



## **U.S. Green Building Council**

# **LEED® Professional Accreditation Candidate Handbook**

**November 2005**

**U.S. Green Building Council  
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**LEED® Professional Accreditation Handbook, dated November 11/07/2005**

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**This Handbook contains information on how to become a LEED Accredited Professional (LEED AP). Information in this handbook represents current policies and procedures for the LEED Professional Accreditation exam. Information in this handbook supercedes information contained in any previously published information.**

**This booklet may not be brought into the examination.**

**Eligibility standards, exam content, exam standards, fees, and guidelines are subject to change.**

**CANDIDATE HANDBOOK**  
**July 1, 2005**

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**CONTENTS**

<b>ABOUT USGBC:</b> .....	<b>3</b>
<b>ABOUT LEED PROFESSIONAL ACCREDITATION:</b> .....	<b>3</b>
EXAMINATION INFORMATION:.....	3
THE BENEFITS OF LEED PROFESSIONAL ACCREDITATION: .....	5
<b>EXAM REGISTRATION:</b> .....	<b>5</b>
<b>SCHEDULING POLICIES:</b> .....	<b>6</b>
SCHEDULING AN EXAM: .....	6
CANCELING AND RESCHEDULING AN EXAM: .....	7
<i>FAILING TO APPEAR FOR A SCHEDULED EXAM:</i> .....	8
<i>INCLEMENT WEATHER OR OTHER EMERGENCIES:</i> .....	8
<i>ACCOMMODATIONS FOR CANDIDATES WITH DISABILITIES:</i> .....	8
TESTING IN FOREIGN LANGUAGES:.....	9
REPORTING A PROBLEM WITH YOUR EXAM EXPERIENCE:.....	9
<b>TAKING THE EXAM:</b> .....	<b>9</b>
COMPUTER-BASED TESTING:.....	9
LEED PROFESSIONAL ACCREDITATION EXAM FORMAT: .....	10
EXAM TIMING:.....	10
<i>EXAM CONTENT AREAS:</i> .....	10
STUDYING FOR THE EXAM:.....	12
SAMPLE QUESTIONS: .....	12
EXAMINATION DAY:.....	15
<b>EXAM SCORING</b> .....	<b>18</b>
<b>AFTER TAKING THE EXAM:</b> .....	<b>20</b>
USE OF CREDENTIAL: .....	20
<b>OTHER INFORMATION:</b> .....	<b>20</b>

**WE RECOMMEND THAT YOU KEEP THIS HANDBOOK FOR  
REFERENCE THROUGHOUT THE ACCREDITATION PROCESS.**

### **Important Items to Remember:**

- **To schedule or cancel an exam:  
Thomson Prometric (888) 215-4154**
- **Cancellations must be made 2 business days (Monday-Friday) in advance of appointment or all fees are forfeited.**
- **Do NOT call the USGBC office to cancel or reschedule. USGBC does not have information regarding your scheduled exam. Call Thomson Prometric at (888) 215-4154**
- **If you require special accommodation because of a disabling condition, you may request special testing services. This request must be submitting prior to scheduling an exam appointment.**
- **The name you provide upon check in at the test center MUST match the name you provided when you registered for the exam.**
- **You should plan to arrive at the test center 30 minutes before your scheduled appointment to complete the required admission process before testing begins.**
- **If you have not completed the computer based exam and you are reviewing questions – do NOT click Finish. It will exit you out of the exam and you will not be able to get back in.**

## **About USGBC:**

**The U.S. Green Building Council (USGBC)** is the nation's foremost coalition of leaders from across the building industry working to promote buildings that are environmentally responsible, profitable and healthy places to live and work.

What is the U.S. Green Building Council?

- The U.S. Green Building Council (USGBC) is leading a national consensus for producing a new generation of buildings that deliver high performance inside and out.
- Council members work together to develop LEED® products and resources, the Greenbuild annual International Conference and Expo, policy guidance, and educational and marketing tools that support the adoption of sustainable building.
- Members also forge strategic alliances with key industry and research organizations and federal, state and local government agencies to transform the built environment.

As the leading organization representing the entire industry on environmental building matters, our unique perspective and collective power provides our members with enormous opportunity to effect change in the way buildings are designed, built and maintained.

## **About LEED Professional Accreditation:**

### ***Examination Information:***

The exam is administered by USGBC and was launched in 2001 to recognize through accreditation, individuals' understanding of green building practices and principles, and familiarity with LEED requirements, resources, and processes.

USGBC contracts with a test development firm to develop and deliver the exam.

The development of a valid exam begins with a clear and concise definition of the knowledge, skills and abilities needed in order to successfully serve as a LEED Accredited Professional. Psychometricians work with experts in the green building

industry to identify critical components of the roles and responsibilities of an individual supporting the LEED certification process.

The LEED Professional Accreditation exam is valid and reliable. Validity means that the exam is able to measure that which it is supposed to measure. Reliability is an index of how accurately the exam measures a candidate's skills. A test must be both valid and reliable to be considered a well-developed exam. The LEED Professional Accreditation exam can accurately assess each candidate's ability to carry out the required responsibilities of a LEED Accredited Professional.

The current version of the exam is based on the LEED-NC Rating System<sup>®</sup> Version 2.1.

**LEED Accredited Professional (LEED AP)** is an individual who has taken and passed the exam and possesses the knowledge and skills necessary to participate in the design process, to support and encourage integrated design, and to streamline the application and certification process.

### ***Examination Item Development:***

Exam questions:

- Are developed and validated by global work groups of Subject Matter Experts;
- Are referenced to current standards and resources referenced and produced by USGBC.
- Are developed and monitored through psychometric analysis and;
- Satisfy the test development specifications of a job analysis.

### **Item Reliability:**

Extensive test statistics are calculated in the process of determining test validity and reliability. This includes careful item analysis on every item on the LEED Accredited Professional exam.

### **Determining the Passing Score:**

A valid credentialing exam must have a defensible passing score. The cut score that separates candidates who fail must be based on the minimum level of knowledge required as set forth by the subject matter experts. The passing score for the LEED Professional Accreditation exam is determined by a criterion-referenced approach called the Modified Angoff Technique. This technique for establishing a passing score is currently considered by the certification industry to be one of the most defensible methods available.

### **Psychometric Analysis:**

As part of the process of scoring the LEED Professional Accreditation exam, various analyses are conducted. First is the item analysis, which reports how candidates for the test responded to each question for the purpose of assessing how difficult the question is and how effectively the question distinguishes between knowledgeable and unknowledgeable candidates.

## ***LEED Professional Accreditation Exam, Upgrades and Maintenance of Credential.***

The current version of the exam is based on LEED-NC Rating System Version 2.1. While the exam will be upgraded to reference the most recent version of the rating system, all candidates who successfully pass the exam will be acknowledged as LEED v2 Accredited Professionals under the next major upgrade. Information on the continuing education requirements for maintaining LEED Professional Accreditation will be posted to the USGBC Web site in the Fall of 2005.

### ***The benefits of LEED Professional Accreditation:***

#### **Individual Benefits:**

- Provides a marketable credential to an employer, prospective employer or client.
- Listing on USGBC Web site directory of LEED Accredited Professionals.
- LEED Accredited Professional Certificate
- Earn a project one point towards LEED Certification
- Receive recognition for involvement in the LEED certification process and earn a project one point towards LEED Certification.

#### **Employer Benefits:**

- Become eligible for projects and owners mandating the participation of a LEED Accredited Professional.
- Strengthens qualifications when responding to RFPs requiring LEED Accredited Professionals.
- Encourages the growth and updating of knowledge and understanding of the LEED certification process.

#### **Industry Benefits:**

- Encourages and promotes a higher understanding of LEED and supports USGBC's mission of transforming the built environment.

## **Exam Registration:**

### ***Exam fees:***

THE EXAM REGISTRATION FEE IS \$250 FOR USGBC MEMBERS AND \$350 FOR NON-MEMBERS. All member candidates should have their USGBC Membership ID on hand to provide in order to receive the discounted exam fee.

- Prometric accepts electronic check and credit card payment methods.
- Examination fees cover the costs of testing center coordination and staffing, examination development, review, production and scoring.

### ***Re-examination:***

There is no limit to the number of times unsuccessful candidates may take the examination. Exam candidates will be charged the full exam fee for each exam session scheduled.

***Test Sites:***

Prometric offers the exam at more than 250 test centers in the United States and its territories. To locate the nearest test site please visit <http://secureg3.prometric.com/> and follow the on screen instructions or call 1-888-215-4154.

## **Scheduling Policies:**

***Scheduling an exam:***

Call 1-888-215-4154, and then dial 2 to schedule an appointment at any of the Prometric testing sites in the United States or its territories.

Hearing impaired candidates using teletype (TTY) can call 1-800-529-3590 to schedule an appointment.

Please note that you will not receive written confirmation of your scheduled exam.

USGBC recommends that you write down your confirmation number. You can use this confirmation number to get confirmation at <http://secureg3.prometric.com/>.

- Prometric is a third-party testing service contracted by USGBC
- They will provide you with your nearest testing center location
- For bulk registration (5 or more candidates) please call 1-800-774-1292
- To obtain a receipt for the cost of your exam session please contact [leedinfo@usgbc.org](mailto:leedinfo@usgbc.org) with the following information to obtain a receipt: Name, Organization, Date of Exam, Fee paid and confirmation number
- **Be sure to register with the exact same name that will be presented as identification at the test site or you will not be allowed to test**

***Hours of Operation:***

- Prometric Call Center's business hours are between 8:00am and 8:00pm Eastern Standard Time, Monday through Friday
- The exam is administered nationally, Monday through Saturday, with the exception of national holidays or holiday weekends. Hours of operation vary from center to center. Weekend and evening hours are available at some locations. Prometric experiences heavy test volume from June – August and from October – December. During these months we suggest scheduling your appointment at least 30 days in advance.
- Prometric test sites are generally closed in observance of the following holidays:

***New Year's***

***Labor Day/Weekend***

*Martin Luther King Jr. Day  
President's Day  
Memorial Day/Weekend  
Independence Day/Weekend*

*Thanksgiving Day/Weekend  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day*

**Canceling and rescheduling an Exam:**

- To change or cancel your reservation without monetary penalty, you must notify Prometric **no later than NOON EST two business days before your scheduled examination**. When this is done, the fee from the first appointment will be credited to your next test date.
- If you call Prometric less than two business days before your scheduled appointment, you will be charged the full examination fee. The fee from your first appointment will be owed in addition to the fee for the new test date. **Leaving a message on the local test center answering machine is NOT an acceptable method of canceling/rescheduling your appointment.**
- You can reschedule your exam date through any one of these methods:
  - ✓ Call 1-888-215-4154 , then dial 2, 8:00 am through 8:00 pm Eastern Standard Time, Monday through Friday
  - ✓ Visit <http://securereg3.prometric.com/> and follow the on screen instructions
  - ✓ Call the local test center where your appointment is scheduled
- To reschedule your test appointment, **have your test confirmation number handy** and call Prometric at 1-888-215-4154 to access their 24-hour automated system, dial 1 and enter your confirmation number as instructed. You must do so by **NOON EST, two business days prior** to the scheduled test time. For example, an appointment on Thursday must be rescheduled/cancelled by Noon EST on Tuesday. And appointment on Tuesday must be rescheduled/cancelled by Noon EST on Saturday.
- To cancel your appointment, see above policy (“To reschedule...”). It is recommended that you cancel your appointment only when you do not know yet when you will be able to reschedule.
- To cancel or reschedule please call 1-888-251-4154.

**You must cancel or change your appointment by:    If you examination is scheduled for**

**the following:**

<b>Monday, 12 Noon</b>	<b>Wednesday</b>
<b>Tuesday, 12 Noon</b>	<b>Thursday</b>
<b>Wednesday, 12 Noon</b>	<b>Friday</b>
<b>Thursday, 12 Noon</b>	<b>Saturday</b>
<b>Friday, 12 Noon</b>	<b>Sunday</b>
<b>Saturday, 12 Noon</b>	<b>Monday</b>

<b>Sunday, 12 Noon</b>	<b>Tuesday</b>
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***Failing to Appear for a Scheduled Exam:***

- If you are absent from an examination that you were scheduled to attend, and you did not reschedule or cancel according to the policy, you will owe Prometric the full examination fee for that missed examination. You will not be permitted to take future exams until the fee owed Prometric for the previous missed exam is paid in full.
- There are no refunds for examinations not taken. All candidates seeking excused absences must submit written verification and supporting documentation of the situation to **USGBC within 10 days of the original examination date**. Illness excuses must be written by the attending physician. Inclement weather is not acceptable as an excused absence unless the test center was closed (see below). If, on the day of your exam, you are unable to attend the examination for which you were scheduled, you may be excused without monetary penalty for the following reasons:
  - Documented illness, either yourself or immediate family member.
  - Death in the immediate family
  - Disabling traffic accident
  - Court appearance or jury duty; or
  - Military duty

***Inclement Weather or Other Emergencies:***

- Test administration will be delayed or canceled only in emergencies. If severe weather or a natural disaster makes the test center inaccessible or unsafe, the test administration may be cancelled. In the event of test center closings due to inclement weather, candidates will be contact by Prometric to reschedule their appointment free of charge.

***Accommodations for Candidates with Disabilities:***

If you have a documented disability that would prevent you from taking the LEED Professional Accreditation exam under standard conditions, you may request a reasonable accommodation, as required by law. Disabled applicants requesting an accommodation must provide documentation of the disability from a licensed medical professional. Applicants requesting accommodation on the basis of a learning disability must also submit a diagnosis of the disability corroborated by psychological testing. Reasonable accommodations are granted to ensure that every candidate has the opportunity to test on a level field with other candidates, but not to provide any candidate with an unfair advantage over other candidates. Accommodation requests are considered on a case by case basis. Requests should be addressed, at least 30-days in advance to [exam@usgbc.org](mailto:exam@usgbc.org).

- Prometric certifies that it shall comply with the provisions of the Americans with Disabilities Act (ADA). All test sites have access for candidates with disabilities.
- Prometric will provide auxiliary aids and services, except where it may fundamentally alter the examinations or results. It is required that you submit a written request for special test arrangements and services approximately 30 days in advance of your desired test date. In addition, candidates should indicate when registering for re-examination that special arrangements were made or services required for the prior test administration and that these services will be required again for the upcoming test date.
- Prometric will determine the time and place of the specially arranged examinations and confirm these arrangements with the candidate directly.

### ***Accommodations Available***

Under the ADA, entities that administer standardized examinations must offer the examinations in a place and manner that is accessible to candidates with disabilities. This may require reasonable modifications to the manner in which the test is administered. Available accommodations include but are not limited to the following:

- Reader
- Scribe
- Extended testing time
- Auxiliary aids and services, such as large-type print

### ***Testing in Foreign Languages:***

USGBC offers the LEED Professional Accreditation exam in English. The use of translators or foreign-language dictionaries during the examination will not be permitted. Additional time to complete the exam will not be provided.

### ***Reporting a Problem with Your Exam Experience:***

- Call Prometric's Customer Care line: 1-800-853-6769
- If your question is not fully addressed, please contact us at [exam@usgbc.org](mailto:exam@usgbc.org).

## **Taking the Exam:**

### ***Computer-based testing:***

You do not need extensive computer experience to take the LEED Professional Accreditation exam, which is a computer-based test. Exam questions and answer options are displayed on screen. The computer records your responses and times your exam. You

are able to change your answers, skip questions and flag questions for later review. Your exam will be scored once you complete it; you will know your results before you leave the test site.

Before starting the exam, you will have the option of taking a short tutorial to familiarize yourself with the computer testing environment. You will have 10 minutes to spend on this tutorial. This time will not be deducted from the time you are allotted to complete the exam (one hour and forty-five minutes (1:45)).

Test site proctors are available to answer questions you may have about the computer-based testing system, but they cannot answer questions about the content of the exam itself.

**Exam taking tips:**

As you progress through the exam answer every questions presented even if you are unsure of your answer choices. You can mark these questions for later review and return to them to reevaluate your response if time permits. All unanswered questions will be incorrect when your time expires.

Arrive at the test site at least 30 minutes ahead of time to allow yourself the chance to check in and relax before you begin the exam.

***LEED Professional Accreditation Exam Format:***

The LEED Professional Accreditation exam is designed to measure your skills and knowledge against criteria developed by Subject Matter Experts and to assess your understanding and knowledge of the LEED Green Building Rating System and ability to streamline the certification process. The exam is comprised of 73 randomly delivered multiple choice questions which must be completed in 1 hour and 45 minutes (1:45). Total seat time for the exam will be 2 hours and 15 minutes including a short survey and tutorial.

To pass the exam you must answer at least 39 of the 73 questions correctly.

***Exam Timing:***

While you are permitted up to 1 hour and 45 minutes (1:45) to complete the exam, be prepared to commit 2 hours and 15 minutes (2:15) to the entire process, to allow time for the computer-based testing tutorial, collection of demographic information, and an exit survey. Total exam time is broken out as follows:

- ⊕ 10 minute tutorial
- ⊕ 10 minute demographic survey
- ⊕ **1 hour and 45 minute (1:45) exam**
- ⊕ 10 minute exit survey

***Exam Content Areas:***

Each section of the exam is designed to test minimum competency in a specific area of the knowledge which is important for the successful facilitation of the LEED certification process. Each content area is weighted to reflect its relative importance to the practice of a LEED Accredited Professional, as listed below. The design of the test and the content of each section are determined through careful evaluation of the certification process and the weighting and structure of the LEED Rating System. These studies known as “task” or “job analyses” identify the knowledge, skills and abilities needed of LEED Accredited Professionals in order to perform on LEED projects and to encourage and facilitate the certification process. This is encompassed in the following four content areas:

**Section 1: Knowledge of LEED Credit Intents and Requirements (27 questions)**

- Apply LEED definitions consistently across all credits
- Establish level of knowledge of LEED credit intents requirements, submittals, technologies, and strategies for site, water, energy, materials and IEQ credit categories
- Describe format and process for achieving ID credits

**Section 2: Coordinate Project and Team (17 questions)**

- Gather all project information and requirements to support the LEED process
- Manage coordination of multiple disciplines to achieve LEED certification.
- Identify standards that support LEED credits
- Identify opportunities for integrated design and credit synergies to support LEED certification
- Identify critical path elements and schedule to implement LEED process

**Section 3: Implement LEED Process (15 questions)**

- Select appropriate LEED product for project scope
- Register project for LEED certification on-line
- Demonstrate knowledge of CIR process and resources
- Manage LEED documentation/certification process
- Manage and complete letter templates
- Draft and review innovation credits

**Section 4: Verify, Participate In, and Perform Technical Analyses Required for LEED Credits (14 questions)**

- Verify compliance of technical work products created by other team members
- Participate in and guide the development of technical analyses with design professionals
- Perform technical analyses to verify compliance with LEED requirements

## *Studying for the Exam:*

### **Exam Eligibility**

The LEED Professional Accreditation Exam is not eligibility based. However, the following qualifications for the exam are strongly recommended:

- Tenure in green building and construction industry knowledge
- Familiarity with documentation process for LEED certified projects
- Knowledge of LEED credit intents, requirements, submittals, technologies and strategies within your discipline
- Practical experience working with multiple design disciplines
- Understanding of life cycle cost and benefits of LEED
- Familiarity with LEED resources and processes

No two exam candidates come to the test center with the same level of knowledge. Because experience and educational backgrounds are unique, these considerations should be taken into account when considering study methods. While some candidates may take the exam without any study, the majority spend time preparing. Because the exam measures the candidate's ability to facilitate the integrated design process and his/her knowledge of the LEED-NC Rating System, v2.1 and the resources and processes involved with the project certification process the best way to prepare is to understand the rating system requirements and processes and their application in practice.

- LEED-NC Reference Guide, v2.1
- LEED-NC Intermediate Technical Review Training workshop
- USGBC Web site: Certification and CIR process.
- Participation on a LEED green building project team.

## *Sample Questions:*

### Section 1: Knowledge of LEED Credit Intents and Requirements

1. Total site area must be used consistently in calculations that demonstrate compliance with the requirements of which three credits? (choose three)
  - A. SS Credit 2, Development Density
  - B. SS Credit 6.1, Stormwater Management: Rate & Quantity
  - C. SS Credit 4.1, Alternative Transportation: Public Transportation Access
  - D. SS Credit 5.2, Reduced Site Disturbance: Development Footprint
2. The daylighting calculation methodology as defined in the LEED Reference Guide for EQ Credit 8.1, Daylight and Views, accounts for which three?

(Choose three.)

- A. window area
- B. room floor area
- C. wall reflectance
- D. solar orientation
- E. room cavity ratio
- F. visible light transmittance of glazing

## Section 2: Coordinate Project and Team

1. As part of an urban redevelopment effort, the city is renovating a 30,000 sq ft timber frame warehouse into a multi-use project with an additional 50,000 sq ft of new construction.

This 80,000 sq ft project reuses the warehouse, replaces single pane glazing with energy efficient windows manufactured in a neighboring city, and installs reclaimed wood floors donated from a local company.

Based upon the above information, which three credits may be applicable to this project's LEED certification application? (Choose three.)

- A. MR Credit 7, Certified Wood
  - B. EQ Credit 4.4, Low-Emitting Materials: Composite Wood
  - C. MR Credit 3, Resource Reuse
  - D. MR Credit 5, Regional Materials
  - E. MR Credit 2, Construction Waste Management
2. The president of a Fortune 500 company decides to build a new corporate headquarters building that will provide an optimal working environment for employees. Among numerous green building strategies implemented on the project, the design team includes an underfloor air distribution system throughout, operable windows, task/ambient lighting, private offices adjacent to the building core with open office areas near the perimeter wall, and photocell lighting controls.

These design strategies may help this project achieve which three credits? (Choose three.)

- A. EQ Credit 2, Ventilation Effectiveness
- B. EQ Credit 6, Controllability of Systems
- C. EQ Credit 1, Carbon Dioxide Monitoring
- D. EA Credit 5, Measurement and Verification

- E. EA Credit 1, Optimize Energy Performance
- F. EQ Credit 5, Indoor Chemical and Pollutant Source Control

### Section 3: Implement LEED Process

1. A law firm occupying a 50 year old office building is replacing the mechanical systems to improve energy performance and implementing green procurement and operations policies.

Which LEED rating system best applies to this project?

- A. LEED-CI
  - B. LEED-EB
  - C. LEED-CS
  - D. LEED-NC
  - E. LEED-ND
2. What are two responsibilities of the contractor during the Project Construction Phase that support the LEED documentation process? (Choose two.)
    - A. provide MSDSs with paint submittals
    - B. provide energy modeling calculations
    - C. provide site photometric plans
    - D. provide calculations for waste diverted from landfill

### Section 4: Verify, Participate in, and Perform Technical Analyses Required for LEED Credits

1. The design team has elected to pursue design strategies to meet the requirements of SS Credit 7.1, Heat Island Effect, Non-Roof.

Which two should the LEED Accredited Professional verify? (Choose two.)

- A. albedo of impervious paving materials selected
  - B. area of shading from site trees
  - C. emissivity of impervious surfaces
  - D. run-off coefficients for impervious paving materials selected
2. In an office facility, the design includes a rainwater harvesting system that collects 16,000 gallons of water annually. The rainwater is used for flushing water closets.

What information is necessary to calculate the reduction in potable water demand for building sewage conveyance for achieving WE Credit 2, Innovative Wastewater Technologies? (Choose three.)

- A. Annual Work Days
- B. Number of FTE building occupants
- C. Total Daily Volume of wastewater generated
- D. Flow rates of faucets
- E. Total Daily Volume of Process Water generated

*Answers: Section 1 (1 - ABD, 2 - ABF), Section 2 (1 - CDE, 2 - ABE), Section 3 (1 - B, 2 - AD), Section 4 (1- AB, 2 - ABC)*

***Examination Day:***

**Arrival Time:** It is recommended that you arrive at the test center at least 30 minutes prior to your scheduled exam appointment to get settled, check-in, and begin the tutorial. Candidates who arrive at test sites after those candidates' scheduled exam times will lose their reservations and will be considered absent, and the policy for Failure to Appear for a Scheduled Exam will apply.

Your test session should begin within 30 minutes of your scheduled appointment. If circumstances arise at the test site that delay your test session more than 30 minutes after your scheduled appointment time, you will be given the choice of continuing to wait or rescheduling your appointment.

You will be escorted to a workstation by test center staff. You must remain in your seat during the examination except when authorized to leave by test center staff.

Raise your hand to notify test center staff if:

- You experience problems with your computer
- An error message appears on the computer screen (do not clear the message)
- You need additional scratch paper or pencil
- You need to take a break (testing time will NOT be suspended)
- You need the test center staff for any other reason.

In the event that a software or hardware problem occurs before or during the test, please wait to see if the test center administrator, with assistance from Prometric technical support, can resolve the problem. In the event a computer must be restarted, the computer software has been designed to suspend testing time until the computer is operating again. If your examination cannot be administered because of technical difficulties, your examination will be rescheduled at your earliest convenience.

In the event that you encounter negative conditions at the test site such as bad lighting, excessive noise or uncomfortable temperature conditions we recommend that you immediately notify the proctor. In unlikely cases where such conditions may occur, it does not modify or change the required passing score.

### **What to Bring:**

Bring the following to the exam:

- **TWO FORMS OF IDENTIFICATION BEARING YOUR NAME AND SIGNATURE, AT LEAST ONE OF WHICH MUST BE GOVERNMENT-ISSUED AND MUST INCLUDE A PHOTOGRAPH; CANDIDATES TESTING OUTSIDE THEIR COUNTRY OF ORIGIN MUST BRING A VALID PASSPORT.**

Examples of acceptable forms of photo ID are:

- ✓ Driver's license
- ✓ Passport
- ✓ Military identification
- ✓ Employee identification card

Examples of acceptable forms of signature only ID are:

- ✓ Credit card
- ✓ Check cashing card

Unacceptable forms of ID:

- ✗ Social Security Card
- ✗ Photo ID cannot be expired

### **Test Security:**

To ensure the integrity of the LEED Professional Accreditation program, specific measures are enforced during the administration of your exam.

Before taking the examination, you will be required to accept a confidentiality statement, which prohibits any disclosure of exam content. Failure to comply with the agreement will prevent you from testing.

- Test questions and answers are the exclusive property of the U.S. Green Building Council.
- The examination and the items (questions and answers) are protected by copyright law. The exam may not be copied or reproduced in part or in whole, by any means whatsoever, including memorization.
- Future discussion or disclosure of the content of the exam, orally or in writing, or by any other means, is prohibited.

- Theft or attempted theft of exam items is punishable to the fullest extent of the law.
- You will be observed at all times while taking the exam. This may include direct observation by test center staff, as well as audio and video recording of your exam session. Your participation in an irregular behavior during the exam may result in invalidation of the results of your examination, termination of your candidate status, civil liability, criminal prosecution, or other appropriate sanctions.

### **Test Center Requirements:**

Nothing may be brought into the exam room with you. Small lockers are provided for candidates to secure purses, wallets, keys, cellular telephones, pagers, etc. Lockers will not accommodate briefcases, laptop computers or large purses and bags.

- No papers, books, food, beverages, bags (including pocketbooks and purses), or electronic devices are allowed in the exam room.
- Eating, drinking, and tobacco use are prohibited in the exam room.
- Unauthorized paper may not be brought into or removed from the exam room (scrap paper and pencils will be provided by the test site staff and will be collected at the conclusion of your exam).
- You may not leave the exam room without the test proctor's permission.
- You must present your government-issued photo ID each time you enter the exam room.

### **Grounds for Dismissal from the Test Site:**

Any candidate who engages in misconduct or does not comply with the test proctor's warning to discontinue inappropriate behavior may be dismissed from the test site, have exam results invalidated, or be subject to other appropriate sanctions. The following behaviors are considered to be misconduct:

- Giving or receiving assistance of any kind
- Using any prohibited aids (any device that would provide an advantage while taking the exam).
- Attempting to take the exam for another person
- Creating a disturbance of any kind
- Removing or attempting to review examination questions, answers or notes about the exam, in any format from the exam room.
- Tampering with the operation of the computer.
- Failure to comply with the exam regulations of the test proctor.

## **Examination Irregularities**

- Fraud, deceit, dishonesty, or other irregular behavior in connection with taking the exam is strictly prohibited. Irregular behavior includes, but is not limited to, copying or allowing the copying of examination content, failing to work independently, possessing unauthorized devices or source materials, surrogate testing or other dishonest conduct, disrupting other examinees, and possessing, reproducing, or disclosing exam questions, answers, or other information regarding the content of the examination.
- Communication with other examinees or with any outside source by way of telephone, personal computer, Internet, or any other means during the course of the exam is prohibited.
- The chief proctor is authorized to take appropriate action to investigate, stop or correct and observed or suspected irregular behavior, including discharging examinees from the exam site and confiscation of any prohibited devices or materials. Examinees or any other persons implicated in an irregularity will be reporting to USGBC for further action.

## **Exam Scoring**

### **Exam Scoring:**

The score for each examination is reported as the number of items answered correctly. A minimum score of 39 is required in order to pass. While no points are awarded for incorrect answers, no points are subtracted for incorrect answers, either (i.e., incorrect answers have a point value of zero). This means that, if you are uncertain of the correct answer, it is advantageous to make an educated guess.

Unsuccessful candidates receive diagnostic information on their performance in the four major test content areas. All questions are graded by computer. You will receive on-screen notification of your score at the end of the exam and will also receive a printed score report upon departure of the test center. USGBC does not provide copies of exam content due to the confidentiality of exam content.

### **Passing the Exam:**

If you receive a score of 39 or higher you earn the LEED Accredited Professional designation. Upon receipt of that notification, you may use the designation “LEED Accredited Professional” and “LEED AP”. Approximately five weeks after you successfully pass the exam you will receive formal notification from USGBC, including a congratulatory letter and LEED Accredited Professional certificate recognizing you as a LEED Accredited Professional.

### **Failing the Exam:**

If you receive a score of 38 or lower you will be denied the LEED Accredited Professional designation but will have the option of re-registering for the exam and attempting to achieve the designation again. You will receive a print out of your exam results which will indicate the number of questions on each section and your corresponding performance on each section.

**Challenging Exam Results:**

Following completion of the exam candidates may submit in writing comments on any question(s) they believe contain errors in content.

USGBC policy does not respond to complaints received more than 10 days following your test date and does not respond to complaints sent to any other address than that of USGBC.

**General Comments and Questions and Inquiries about Specific Questions:**

If you have comments or questions concerning your examination, direct your comments in writing to the address below within 10 days of your test date. In your correspondence, include your contact information, test date, as well as the specific concerns about the question. You are not allowed to copy the question before leaving the test center and are not expected to recreate the entire question in your correspondence. USGBC will review the question and you will be notified of the findings. Because of the need for test security, USGBC will not release exam questions or answers to candidates.

Associate Program Manager  
LEED Professional Accreditation  
U.S. Green Building Council  
1015 18<sup>th</sup> Street NW, Ste 508  
Washington, DC 20036  
FAX: 202-828-7580  
[exam@usgbc.org](mailto:exam@usgbc.org)

**Exam Statistics:**

Official statistics regarding the LEED Professional Accreditation exam, including all item performance data, individual data, and demographic data will be considered confidential unless officially released by USGBC. Candidates' scores will always remain confidential unless released with written consent of a candidate.

**Candidate Confidentiality:**

USGBC recognizes your rights to control personal information. USGBC policy is designed to safeguard this information from unauthorized disclosure. To protect your rights to control score distribution, exam scores are released only to you, the test taker and authorized USGBC staff. USGBC does not release test scores except for use in research studies that preserve your anonymity.

## **After Taking the Exam:**

### ***Use of Credential:***

#### **Accreditation Privileges:**

Passing the LEED Professional Accreditation exam is a distinguishing achievement. By passing the exam you have demonstrated mastery of minimum required knowledge, skills and abilities in order to serve as a LEED Accredited Professional.

Once you successfully pass the exam you will receive a congratulatory letter and certificate from USGBC. You may display your credential by using either LEED® Accredited Professional or LEED® AP.

#### **Duplicate Certificates:**

Certificates will be mailed directly from USGBC headquarters approximately five weeks after test date.

In the event that a certificate:

- Arrives damaged, with an incorrect name or spelling or,
- After a reasonable period of time (three (3) weeks after mailing), does not arrive at all,

the certificate will be replaced free of charge. These requests should be in writing, but will be processed if received by phone, fax or email.

In the event a certificant:

- Loses the certificate,
- Needs a replacement,
- Wants the name on the certificate to be changed, or
- Would like a duplicate certificate

the certificant should forward this request in writing to USGBC headquarters. A ten dollar (\$10) fee will be charged for processing the new certificate and should be included in the request.

#### ***Duration of Accreditation:***

At the current time, there is no professional development/reaccreditation requirement for LEED Accredited Professionals. These requirements are currently under development and pending approval will be released fourth quarter of 2006.

All LEED Accredited Professionals will be contacted and advised on the timeline and requirements for maintaining their credential once a formal requirement is in place.

## **Other Information:**

### ***Important Phone Numbers and Contact Information:***

**U.S. Green Building Council**

1015 18<sup>th</sup> Street NW, Ste 508

Washington, DC 20036

[www.usgbc.org](http://www.usgbc.org)

T: 202-828-7422

F: 202-828-7580

Email: [exam@usgbc.org](mailto:exam@usgbc.org)

**Thomson Prometric**

3110 Lord Baltimore Drive

Suite 200

Baltimore, MD 21244

USA

<http://securereg3.prometric.com/>

Main Number: **1-888-215-4154** (Monday through Friday, 8:00 AM to 8:00 PM ET)

Customer Care: 1-800-853-6769

Bulk Registration: 1-800-774-1292 (five or more candidates)

Special Conditions: 1-800-967-1139

***Things to Remember:***

- Plan to arrive 30 minutes before your appointment to get settled, check-in, and begin the tutorial. If you are more than 30 minutes late, you will be considered a non-refundable “no show”.
- Have two forms of ID ready. One must be a valid photo ID with signature (driver’s license, passport, employee ID, or military ID).
- The name on your IDs must EXACTLY match the name that you registered with.
- Recommended: Wear comfortable, layered clothing. Test center temperatures may vary.
- You will be required to leave your personal belongings in a locker.
- Scratch paper will be provided at the beginning of the exam. It will be collected at the end of the exam.