.org</a>
CMP Guides	<a href="http://www.gbci.org/cmp/guides.aspx">http://www.gbci.org/cmp/guides.aspx</a>