



LEED AP<sup>®</sup> WITH SPECIALTY

# CANDIDATE HANDBOOK

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<b>REGISTERING FOR YOUR EXAM</b> .....	<b>4</b>
Registration Process.....	4
Eligibility Requirements.....	5
Audits.....	6
Testing Accommodations.....	6
Exam Registration Fees.....	7
GI Bill Benefits.....	7
<b>THE EXAM</b> .....	<b>8</b>
Exam Development.....	8
Exam Format.....	8
Exam Language.....	9
Exam Maintenance.....	9
<b>PRE-EXAM CHECKLIST</b> .....	<b>10</b>
Are You Ready?.....	10
Exam Security.....	11
What to Expect at a Test Center.....	11
What to Expect at Virtual Check-In.....	12
Identification Requirements.....	13
Prometric Regulations.....	14
Grounds for Dismissal from the Test Center.....	14
<b>AFTER YOUR EXAM</b> .....	<b>15</b>
Exam Results.....	15
Passing the Exam.....	15
Exam-related Complaints and Exam Content Appeals.....	15
Candidate Confidentiality.....	16
<b>EXAM SPECIFICATIONS</b> .....	<b>17</b>
LEED AP® BD+C Exam Specifications.....	17
LEED AP® HOMES Exam Specifications.....	20
LEED AP® ID+C Exam Specifications.....	24
LEED AP® ND Exam Specifications.....	27
LEED AP® O+M Exam Specifications.....	29
<b>REFERENCES &amp; SAMPLE QUESTIONS</b> .....	<b>32</b>
LEED AP BD+C Exam References.....	32
LEED AP BD+C Sample Questions.....	33
LEED AP HOMES Exam References.....	34
LEED AP HOMES Sample Questions.....	35
LEED AP ID+C Exam References.....	36
LEED AP ID+C Sample Questions.....	37
LEED AP ND Exam References.....	38
LEED AP ND Sample Questions.....	39
LEED AP O+M Exam References.....	40
LEED AP O+M Sample Questions.....	41
<b>CONTACT</b> .....	<b>42</b>

## ABOUT GREEN BUSINESS CERTIFICATION INC.

Green Business Certification Inc.™ (GBCI) is the premier organization independently recognizing excellence in green business industry performance and practice globally.

Established in 2008, GBCI exclusively administers project certifications and professional credentials and certificates within the framework of the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED®) green building rating systems as well as the PEER® standard for power systems, the WELL Building Standard™, the Excellence in Design for Greater Efficiencies (EDGE) program, the Sustainable Sites Initiative (SITES®), the City Climate Planner Urban Greenhouse Gas Inventory Specialist credential, the Investor Confidence Project Investor Ready Energy Efficiency (IREE) certificate, Parksmart™, TRUE, and the Sustainability Excellence credentials.

LEED AP® with Specialty Candidate Handbook

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Information in this Candidate Handbook represents current policies and procedures for GBCI's Credential Maintenance Program. Information in this Candidate Handbook supersedes the information contained in any previously published Handbooks.

All information and guidelines are subject to change.

Please read and understand the entire Candidate Handbook including all policies, procedures and consequences.

# REGISTERING FOR YOUR EXAM

## Registration Process

1. Log in to your [Credentials account](#) using your existing USGBC® site user account or [create a new account](#) if you do not have one.
  - a. When you register for your exam, make sure your first name (given name) and last name (surname) are entered **EXACTLY** as it appears on the legal ID that you will use when you take your exam. If your account name does not match your legal ID, correct your account name during exam registration in your [account settings](#). We do not advise candidates to use a nickname when setting up their site user account.

If you legally have only one name, enter “No Name” in the first or last name fields as applicable. At least 10 business days before your scheduled exam date, you must notify GBCI that you only have one legal name and provide us with the name you used to register, the date and time of your exam, and if you are testing in-person, the test center location, and GBCI will notify Prometric proctors that your legal ID has only one name. If you do not contact GBCI in advance and your legal ID does not **EXACTLY** match the first name and last name you entered when you registered for your exam, you will not be permitted to test and you will forfeit your exam registration fee.

- b. If your native language utilizes non-Roman characters, be sure to enter your name in Roman characters when you set-up your site user account and when you register for the exam. Make sure to bring identification, such as a passport that includes your name in Roman characters, when you check-in for your exam.
  - c. Please note that if the first name and last name in which you register for your exam does not **EXACTLY** match the ID you will present when you check-in for your exam either at a Test Center or online for a remotely proctored exam, you will not be permitted to test. You must contact [GBCI](#) at least 10 business days before your exam date to change your registration, or you will risk being turned away and you will forfeit your exam registration fee. (See [Identification Requirements](#) below for additional details)
2. Select the LEED AP exam you wish to take under the “Credentials” section and follow the instructions on the screen to complete the exam registration application.
  3. Once you have completed the registration process, you are given a unique eligibility ID (EID) and may schedule your exam by visiting [prometric.com/gbci](#). Prometric is the exam delivery organization for GBCI exams. There are two ways to take your LEED AP exam. You have the option to take your exam either at a Prometric Test Center or through a remotely proctored internet-enabled (online) exam using Prometric’s ProProctor application.
    - a. If you would like to schedule your exam in a physical test center, [click here](#).
    - b. If you would like to schedule a remotely proctored online exam, you will first need to ensure that your computer meets the technical specifications ([See Pre-Exam Checklist below](#)) and that the space within which you intend to take your exam meets the [testing environment requirements](#). Please review the [GBCI ProProctor Tips and Guidance](#) document, the [ProProctor Exam Checklist](#) and [GBCI online exam FAQs](#) for useful information. Once you have verified your computer meets the minimum system requirements, you can [click here](#) to continue scheduling your remotely proctored online exam.
  4. On the Schedule Appointment screen, read through the instructions and click the green forward arrow button located on the right-hand side at the bottom of the page to proceed to the next screen. Read through the Policy Notice and answer the age and consent questions at the bottom of the page and click the green forward arrow. You will then be asked to enter your exam eligibility ID (EID) and the first four characters of the last name you used when you registered.
  5. Once you have successfully scheduled your exam appointment you will see a confirmation number on the screen, and you will also receive an automated email from Prometric with important details about your exam appointment. Check your spam filters, quarantine, clutter, and junk folder(s) to ensure you receive the automated email – **please be sure to read the email in its entirety**. Please print your confirmation notice and record your confirmation number. You will need this confirmation notice for any communication with Prometric to confirm, cancel, or reschedule your exam appointment through the [Prometric website](#). The confirmation number will also

be required to download and [install](#) the ProProctor application. You are not required to bring this information with you when you check-in for your exam, though it may help should you require any assistance.

6. Once you register and pay for your exam, you have 12 months to schedule and take your exam session. If you fail to complete your exam within the 12 months, you will forfeit your registration and must submit a new exam registration and payment to GBCI. If you fail your first attempt at taking the exam, you may register and pay again in the same way as the initial registration. After three unsuccessful attempts within a 12-month period you must wait 90 calendar days before submitting a new registration and payment to GBCI. Candidates must pay the exam registration fee for each exam attempt.
7. You can confirm, cancel, or reschedule an exam on the [Prometric website](#).
8. In addition, if you have scheduled an exam at a test center and would like to reschedule it for a remotely proctored online exam (or vice versa), you will first need to cancel your exam at the test center, and then follow the link to schedule a remotely proctored online exam. Applicable rescheduling or cancellation fees may apply.
9. Rescheduling and cancelation policy:
  - a. You may reschedule or cancel your exam up to 30 calendar days prior to your exam without incurring a rescheduling fee.
  - b. If you reschedule or cancel your exam fewer than 30 calendar days but more than 4 calendar days before the scheduled date, you will be charged a \$50 fee.
  - c. You cannot reschedule your exam after midnight on the third day before the scheduled appointment. (For example, Wednesday appointments cannot be rescheduled after Sunday, 11:59 p.m.)
  - d. If you miss your exam date, fail to reschedule or cancel 3 calendar days prior to the exam, you forfeit the entire exam registration fee.
  - e. When you reschedule an exam, you will receive a new confirmation email from Prometric. Please check your spam filters, quarantine, clutter, and junk folder(s) to ensure you receive the email from Prometric. If you do not, please [contact Prometric](#) immediately to confirm that your exam was rescheduled.
  - f. Due to circumstances outside of their control (e.g., weather related closures or due to COVID-19), Prometric may on occasion cancel a candidate's exam appointment. If this is the case, you will receive an automated email cancellation from Prometric and will have the option to schedule your exam either as a [remotely proctored online exam](#) or at a [Prometric test center](#). Please allow up to 5 business days for Prometric's scheduling system to process the cancellation updates. Once the system is updated, you will be able to self-serve and [schedule your exam](#). Please use your current EID when rescheduling your exam.

Refund Policy Days before original exam date	Cancellation Refunds	Reschedule
30 days or more	Yes	Yes
4-29 days	Yes, less a \$50 cancellation fee	Yes, less a \$50 rescheduling fee
0-3 days	No	No

To register five or more candidates at one time, [contact GBCI customer service](#).

## Eligibility Requirements

For the LEED AP with specialty exam, prior LEED project experience is strongly recommended. Practitioner experience is critical to earning the credential and, as such, practitioner competency and project proficiency is tested objectively within the exam.

To be eligible for a LEED AP with specialty credential, you must:

- a. Be 18 years of age or older.
- b. Hold a current LEED® Green Associate™ credential\*.
- c. Agree to GBCI's [Disciplinary and Exam Appeals Policy](#) and [credential maintenance requirements](#).

*\*This requirement is waived if you register for the combination exam. More information can be found under [Exam Format](#).*

For individuals taking the combined exam:

- a. The combined LEED Green Associate/AP with specialty exams are only available at Prometric test centers.
- b. If you pass the LEED Green Associate portion of the exam but fail the specialty portion of the exam, you will only be awarded the LEED Green Associate credential. You may re-test for the specialty portion of the exam by registering and scheduling for a new LEED AP with specialty exam.
- c. If you pass the specialty portion of the exam but fail the LEED Green Associate portion, you will not be awarded a credential, however, you will have 180 calendar days from your original exam date to register, schedule and pass your LEED Green Associate exam. Once you pass your LEED Green Associate exam, please send both Prometric passing score reports to [gbc.org/contact](https://gbc.org/contact) and your account will be updated to reflect your LEED AP with Specialty credential.
- d. Remember to [maintain](#) your LEED Green Associate status in order to be eligible to take the LEED AP with specialty exam. If your LEED Green Associate status lapses, you must either regain your active LEED Green Associate status by re-registering, paying for, and passing the LEED Green Associate exam in order to once again be eligible to take a LEED AP with specialty exam, or take the combined exam in a test center.

## Audits

GBCI reserves the right to conduct an audit at any time (including prior to application submission and after credential has been granted) of all current and past exam applications. Any information contained in your [Credential](#) account may be audited and a request for further documentation of any information or claims submitted by you may be made at any time. GBCI further reserves the right to take disciplinary or legal action—including but not limited to revocation of credential(s)—in the event that any conduct discovered during such an audit violates the LEED professional [Disciplinary and Exam Appeals Policy](#), GBCI policy, and/or law.

## Testing Accommodations

If you have a documented disability that would prevent you from taking a LEED professional exam under standard testing conditions, you may request accommodations. GBCI complies with the provisions of the Americans with Disabilities Act (ADA). 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 way the exam is administered. Prometric, the exam delivery company used by GBCI, will provide candidates reasonable auxiliary aids and services, except where it may fundamentally alter the validity of the exam results. Available accommodations include, but are not limited to, a reader, a magnifying screen for the computer monitor, a scribe, additional breaks, and extended testing time. For remotely proctored online exams, Prometric may not be able to accommodate all requests due to the testing environment security requirements.

If you require testing accommodations, you must indicate this during the registration process by checking the box that says “Yes, I need testing accommodations.” To be eligible for accommodations, you and your health care provider will each need to complete one form, the [Candidate Form](#) and the [Provider Form](#), to document your disability and need for accommodation. Please email the completed forms along with your testing accommodation request to [accommodations@gbc.org](mailto:accommodations@gbc.org) or by faxing it to 202-545-3708. GBCI will process your testing accommodations request once you submit both the Candidate and Healthcare Provider forms. There is no additional charge for testing accommodations. Each request is evaluated individually. Once a testing accommodation request is approved, it is valid for 12 months. When registering for a new exam during your 12-month window, you must still check the box that says “Yes, I need testing accommodations.” Please email [accommodations@gbc.org](mailto:accommodations@gbc.org) to request that your previously approved testing accommodations be applied to your new exam registration and state the date you originally sent your testing accommodations request. After 12 months from your original Candidate form and Healthcare Provider form approvals, you must submit a new set of Candidate and Provider forms to request your testing accommodations

GBCI reviews this documentation and, if approved, alerts Prometric of the necessary accommodations. Please allow up to 10 business days to receive a reply from GBCI following submission of **all** your documentation. Please note that once you have requested testing accommodations, you are not able to schedule your exam with Prometric until your request is processed. You will be contacted by email regarding the status of your request.

## Exam Registration Fees

See the LEED AP with specialty [exam](#) page for pricing. Your paid exam registration fee is good for only one exam attempt within a 12-month period from your registration date. If you fail to complete your exam within the 12 months, you will forfeit your registration and must submit a new exam registration and payment to GBCI. For USGBC members to receive member pricing for your exam, please [link your member status](#) to your USGBC account **before** registering for an exam.

## GI Bill Benefits

The LEED professional exams have been approved by the U.S. Department of Veterans Affairs (VA) for reimbursement. The VA, in accordance with the GI Bill, has agreed to reimburse veterans, active service members, eligible dependents, spouses and reservists for the cost, up to \$2,000, for any of the LEED professional exams administered by GBCI since December 3, 2009. [Learn more.](#)

# THE EXAM

## Exam Development

A LEED AP with specialty credential holder is an individual who possesses the knowledge and skills necessary to support the LEED certification process. The development of a valid exam begins with a clear and concise definition of the knowledge, skills, and abilities needed to successfully perform the job of a LEED AP with specialty. All LEED exams are developed by a global network of Subject Matter Experts and meet the specifications of a job analysis. Exam specifications are subject to rigorous validation by these experts, which ensures that the exam is valid and measuring what it is intended to measure. Once exams are launched, exam questions are regularly monitored to ensure continued reliability.

The exams assess your abilities at three cognitive levels: Recall, Application and Analysis.

- a. Recall Questions: These questions assess your ability to recall factual material that is described in the exam references.
- b. Application Questions: These questions provide you with a novel problem or scenario to solve using familiar principles or procedures described in the exam references.
- c. Analysis Questions: These questions assess your ability to break the problem down into its components to create a solution. You must recognize the different elements of the problem and evaluate the relationship or interactions of these elements.

## Exam Format

Each LEED AP with specialty exam contains 100 multiple choice questions and is delivered in a 2-hour period. Each multiple-choice question will only have one correct answer option.

If you have a current LEED Green Associate credential, you can register for a LEED AP with specialty exam. As an alternative, if you do not hold a current LEED Green Associate, you may register for a combined LEED Green Associate/LEED AP with specialty exam. Please be aware that the option to take a combined exam in one 4-hour sitting is not available in all languages and they are only available at Prometric Test Centers. If you cannot find the option to register for a combined LEED Green Associate/LEED AP with specialty exam, please register to take the two exams separately. See [Exam Results](#) section for more information regarding the combined exam.

The exam has scored questions and unscored questions. All questions are placed randomly throughout the exam and candidates are not informed of a question's status, so you should respond to all questions on the exam. Unscored questions are used to gather data regarding how the question performs. This data informs the use of the question on future exams.

The exam is computer-based. Exam questions and answer options are displayed on screen. The computer records your responses and times your exam. You can change your answers, skip questions and flag questions for later review.

During the exam, you may submit comments on any question(s) believed to contain a technical error in content by using the comment button located in the navigation bar. In order to challenge an exam question, you must have commented on the question and provided an explanation of your concerns. After the exam, within 10 business days [inform GBCI](#) that you have left comments on your exam; in your correspondence, be sure to note your questions and the email address used to sign up for the exam, as well as the date on which you took it. You must notify GBCI within 10 business days of your exam date that you have left a comment within your exam.

Be prepared to commit 2 hours 20 minutes for a specialty-only exam and 4 hours and 20 minutes for a combined exam. Total exam time is broken out as follows:

- a. Specialty-only exam: an optional 10-minute tutorial, the 2-hour exam, and an optional 10-minute exit survey.
- b. Combined exam: an optional 10-minute tutorial, the 2-hour LEED Green Associate exam, the 2-hour specialty exam, and an optional 10-minute exit survey.

If you need to take a break before completing your exam in a test center, you may do so by raising your hand for assistance. Testing time is **NOT** suspended. Be aware that if you exit the test center or end the exam session by pressing "Finish" within your exam before completing the exam, the exam cannot be restarted, and the exam session and exam registration fee are forfeited.



Please note that breaks are not permitted during remotely proctored online exams. It is strictly prohibited for you to be out of the webcam's field of vision at any point while taking the exam. If you leave your seat during the exam, except when authorized to leave by the Remote Proctor at the end of the exam, your exam session and exam registration fees are forfeited.

## Exam Language

The primary language for all exams is English. In the case of any discrepancies between the original English content and translated content or challenges made to the exams, the English content will be used as the basis of consideration. The translation is offered solely as an aid to non-native English speakers. Please refer to the table below for a list of available languages. The use of translators or foreign-language dictionaries during the examination is not permitted. Additional time to complete the exam will not be provided.

Please note that the non-disclosure agreement, exam tutorial, and end of exam survey are in English. Only the exam content will include your selected translated language. The translated exam is presented with the English text on top and the translated text below.

If you do not see the translated language once you enter the exam section, please immediately alert your exam proctor. For remotely proctored online exams, in addition to the non-disclosure agreement, exam tutorial and end of exam survey being in English, all interactions with the Readiness Agent during the virtual check-in process and with the Remote Proctor will be in English.

Exam	Languages Available
LEED Green Associate	English, Arabic, Brazilian Portuguese, Chinese, French, German, Japanese, Korean, Spanish
LEED AP BD+C	English, Arabic, Brazilian Portuguese, Chinese, French, Spanish
LEED AP Homes	English
LEED AP ID+C	English
LEED AP ND	English
LEED AP O+M	English, Arabic, Brazilian Portuguese, Chinese, French, Spanish

## Exam Maintenance

The LEED professional exams are updated each year. Exams go through a maintenance process, in which the questions are evaluated based on performance; poorly performing questions are removed and replaced with new questions. Additionally, questions are reviewed against updates to the LEED standards (LEED addenda) that are published through January of the same year to ensure that all questions remain current and valid.

Please check the [References](#) section of this handbook for the most current list of exam references.

For a one-week period each year, exams are not offered, to accommodate deployment of updated exams.

# PRE-EXAM CHECKLIST

## Are You Ready?

### Two Months Before Your Exam (Test Center or Remotely Proctored Online Delivery)

- a. Ensure that your first name and last name in your [usgbc.org account](https://usgbc.org) match **EXACTLY** the first name and last name on the identification you will present for your exam check-in (see [Identification Requirements](#) below.) **If your first and last names do not match, you will not be allowed to test and you will forfeit the exam registration fee.** If you have any questions, please [contact us](#).
- b. Confirm that the date, time, and location of your exam is correct. If it is not, please visit [prometric.com/gbci](https://prometric.com/gbci) for information about rescheduling or canceling your exam.
- c. For an additional fee, you have the option to experience the test delivery process that you will go through when you take the exam at one of Prometric's test centers or online via ProProctor. The **GBCI Test Drive** provides you an opportunity to familiarize yourself with Prometric's assessment platform, which will be used to deliver your exam. Click [here](#) for more information on how to pay and schedule a test drive for a test center or a remotely proctored online exam.

### For Remotely Proctored Online Exams: One week before the exam

- a. Download the [ProProctor application](#) at least one week in advance of your exam. To download ProProctor, you will need the 16-digit confirmation number included in your "Confirmation Appointment" email sent by Prometric. Check your spam filters, quarantine, clutter, and junk folder(s) to ensure you received the automated email.
- b. Review the [ProProctor User Guide](#) in preparation for your exam and adjust your testing environment accordingly. If you fail to prepare your testing environment in accordance with the [ProProctor User Guide](#) guidelines you will risk being turned away and you will forfeit your exam registration fee. The [ProProctor User Guide](#) link is also available in your exam confirmation email received after scheduling your remotely proctored online exam. Review the [GBCI ProProctor Tips and Guidance](#) document which has useful information for a successful testing experience and the [ProProctor Exam Checklist](#) to help you prepare.
- c. If you are using an employer-issued computer prior to scheduling your exam, check with your employer's IT department that you have the necessary permissions to make changes to your security settings (e.g. temporarily disable firewalls) and that you have permission to install [Prometric's ProProctor application](#). Note, if you are taking your exam at your workplace using your employer's internet be aware that there may be back-end applications running that prevent the launch of ProProctor. GBCI recommends that test takers take their exam outside of their employers' internet.

We strongly suggest that you send the [General Instructions for Corporate Computers](#), [ProProctor System Requirements](#), and the [ProProctor User Guide](#) to your IT department so that they fully understand what is required.

- d. Perform a [system readiness check](#) one week before your scheduled exam to ensure that your systems are compatible with ProProctor requirements. In addition, carefully review the ProProctor Software Installation guides [Windows OS](#) and [Mac OS](#). If the system readiness check fails, the page will alert you to the failed item and prompt you to troubleshoot the errors and complete the check again. Note that the system readiness check does not assess whether you have the necessary permission levels to install and launch the ProProctor application. You may need to temporarily disable your browser's ad blockers and computer's firewall and antivirus as per [ProProctor's installation guides](#).
  - Screen Resolution: 1024 x 768 is the minimum resolution required, 1920 x 1080 is recommended. Minimum recommended screen scaling: 100%
  - Operating System: Windows 8.1 or higher | MacOS 10.13 or higher
  - Web Browser: Latest Google Chrome
  - Webcam Resolution: 640 X 480 pixels external for desktops, internal for laptops

- Microphone: Enabled. Bluetooth headsets are not supported
  - Internet Connection: Speed 1.0 Mbps or greater
  - Only a laptop or desktop computer can be used to take the exam
  - No dual-monitor configurations are permitted for testing (e.g., a desktop with two monitors or a laptop with a separate monitor)
  - Computers must be undocked and have a movable web-camera (internal or external)
  - [Download and install](#) the ProProctor application
- e. For best internet connectivity, GBCI recommends that you connect to the internet with an Ethernet cable for the duration of your exam rather than using a wireless connection. Wireless connections are less stable and can lead to sudden disconnections which can result in you being dropped from your exam. If this happens, you should relaunch ProProctor to resume your exam. (Note that you will be required to go through the security check again.) If you are disconnected from ProProctor three (3) times, you will be asked by the Remote Proctor to reschedule your exam. Please contact [gbc.org/contact](http://gbc.org/contact) for assistance with rescheduling your exam.
- f. If you are using a wireless connection, position your device where you receive the strongest signal. Make sure that there are no other devices (phones, tablets, gaming/video streaming devices or TVs) or users connected to your internet connection for the duration of your exam. Lack of internet bandwidth or inconsistent internet bandwidth during your exam are the most common causes of incomplete connection or lost connection with ProProctor.

## Exam Security

To ensure the integrity of LEED professional exams, you are required to review and accept a nondisclosure agreement that prohibits any disclosure of exam content:

- a. Exam questions and answers are the exclusive property of GBCI
- b. Exam, 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
- c. Future discussion or disclosure of the content of the exam, orally or in writing, or by any other means, is prohibited. This includes reading the questions out loud during your exam.
- d. Theft or attempted theft of exam questions is punishable to the fullest extent of the law
- e. Failure to comply with the agreement will result in forfeiture of your credential

## What to Expect at a Test Center

Plan to arrive at the test center at least 30 minutes prior to your scheduled exam appointment. If you arrive at the test site after your scheduled exam time, you will lose your seat and forfeit your exam registration fee.

Upon arrival at the test center, you will be required to show acceptable form(s) of identification (see [Identification Requirements](#) below) and sign in. Next, you will be escorted to a locker to store your belongings. You will have access to your ID and your locker key for the duration of your exam. Then you will go through a security checkpoint, where you will be asked to empty your pockets; remove eyeglasses, roll down shirtsleeves, remove watches and fitness trackers/monitors, remove jewelry\*, and roll up pant legs for inspection; and pass through a metal detector. Upon completion of the enhanced security check-in, you will be escorted to a workstation by test center staff.

*\*Religious jewelry and wedding rings are exempt.*

You must remain in your seat during the exam except when authorized to leave by test center staff. Raise your hand to notify test center staff if:

- a. You experience a problem with your computer
- b. An error message appears on the computer screen (do not clear the message)
- c. You need to take a break (testing time is NOT suspended)
- d. You need the test center staff for any other reason

Accessing personal effects during your exam is a security infraction and as a result, your exam session may be voided without refund. Prometric test centers are outfitted with video cameras that record the check-in process and exam experience for each candidate. These recordings may be viewed by Prometric test center staff and GBCI in the case of suspected security infractions. If you have a medical condition that may necessitate access to medication (e.g., an insulin pump), you must submit a [Testing Accommodation](#) request to GBCI for approval during exam registration.

If you require a break (e.g., to use the restroom), you must abide by the aforementioned security policies, and you will be required to repeat the security check before you are permitted to reenter the exam room.

## What to Expect at Virtual Check-In

Plan to log on to the [ProProctor application](#) 30 minutes prior to your scheduled exam appointment. If you arrive at your virtual check-in after your scheduled exam time, you will forfeit your exam and exam registration fee.

Upon logging into the ProProctor application, you will be prompted to capture a facial image from your webcam, followed by an image of your government-issued ID. Once these steps are completed, you will proceed to meet with a remote Readiness Agent who will guide you through all the security checks before launching your exam.

Note that after logging into ProProctor, you should not have to wait more than 10-15 minutes (maximum) for a Readiness Agent to conduct the security check. Waiting longer than that is an indication that you may have an incomplete connection with ProProctor, and Prometric is unaware that you are waiting in the “lobby area” for your virtual check-in. If this happens, you should exit the application and relaunch ProProctor. If you continue to experience an extended wait time, visit the [ProProctor help page](#) and contact ProProctor technical support via chat (this is the fastest method for assistance).

The security checks conducted by the Readiness Agent will include verifying acceptable form(s) of identification (see [Identification Requirements](#) below); followed by a comprehensive 360-degree webcam scan of the room and work surface area. Similar to being at a test center, the Readiness Agent will then ask you to raise your pants legs above the ankles, empty and turn all pockets inside-out and raise shirt sleeves above the wrists. If you are wearing eyeglasses, you will be required to remove them for visual inspection to ensure they don’t contain a recording device. Large jewelry items must be removed due to concerns over concealed recording devices. If you have long hair that covers your ears, you will be asked to pull your hair back to ensure nothing is attached to your ear (such as a Bluetooth earpiece). A digital notepad is available in ProProctor during the exam to use in lieu of the scratch sheets of paper. Scratch sheets of paper and a pen or pencil are not allowed during the remotely proctored online exam.

Upon completion of the virtual security check-in, you will be assigned to a Remote Proctor who will launch your exam and monitor you for the duration of your exam.

It is strictly prohibited for you to be out of the webcam’s field of vision at any point while taking the exam. You must remain in your seat and visible to the Remote Proctor during the exam except when authorized to leave by the Remote Proctor. Contact the Remote Proctor via chat or audio if:

- a. You experience a problem with your computer
- b. An error message appears on the computer screen (do not clear the message)
- c. You need the Remote Proctor for any other reason.

Accessing personal effects during your exam is a security infraction and as a result, your exam session could be voided without a refund. Audio, video, and chat messages are recorded throughout the entire duration of the exam. These recordings may be viewed by Prometric proctoring staff and GBCI in the case of suspected security infractions. Please remember that it is very important that you take your exam in a well-lit room with a door that you can close. If someone else comes into the room while you are taking your exam, privacy laws require that Prometric immediately shut down your exam, because the individual entering the room has not consented to be recorded. Your exam results will be voided, and you will forfeit the full exam fee.

# Identification Requirements

GBCI, along with Prometric, enforces a strict policy regarding acceptable identification to maintain the integrity and quality of the LEED AP with Specialty exams and to ensure all candidates have access to a consistent and fair exam check-in process. All IDs must be plasticized or laminated by the issuing authority at the time of issue. Your ID must be in the original form it was issued; duplicates or photocopies will not be accepted.

You are required to provide one form of valid government-issued identification that contains all the following four elements:

- a. Your name, which must **EXACTLY** match the name (in Roman characters) that you used to register for the exam
  - *Please note: The identification that you present during your exam check-in must include your name printed in Roman characters and must **EXACTLY** match the first name and last name that you used to register for the exam. IDs with names printed solely in non-Roman characters are not acceptable. If you legally only have one name, during registration enter 'No Name' in the first or last name fields as applicable. You must [contact GBCI](#) at least 10 business days prior to your testing date and notify them of the discrepancy between the name you used to register for your exam and the name printed on your government issued ID. If you do not contact GBCI in advance and your legal ID does not **EXACTLY** match your first name and last name you entered when you registered for your exam, you will not be permitted to test and you will forfeit your exam registration fee.*
- b. A recent, recognizable photograph that looks like you
- c. Your signature
- d. Be unexpired and include an issue and expiration date

Examples of identification that typically comply with requirements include:

- a. Passport
- b. Driver's license with a printed signature, including date issued and date of expiration
- c. Current government-issued photo ID with signature, including date issued and date of expiration
- d. Green card, permanent residence card, or H-1B visa
- e. Military ID that includes date issued and date of expiration

If your identification does not include a recent photograph, your signature, and an issue and expiration date, you must provide a secondary identification (with the same first and last name in Roman characters) that includes the outstanding required elements. Remember, at the time your secondary identification was issued, the issuing authority must have laminated it.

- a. For example, India residents presenting an India PAN card or India voter ID that does not include a date issued and/or an expiration date, must also present a second form of identification (with the same first and last name and signature), which does include an expiration date. Unexpired credit card with a printed signature can only be used at Test Centers as a secondary form of ID.
- b. For remotely proctored online exams, due to security reasons, credit cards are not accepted as a form of identification during the check-in process. However, a library card, health insurance card or work-issued employee ID card may be presented as a secondary ID.

Unacceptable forms of ID include, but are not limited to:

- a. Photocopies or duplicates
- b. ID without an expiration date or date of issue
- c. ID with the first and last name printed solely in non-Roman characters
- d. Social Security card
- e. Library card (test centers only)
- f. For India residents: Aadhaar cards

# Prometric Regulations

You must abide by the [Prometric security rules](#) while at the test center or in the remotely proctored environment. We recommend that you review these carefully before your scheduled exam date, since you will be required to agree to them before starting your exam. See [Prometric FAQs](#) for more information.

## Grounds for Dismissal

Any candidate who engages in misconduct or does not comply with the test proctor's warning to discontinue inappropriate behavior may be dismissed from testing environment (test center or online), have exam results invalidated, or be subject to other sanctions. Fraud, deceit, dishonesty, or other irregular behavior in connection with taking the exam is strictly prohibited.

If you are dismissed from the testing environment, [inform GBCI](#) within 10 business days of your exam date and provide a reason for your behavior. GBCI reviews all instances of dismissal from the testing environment and makes a ruling based on the consideration of your rationale and the Prometric report of the incident. To appeal a GBCI ruling, [send an email](#) of your formal appeal to GBCI. At this stage, the Credentialing Steering Committee will review and make a final ruling on your case.

# AFTER YOUR EXAM

## Exam Results

All LEED professional exams are scored between 125 and 200. **A score of 170 or higher is required to pass.** Your exam score will be displayed on screen at the end of the exam and a score report will be emailed to you following your exam session. **For the LEED AP combined exams, you must earn a 170 or higher on both parts to earn the credential.**

Within 72 hours of your appointment, your exam results are processed, your [Credentials](#) account is updated, and, if applicable, your credential is updated in the [USGBC directory](#).

## Passing the Exam

### Designating Your Credential

As soon as you receive written confirmation that you have passed the specialty exam, you may use the appropriate signifier (“LEED AP®” followed by your specialty) after your name:

- a. LEED AP® BD+C
- b. LEED AP® Homes
- c. LEED AP® ID+C
- d. LEED AP® ND
- e. LEED AP® O+M

The term “LEED Accredited Professional” is never to be used. You should no longer use LEED Green Associate as the LEED AP with specialty credential supersedes the LEED Green Associate credential.

Please review the LEED professional credentials section of the [USGBC Trademark Policy and Branding Guidelines](#) for additional guidance.

### Certificates

Once your exam results have been processed, you can download a copy of your certificate through your [usgbc.org account](#).

### Credential Maintenance Program

You must fulfill the requirements to maintain your credential.

LEED Green Associate professionals are required to maintain and renew their credential every **2 years** by earning and reporting continuing education (CE) hours within their [2-year cycle or reporting period](#). The reporting period starts when the credential is earned (based on the exam date) and ends 2 years minus 1 day from the start date. During the 2-year reporting period, a credential holder is responsible for earning and reporting their credential maintenance activities in their [Credentials account](#). Once the required CE hours are met for the active reporting period, the LEED professional can proceed to renew their credential.

For information regarding how to maintain your credential, see GBCI’s [CMP Guide](#).

### Earning the LEED AP with specialty after earning the LEED Green Associate

Your LEED Green Associate credential expires and is replaced by the LEED AP with specialty.

## Exam-related Complaints and Exam Content Appeals

Because of the need for exam security, GBCI does not release exam questions or answers to candidates. GBCI does not respond to complaints or appeals received more than 10 business days after an individual’s exam date and does not respond to complaints or appeals sent to any organizations other than GBCI.

If you experience any problems at the Prometric test center, or during a remotely proctored online exam you must inform test center personnel before leaving the test center or the Remote Proctor prior to ending your online exam session. Prometric will draft an Incident Report and make it available to GBCI.

If you wish to submit an exam content appeal, you must submit comments during the exam on any question(s) believed to contain a technical error in content. You can use the comment button located on the navigation bar. In order to challenge an exam question, you must comment on the question and provide a brief explanation of your concerns during the exam. After the exam, [inform GBCI](#) that you have left comments on your exam; in your correspondence, be sure to note your questions and the email address used to sign up for the exam, as well as the date on which you took it. GBCI reviews your concerns and notifies you of the findings.

GBCI does not modify exam scores under any conditions. In the event of a successful exam content appeal, you will be given the opportunity to retest at no charge; your original exam score will not be changed.

The only way to earn a LEED professional credential is to earn a score of at least 170 or higher on the required exam.

## Candidate Confidentiality

GBCI recognizes your right to control personal information. GBCI policy is designed to safeguard this information from unauthorized disclosure (See section 14 and 15 of [GBCI's Disciplinary and Exam Appeals Policy](#)). You can change your preference to be contacted by updating your personal preferences in your [usgbc.org account](#).

To protect your right to control score distribution, your exam score is released only to you, the exam taker, and authorized GBCI staff except as required by law.. GBCI does not release exam scores except for use in research studies that preserve your anonymity. Candidate exam scores always remain confidential unless released with written consent of a candidate.

Official statistics regarding LEED professional exams, including all question performance data, individual data and demographic data, are considered confidential; however, GBCI may publish aggregate, non-identifying information based on such data.



# EXAM SPECIFICATIONS

## LEED AP<sup>®</sup> BD+C Exam Specifications

The following outline provides a general description of exam content areas for the LEED AP BD+C exam.

Knowledge Domains reflect the rating systems' credit categories and what one needs to know. The LEED AP BD+C specialty exam tests 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.

### Knowledge Domains

#### 1. LEED Process (8 Questions)

- A. Different avenues to achieve LEED goals (e.g., developing credit interpretation rulings/requests; Regional Priority Credits; innovative credit submittals; use of pilot credits, etc.)
- B. LEED system synergies (e.g., energy and EQ; waste management)
- C. Project boundary; LEED boundary; property boundary
- D. Prerequisites and/or minimum program requirements for LEED certification
- E. Knowing the evolutionary characteristics of LEED (e.g., development cycles of the rating systems; continuous improvement)

#### 2. Integrative Strategies (9 Questions)

- A. Integrative process (e.g., energy and water discovery items)
- B. Integrative project team, as applicable per project type and phase (e.g., architect; engineer; landscape artist; civil engineer; contractor; facility manager, etc.)
- C. Value of collaboration (e.g., meeting on integrative green strategies)

#### 3. Location and Transportation (9 Questions)

- A. Site selection
  - i. Development constraints and opportunities (e.g., prime farmland; floodplains; species and habitat; water bodies; wetlands; historic districts; priority designations; brownfields)
  - ii. Community connectivity terms/definitions (e.g., walkability; street design)
- B. Access to quality transit: knowledge of access and quality concepts/calculations (e.g., accessibility to multimodal transportation choices; quality transit; bicycle network)
- C. Alternative transportation: infrastructure and design (e.g., parking capacity; bicycle storage and shower rooms; alternative-fuel fueling stations)
- D. Green vehicles (e.g., fleet management; knowledge of regionalization of energy sources for electric power generation)

#### 4. Sustainable Sites (9 Questions)

- A. Site assessment (e.g., topography; hydrology; climate; vegetation; soils; human use; human health impacts)
- B. Site assessment: site as a resource (e.g., energy flows)
- C. Construction activity pollution prevention (e.g., soil erosion, waterway sedimentation/contamination, airborne dust)
- D. Site design and development
  - i. Habitat conservation and restoration (e.g., on-site restoration or preservation; off-site habitat restoration; off-site habitat conservation; native or adaptive vegetation; disturbed or compacted soils)
  - ii. Exterior open space (e.g., amount of space and quality of services; vegetated outdoor space; biophilia)
  - iii. Exterior lighting (e.g., exterior light trespass and uplight; consequences to the development of wildlife and people)

- iv. Rainwater management (e.g., historical rainfall conditions; natural hydrology; low-impact development)
- v. Heat island reduction (e.g., heat island effect; green roofs; solar reflectance; roof and non-roof strategies)
- vi. Joint use (e.g., joint parking, etc.)

## 5. Water Efficiency (9 Questions)

- A. Outdoor water use reduction: irrigation demand (e.g., landscape water requirement; irrigation system efficiency; native and adaptive species)
- B. Indoor water use reduction
  - i. Fixture and fittings (e.g., water use reduction through fixtures such as toilets; urinals; faucets [kitchen, lavatory]; showerhead)
  - ii. Appliance and process water (e.g., equipment types [i.e., cooling towers, washing machines])
- C. Water performance management
  - i. Water use measurement (e.g., water meter(s); submeters; types of water sources to measure; data management and analysis)
  - ii. Types and quality of water (e.g., potable; nonpotable; alternative water sources)

## 6. Energy and Atmosphere (14 Questions)

- A. Building loads
  - i. Design (e.g., building orientation; glazing selection; clarify regional considerations)
  - ii. Space usage (e.g., space types [private office, individual space, shared multi- occupant spaces]; equipment and systems)
  - iii. Opportunities for passive design
- B. Energy efficiency
  - i. Assemblies/components (e.g., building envelope; HVAC; windows; insulation)
  - ii. Operational energy efficiency (e.g., schedules; set points; interactions between systems)
  - iii. Commissioning (e.g., commissioning authority (CxA); owner's project requirements (OPR); basis of design (BOD); monitoring-based commissioning; envelope commissioning)
- C. Demand response (e.g., grid efficiency and reliability; demand response programs; load shifting)
- D. Alternative and renewable energy (e.g., on-site and off-site renewable energy; photovoltaic; solar thermal; wind; low-impact hydroelectricity; wave and tidal energy; green power, carbon offsets)
- E. Energy performance management
  - i. Advanced energy metering (e.g., energy use measurement; building automation controls)
  - ii. Operations and management (e.g., training of staff; operations and maintenance plan)
  - iii. Benchmarking (e.g., metrics used; proposed building performance rating/ baseline building performance rating; comparing building energy performance against similar buildings or historical data; tools and standards [ASHRAE, CBECS, Portfolio Manager])
- F. Environmental concerns: resource and ozone depletion (e.g., sources and energy resources [oil, coal and natural gas]; renewable and nonrenewable resources; chlorofluorocarbons [CFCs] and other refrigerants; stratospheric ozone layer)
- G. Energy model as a tool
- H. Process loads (e.g., elevator; refrigeration, etc.)
- I. Iterative optimization

## 7. Materials and Resources (12 Questions)

- A. Reuse
  - i. Building reuse (e.g., historic building reuse; renovation of abandoned or blighted building)
  - ii. Material reuse (e.g., structural elements [floors, roof decking]; enclosure materials [skin, framing]; permanently installed interior elements [walls, doors, floor coverings, ceiling systems])
- B. Life cycle impacts
  - i. Life cycle assessment (e.g., quantify impacts; whole-building life cycle assessment; environmental attributes used in Environmental Product Declaration [EPD]; Product Category Rules [PCR]; design for flexibility)
  - ii. Material attributes (e.g., bio-based; wood products; recycled content; local; Extended Producer Responsibility [EPR]; durability)
  - iii. Human and ecological health impacts (e.g., raw material source and extraction practices; material ingredient reporting)
- C. Waste
  - i. Construction and demolition waste management (e.g., waste reduction; waste diversion goals; recycle and/or salvage nonhazardous construction and demolition materials; waste management plan)
  - ii. Operations and ongoing (e.g., waste reduction; storage and collection of recyclable materials [mixed paper, corrugated cardboard, glass, plastics, metals]; safe storage areas for batteries and mercury-containing lamps)
- D. Environmental concerns of materials (e.g., where materials came from; how they are used/exposures; where they might go/impacts)

## 8. Indoor Environmental Quality (11 Questions)

- A. Indoor environmental quality:
  - i. Ventilation levels (e.g., natural vs. mechanical; outdoor air; regional climate conditions)
  - ii. Tobacco smoke control (e.g., prohibiting smoking; environmental tobacco smoke transfer)
  - iii. Management of and improvements to indoor air quality (e.g., source control; filtration and dilution; construction indoor air quality; air testing; ongoing monitoring)
  - iv. Low-emitting materials (e.g., product categories [paints and coatings, adhesives and sealants, flooring, etc.]; volatile organic compound (VOC) emissions and content; evaluating environmental claims)
- B. Lighting: electric lighting quality (e.g., tradeoffs [color, efficiency]; surface reflectance; types of fixtures)
- C. Daylight (e.g., building massing and orientation; glare; human health impacts; illuminance)
- D. Acoustic performance (e.g., exterior and interior noise; background noise; dead vs. live spaces)
- E. Occupant comfort, health and satisfaction: controllability of systems (e.g., thermal; lighting)
- F. Thermal comfort design (e.g., strategies to promote occupants' productivity and comfort; values of occupant satisfaction)
- G. Quality of views (e.g., connection to outdoor environment; direct line of sight to outdoors)

## 9. Project Surroundings and Public Outreach (4 Questions)

- A. Regional design (e.g., regional green design and construction measures as appropriate)
- B. Cultural awareness; impacts and challenges; historic or heritage awareness
- C. Educational outreach; public relations for the building

# LEED AP® HOMES Exam Specifications

The following outline provides a general description of exam content areas for the LEED AP Homes exam.

Knowledge Domains reflect the rating systems' credit categories and what one needs to know. The LEED AP Homes specialty exam tests 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.

## Knowledge Domains

### 1. LEED Process (9 Questions)

- A. LEED verification process
- B. Roles and responsibilities of verification team (e.g., green rater; energy rater; quality assurance designee)
- C. Certification submittal requirements (e.g., to GBCI)
- D. Project eligibility (e.g., which rating system to use—Homes, Midrise or New Construction)
- E. In-field verification requirements (e.g., performance test; visual inspection)
- F. Resources for LEED Interpretations and Regional Priority Credits
- G. LEED system synergies (e.g., energy and EQ; waste management)
- H. Project boundary; LEED boundary; property boundary
- I. Prerequisites and/or minimum program requirements for LEED certification
- J. LEED Online
- K. Integrative process (e.g., communication between project team and verification team throughout design and construction; communication of LEED goals and requirements to multidisciplinary team members including trade contractors)

### 2. Location and Transportation (9 Questions)

- A. Floodplain avoidance (e.g., general requirements for new construction and renovation)
- B. LEED ND as a pathway in the Location and Transportation category
- C. Site selection definitions:
  - i. Sensitive land
  - ii. Infill development
  - iii. Open space
  - iv. Street network
  - v. Bicycle network and storage (e.g., general requirements)
- D. Compact development (e.g., metrics associated with compact development)
- E. Community resources (e.g., distance and measurement):
  - i. Define qualifying community resources
- F. Access to transit (e.g., distance to and frequency of trips)

### 3. Sustainable Sites (9 Questions)

- A. Construction activity pollution prevention (e.g., erosion control; storm water management; air pollution prevention)
- B. Invasive plants (e.g., intent and prerequisite status)
- C. Heat island reduction (e.g., shading use; nonabsorptive materials)

- D. Rainwater management (e.g., examples of low impact development techniques)
- E. Nontoxic pest control (e.g., how to achieve credit)

#### **4. Water Efficiency (10 Questions)**

- A. Types and quality of water (e.g., potable; graywater; blackwater; stormwater)
- B. Indoor and total water use:
  - i. Testing for water leaks (e.g., total and indoor water use)
  - ii. Define shower compartment
  - iii. Water sense label interior fixtures
- C. Outdoor water use (e.g., general requirements: decrease turf grass and increase native plants)
- D. Irrigation demand (e.g., evapotranspiration; landscape coefficient; rainwater harvesting and storage; graywater reuse; municipal recycled water systems)

#### **5. Energy and Atmosphere (17 Questions)**

- A. Energy performance policies (e.g., ENERGY STAR thermal bypass checklist; HERS Index; building orientation)
- B. Building components (e.g., required systems; building envelope; HVAC; service water heating; power; lighting; lighting power density; receptacle load; insulation; windows, SIP and ICF construction techniques)
- C. On-site renewable energy (e.g., wind; solar; passive solar; geothermal; biomass; low impact hydro; biogas)
- D. Third-party relationships/requirements (e.g., prescriptive and performance paths for energy efficiency; LEED for Homes Green Rater; HERS Rater; energy testing and on-site verification requirements)
- E. Third-party alternate rating systems (e.g., HERS or alternative compliance path)
- F. Energy performance measurement (e.g., ENERGY STAR Thermal Bypass Inspection Checklist; ACCA Manual J; ACCA Manual D)
- G. Energy tradeoffs (e.g., integration and identification of tradeoffs in energy savings between mechanical, electrical, and building components; lighting design that considers energy use reduction and lighting power density relationship with daylighting)
- H. Energy usage (e.g., building schedules; occupancy and off-hours; indoor/outdoor air usage rates and impact on energy performance)
- I. Minimum energy performance (e.g., general requirements to meet ENERGY STAR for Homes; what projects need to be commissioned; processes)
- J. Energy metering (e.g., metering requirements for single and multifamily projects)
- K. Education of homeowner, tenant or building manager (e.g., content and distribution requirements for operations and maintenance manual; walk through requirements)
- L. Annual energy use (e.g., which option includes the home size adjuster; definition of LEED energy budget; minimum energy requirements for midrise; conditioned floor area of ENERGY STAR v3 reference home by number of bedrooms)
- M. Efficient hot water distribution system (e.g., multifamily central circulation system; performance testing; insulation)
- N. Advance utility tracking (e.g., options for tracking and reporting energy and water use)
- O. Active solar-ready design (e.g., photovoltaic-ready design; solar direct hot water-ready design)
- P. Home size adjuster as a prerequisite for EA prescriptive path
- Q. Building orientation for passive solar (e.g., basic credit requirements)
- R. Air infiltration (e.g., who performs the test and what is the test)
- S. Envelop insulation (e.g., R-value; 2012 International Energy Conservation Code)
- T. Windows (e.g., view factor; SHGC; window area and stringency)

- U. Space heating and cooling equipment (e.g., required duct leakage rate)
- V. Heating and cooling distribution systems (e.g., ductwork in conditioned space; ductwork in unconditioned space; hydronic systems; who conducts the duct leakage test)
- W. Efficient domestic hot water equipment (e.g., list of qualifying systems)
- X. Lighting (e.g., lighting power density; dark skies)
- Y. High-efficiency appliances (e.g., types that qualify for credit)
- Z. Renewable energy (e.g., certificate retention; maximum points allowed)

## **6. Materials and Resources (10 Questions)**

- A. Building reuse (e.g., gut rehabilitation; material reuse)
- B. Material acquisition (e.g., certified wood; recycled content; detailed framing documents and cut list/lumber order)
- C. Certified tropical wood (e.g., definition)
- D. Durability management (e.g., requirements of ENERGY STAR for Homes v3 check list; indoor moisture control measures)
- E. Durability management verification (e.g., requirements)
- F. Environmentally preferable products (e.g., recycled materials pre-consumer; post-consumer; collection requirements; commingled and locally—regionally—harvested and manufactured materials)
- G. Construction waste management (e.g., accounted by weight or volume; reduction strategies; baseline for LEED reference home)
- H. Material-efficient framing (e.g., applicable strategies; thresholds)

## **7. Indoor Environmental Quality (13 Questions)**

- A. Minimum ventilation requirement (e.g., indoor air quality; natural ventilation; mixed mode ventilation)
- B. Combustion venting general requirements (e.g., no unvented combustion appliances; CO monitors; fireplace measures)
- C. Garage pollutant protection (e.g., seal, weather-strip and install carbon monoxide detectors; EPA Indoor AirPLUS Label)
- D. Radon-resistant construction (e.g., EPA radon zone 1; radon resistant construction techniques; requirements for renovation of existing building)
- E. Air-filtering (e.g., where filters are required)
- F. Environmental tobacco smoke (e.g., no smoking option; multifamily - no smoking requirements)
- G. Compartmentalization (e.g., intent; strategies; verification of)
- H. Enhanced ventilation (e.g., strategies that qualify for enhanced ventilation controls; systems that qualify for enhanced whole-house ventilation)
- I. Contaminant control (e.g., strategies including walk off mats; shoe removal and storage; pre-occupancy flush or EPA Indoor AirPLUS label and air testing - max contaminant concentrations)
- J. Balancing of heating and cooling distribution systems (e.g., basic requirements of Case 1 - Forced-Air Systems; Options 1-3; Case 2 - Radiative Systems, Options 1 and 2)
- K. Combustion venting (e.g., EPA certified equipment or no fireplaces or woodstoves)
- L. Enhanced garage pollutant protection (e.g., credit awarded for either exhaust fan or no garage/detached garage)
- M. Low-emitting Materials (e.g., adhesives and sealants; paints; coatings; carpet; composite wood and agrifiber products; VOC's; urea-formaldehyde, California standard 1350)

**8. Innovation (5 Questions)**

- A. Preliminary rating (e.g., who needs to be at the preliminary rating, prerequisite status in rating system and goals of preliminary rating)
- B. Innovation (e.g., Innovation, Pilot, and Exemplary Performance strategies)
- C. LEED AP (e.g., specialty appropriate for the project)

**9. Regional Priority (3 Questions)**

- A. Regional Priority Credits - What are they and how to find them.

# LEED AP® ID+C Exam Specifications

The following outline provides a general description of exam content areas for the LEED AP ID+C exam.

Knowledge Domains reflect the rating systems' credit categories and what one needs to know. The LEED AP ID+C specialty exam tests 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.

## Knowledge Domains

### 1. LEED Process (11 Questions)

- A. LEED interpretations
- B. LEED system synergies (e.g., energy and EQ; waste management)
- C. Project boundary; LEED boundary; property boundary
- D. Prerequisites and/or minimum program requirements for LEED certification
- E. Differences between general ID+C rating system and the retail and hospitality subsets
- F. Review process (back and forth with the reviewer)
- G. LEED Online
- H. Documentation compilation
- I. Addenda and changes to the rating system (rating system development)
- J. Existing building conditions
- K. Ways to earn innovation credits:
  - i. Innovation option (e.g., criteria for new innovative method; using credit that has been used before such as green housekeeping)
  - ii. Exemplary performance option (e.g., which credits have exemplary performance paths; what are the thresholds of exemplary performance)
  - iii. Pilot option

### 2. Integrative Strategies (8 Questions)

- A. Integrative process (e.g., early analysis of the interrelationships among systems)
- B. Integrative project team (e.g., architect; engineer; landscape architect; civil engineer; contractor; facility manager, etc.)
- C. Education of tenant/owner (e.g., development of a building manual; demonstration walkthrough of the green features in the building)

### 3. Location and Transportation (8 Questions)

- A. Surrounding density and diverse uses (e.g., walkability; street design and intersection density)
- B. Access to quality transit (e.g., accessibility to multimodal transportation choices; quality transit; bicycle network)
- C. Alternative transportation: infrastructure and design (e.g., parking capacity and design; bicycle storage and shower rooms)
- D. LEED for neighborhood development location

### 4. Water Efficiency (10 Questions)

- A. Indoor water use reduction
  - i. Fixture and fittings (e.g., water use reduction through fixtures such as toilets; urinals; faucets [kitchen, lavatory]; showerhead)
  - ii. Appliance and process water (e.g., equipment types [washing machine, dish washer])
- B. Water performance management: types and quality of water (e.g., potable; nonpotable; alternative water sources)



## 5. Energy and Atmosphere (15 Questions)

- A. Energy use
  - i. Building envelope
  - ii. HVAC
  - iii. Lighting power and controls
  - iv. Plug loads and equipment
- B. Energy efficiency: commissioning (e.g., commissioning authority [CxA]; owner's project requirements [OPR]; basis of design [BOD]; monitoring-based commissioning; envelope commissioning; what is commissioning; who does commissioning; what is the difference between fundamental and enhanced commissioning)
- C. Alternative and renewable energy practices
  - i. Renewable energy (e.g., on-site and off-site renewable energy system that you own; photovoltaic; solar thermal; wind)
  - ii. Green power (e.g., power that you buy; off-site generated; renewable energy certificates [RECs]; carbon offsets; Green-e Energy certified or the equivalent)
- D. Energy performance management
  - i. Energy use measurement (e.g., tenant-level energy meter[s]; submeters; types of energy sources to measure; data management and analysis)
  - ii. Building automation controls/advanced energy metering (e.g., support energy management; data storage)
  - iii. Operations and maintenance plan (e.g., training of staff; operations and maintenance plan)
- E. Environmental concerns: resource and ozone depletion (e.g., sources and energy resources [oil, coal and natural gas]; renewable and nonrenewable resources; chlorofluorocarbons [CFCs] and other refrigerants; stratospheric ozone layer)
- F. Modeling pathway, prescriptive vs. simulation
- G. ASHRAE calculator
- H. Lighting power density
- I. ENERGY STAR equipment credit requirements

## 6. Materials and Resources (17 Questions)

- A. Interiors life-cycle impact reduction
  - i. Interior reuse (e.g., reuse or salvage interior nonstructural elements)
  - ii. Furniture reuse (e.g., reuse, salvage or refurbish furniture and furnishings)
  - iii. Design for flexibility
- B. Building product disclosure and optimization
  - i. Environmental product declarations
  - ii. Sourcing of raw materials (e.g., extraction reporting; extraction practices)
  - iii. Material ingredients (e.g., material ingredient reporting; material ingredient optimization; product manufacturer supply chain optimization)
- C. Waste
  - i. Construction and demolition waste management (e.g., waste diversion goals; recycle and/or salvage nonhazardous construction and demolition materials; waste management plan)
  - ii. Operations and ongoing (e.g., storage and collection of recyclable materials [mixed paper, corrugated cardboard, glass, plastics and metals]; safe storage areas for batteries and mercury-containing lamps; waste stream study; how to calculate and where to locate storage areas for recyclable waste)
- D. Materials calculator

## 7. Indoor Environmental Quality (16 Questions)

- A. Indoor environmental quality
  - i. Ventilation levels (e.g., general knowledge of natural vs. mechanical; outdoor air; regional climate conditions; ASHRAE 62)
  - ii. Tobacco smoke control (e.g., prohibiting smoking; environmental tobacco smoke transfer)
  - iii. Management of and improvements to indoor air quality (e.g., source control; filtration and dilution; ongoing monitoring; natural ventilation pathways)
  - iv. Construction indoor air quality management plan and indoor air quality assessment
  - v. Low-emitting materials (e.g., product categories [paints and coatings, adhesives and sealants, flooring, etc.]; volatile organic compound [VOC] emissions and content; evaluating environmental claims)
- B. Lighting: electric lighting quality (e.g., tradeoffs [color, efficiency]; surface reflectance; types of fixtures)
- C. Lighting control (e.g., multi-zone control systems; presentation controls)
- D. Daylight (e.g., spatial daylight autonomy; annual sunlight exposure; glare; human health impacts; illuminance; measurement)
- E. Acoustic performance (e.g., exterior and interior noise; background noise; dead vs. loud spaces; reverberation time; sound masking systems; sound transmission class)
- F. Thermal comfort control
- G. Thermal comfort design (e.g., ASHRAE 55)
- H. Quality views (e.g., connection to outdoor environment; direct line of sight to outdoors; what makes a quality view; view factor)

# LEED AP® ND Exam Specifications

The following outline provides a general description of exam content areas for the LEED AP ND exam.

Knowledge Domains reflect the rating systems' credit categories and what one needs to know. The LEED AP ND specialty exam tests 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.

## Knowledge Domains

### 1. LEED Process (13 Questions)

- A. LEED interpretations
- B. Components of a LEED scorecard
- C. Project boundary/context; LEED boundary; pre-project conditions; site vicinity; previously developed
- D. Prerequisites and/or minimum program requirements for LEED certification
- E. Knowing the evolutionary characteristics of LEED (e.g., development cycles of the rating systems; continuous improvement)
- F. Integrative process (e.g., roles and responsibilities; facilitating collaboration)
- G. Ways to earn Innovation credits:
  - i. Innovative methods (e.g., criteria for new innovative method; using credit that has been used before)
  - ii. Exemplary performance (e.g., which credits have exemplary performance paths; what are the thresholds of exemplary performance)
  - iii. Pilot credits
- H. Identifying development program; nonbuildable and buildable land; building/street frontage

### 2. Smart Location & Linkage (21 Questions)

- A. Preferable locations:
  - i. Existing context (e.g., infill sites; adjacent sites with connectivity; transit corridor; nearby neighborhood assets; existing/planned utilities)
  - ii. Connectivity (e.g., street design and intersection density)
  - iii. Designated high-priority locations (e.g., high-priority redevelopment areas)
  - iv. Brownfield (e.g., contaminated soil or groundwater; remediation)
  - v. Existing transit service
  - vi. Bicycle network (e.g., short- and long-term storage; bikeable location; bicycle network)
  - vii. Housing and jobs (e.g., jobs-housing balance)
- B. Sensitive feature avoidance:
  - i. Imperiled species and ecological communities (e.g., habitat conservation plan)
  - ii. Wetland and water bodies (e.g., classification of wetlands and water bodies; minor development impacts; buffer delineation)
  - iii. Agricultural land (e.g., prime and unique farmland; affected soils)
  - iv. Floodplain (e.g., flood hazard, National Flood Insurance Program [NFIP]; ASCE 24)
  - v. Steep slope (e.g., restoration and protection of steep slopes)
- C. Site design and development: habitat and water body design, restoration, and long-term conservation

### 3. Neighborhood Pattern & Design (23 Questions)

- A. Community resources:
  - i. Walkable streets (e.g., functional entry; building height-to-street width ratio; continuous sidewalks; street/building frontages; property setbacks; on-street parking)

- ii. Connected and open community (e.g., surrounding connectivity; internal connectivity; through-connections; gates)
- iii. Tree-lined and shaded streetscapes (e.g., tree-lined blocks; shaded sidewalks; street tree plantings)
- iv. Access to civic and public space, recreation facilities
- v. Local food production (e.g., neighborhood gardens; community-supported agriculture; farmers market)
- vi. Transit facilities and transportation demand management
- vii. Neighborhood schools (e.g., continuous sidewalks; traffic controls/bicycle lanes)

**B. Compactness:**

- i. Compact development (e.g., residential density [DU/acre]; nonresidential density [FAR]; buildable land)
- ii. Reduced parking footprint (e.g., location and size of parking lots)

**C. Diversity:**

- i. Mixed-use neighborhoods (e.g., specific use types and categories)
- ii. Housing types and affordability (e.g., Simpson Diversity Index score, housing categories)
- iii. Visitability and universal design (e.g., Americans with Disabilities Act [ADA]; universal design features)
- iv. Stakeholder engagement: Community outreach and involvement (e.g., pre-design meeting; charrette; ongoing means of communications)

**4. Green Infrastructure & Buildings (21 Questions)**

**A. Infrastructure:**

- i. Renewable energy production (e.g., solar; wind; geothermal; small-scale; micro- hydroelectric; biomass)
- ii. District heating and cooling
- iii. Infrastructure energy efficiency (e.g., traffic lights; street lights; water; wastewater pumps)
- iv. Recycled and reused infrastructure (e.g., roadways; parking lots; water retention tanks; water piping)
- v. Solid waste management

**B. Buildings:**

- i. Certified green buildings (e.g., LEED; ISO-compliant)
- ii. Energy use (e.g., design; building loads; energy efficiency; ASHRAE 90.1-2010; Energy STAR®/HERs)
- iii. Indoor water use (e.g., fixture selection)
- iv. Materials reuse (e.g., building reuse; historic preservation; adaptive use)

**C. Site design and development:**

- i. Construction activity pollution prevention and minimized site disturbance
- ii. Outdoor water use (e.g., reduced potable water use for irrigation) and management of wastewater
- iii. Heat island reduction and solar orientation
- iv. Lighting pollution reduction
- v. Rainwater management (e.g., EPA Technical Guidance Section 438; percentile rainfall event; low-impact development; green infrastructure)

**5. Project Surroundings and Public Outreach (7 Questions)**

- A. Planning process and local framework (e.g., land use change amendments; public hearings; zoning; transportation)
- B. Government agencies (e.g., Environmental Protection Agency [EPA]; FEMA; HUD; USDA; local/state agency equivalents)

# LEED AP® O+M Exam Specifications

The following outline provides a general description of exam content areas for the LEED AP O+M exam.

Knowledge Domains reflect the rating systems' credit categories and what one needs to know. The LEED AP O+M specialty exam tests 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.

## Knowledge Domains

### 1. LEED Process (12 Questions)

- A. LEED interpretations
- B. LEED system synergies (e.g., energy and EQ; waste management; building operation plan and ventilation calculations)
- C. Project boundary; LEED boundary; property boundary; master site boundary
- D. Prerequisites and/or minimum program requirements for LEED certification
- E. Occupancy requirements (e.g., existing building [building must be fully occupied for 12 continuous months as described in minimum program requirements]; reduced occupancy guidance; 10% exemptions)
- F. Recertification (e.g., initial vs. recertification; performance period; ongoing performance; data tracking)
- G. Review process (e.g., Establishment vs. Performance review; credit statuses; credit responses; review report)
- H. Integrative process (e.g., roles of responsibilities; facilitating collaboration)
- I. Adaptations (e.g., unique compliance paths and/or separate credits for different project types)
- J. Ways to earn innovation credits:
  - i. Innovation option (e.g., criteria for new innovative method; using credit that has been used before)
  - ii. Exemplary performance option (e.g., which credits have exemplary performance paths; what are the thresholds of exemplary performance)
  - iii. Pilot option

### 2. Location and Transportation (5 Questions)

- A. Alternative transportation
  - i. Access and quality (e.g., accessibility to multimodal transportation choices; quality transit; transportation patterns)
  - ii. Survey methodology (e.g., timing; sample size; sampling vs. extrapolation; alternative transportation programs)

### 3. Sustainable Sites (9 Questions)

- A. Site design and development
  - i. Habitat conservation and restoration (e.g., on-site restoration or preservation; off-site habitat restoration; off-site habitat conservation; native or adaptive vegetation; disturbed or compacted soils)
  - ii. Site improvement plan (e.g., vegetated outdoor space; maintenance activities; exterior strategies; watershed quality; soil quality)
  - iii. Exterior lighting (e.g., exterior light trespass and uplight; fixture shielding; lighting zone; impact on wildlife and people)
  - iv. Rainwater management (e.g., historical rainfall conditions; natural hydrology; low- impact development; maintenance needs)
  - v. Heat island reduction (e.g., heat island effect; green roofs; solar reflectance; roof and non-roof strategies)
- B. Site management practices (e.g., impacts of site management decisions; planning for future site management; site equipment and maintenance materials)

#### 4. Water Efficiency (13 Questions)

- A. Outdoor water use reduction: irrigation demand (e.g., landscape water requirement; irrigation system efficiency; calculated water budget; native and adaptive species)
  - i. Indoor water use reduction
  - ii. Fixture and fittings (e.g., water use reduction through fixtures such as toilets; urinals; faucets [kitchen, lavatory]; showerhead; determining performance through metering)
  - iii. Appliance and process water (e.g., equipment types [dishwasher, washing machines, vehicle wash bays])
- B. Cooling tower water use: water conservation techniques (e.g., cycles of concentration; total dissolved solids; potable water treatment; non-potable water use)
- C. Water performance management
  - i. Water use measurement (e.g., water meter(s); submeters; types of water sources to measure; data management and analysis)
  - ii. Types and quality of water (e.g., potable; nonpotable; alternative water sources)

#### 5. Energy and Atmosphere (21 Questions)

- A. Building loads
  - i. Building components (e.g., building orientation; glazing selection; climate appropriate building materials; regional considerations)
  - ii. Space usage (e.g., space types [private office, individual space, shared multi-occupant spaces]; equipment and systems; occupant-driven loads [plug loads])
- B. Energy efficiency
  - i. Operational energy efficiency (e.g., schedules; set points; interactions between systems; influencing occupant behavior)
  - ii. Commissioning (e.g., commissioning authority (CxA); existing building commissioning; ongoing commissioning; identification of issues; differentiate from energy auditing)
  - iii. Audit (e.g., ASHRAE Level 1 and 2; identification of opportunities and improvements; differentiate from commissioning)
- C. Alternative and renewable energy practices
  - i. Renewable energy (e.g., on-site and off-site renewable energy; photovoltaic; solar thermal; wind; low-impact hydroelectricity; wave and tidal energy; non-qualifying sources)
  - ii. Green power and carbon offsets (e.g., off-site generated; renewable energy certificates (RECs); Green-e Energy certified or the equivalent; benefits of RECs; measurement [carbon dioxide-equivalent (CO<sub>2</sub>e)]; Scope 1 and Scope 2 emissions; Green-e Climate certified or the equivalent; benefits of carbon offsets)
- D. Demand response (e.g., grid efficiency and reliability; demand response programs; load shifting)
- E. Energy performance management:
  - i. Energy use measurement (e.g., building-level energy meter(s); submeters; types of energy sources to measure; data management and analysis)
  - ii. Building automation controls/advanced energy metering (e.g., support energy management; data storage; support demand response participation)
  - iii. Operations and management (e.g., training of staff; operations and maintenance plan; current facilities requirements; preventive maintenance plan)
  - iv. Benchmarking (e.g., metrics used; determining baseline building performance; comparing building energy performance against similar buildings or historical data; tools and standards [ASHRAE, CBECS, Energy Star® Portfolio Manager])
- F. Environmental concerns: upstream and downstream impacts (e.g., sources and energy resources [oil, coal, and natural gas]; renewable and nonrenewable resources; chlorofluorocarbons (CFCs) and other refrigerants; stratospheric ozone layer depletion)

## 6. Materials and Resources (10 Questions)

- A. Life-cycle impacts
  - i. Material attributes (e.g., recycled content; material reuse; extended use; sustainable agriculture; local sourcing of food and beverages; bio-based; paper and wood products; electric-powered equipment)
  - ii. Human and ecological health impacts (e.g., mercury in lighting; maintenance and renovation purchasing policy)
- B. Waste
  - i. Maintenance and renovation (e.g., maintenance and renovation waste management policy)
  - ii. Operations and ongoing (e.g., waste management policy; waste audit; storage and collection of recyclable materials [mixed paper, corrugated cardboard, glass, plastics, and metals]; safe storage areas for batteries and mercury-containing lamps; durable goods waste)
- C. Purchasing policies (e.g., environmental preferable purchasing (EPP) policy; ongoing consumables; durable goods; maintenance and renovations; lighting purchases)

## 7. Indoor Environmental Quality (15 Questions)

- A. Indoor environmental quality
  - i. Ventilation levels (e.g., natural vs. mechanical; outdoor air; regional climate conditions)
  - ii. Tobacco smoke control (e.g., prohibiting smoking; environmental tobacco smoke transfer)
  - iii. Management of and improvements to indoor air quality (e.g., source control; filtration and dilution; air testing; ongoing monitoring; management program/ I-BEAM)
  - iv. Low-emitting materials (e.g., product categories [paints and coatings, adhesives and sealants, flooring, etc.]; volatile organic compound (VOC) emissions and content; evaluating environmental claims; comparing to published standards)
  - v. Green cleaning (e.g., products, materials and equipment; frequency of cleaning; relationship between cleaning products and ongoing indoor air quality management; effectiveness assessment/APPA audits)
- B. Lighting: electric lighting quality (e.g., tradeoffs [color, efficiency]; surface reflectance; types of fixtures; project-specific considerations)
- C. Daylight (e.g., building massing and orientation; glare; illuminance)
- D. Occupant comfort, health, and satisfaction:
  - i. Controllability of systems (e.g., thermal; lighting; daylight)
  - ii. Thermal comfort (e.g., permanent monitoring; periodic measurement; responding to thermal comfort issues; strategies to promote occupants' productivity and comfort)
  - iii. Quality views (e.g., connection to outdoor environment; direct line of sight to outdoors)
  - iv. Integrated pest management (e.g., pest preventive and control measures; nonchemical approaches; communication to building occupants; responsible parties)
  - v. Assessment/survey (e.g., occupant satisfaction with acoustics, building cleanliness, indoor air quality, lighting, thermal comfort, and overall satisfaction; corrective action plan)

# REFERENCES & SAMPLE QUESTIONS

## LEED AP BD+C Exam References

The primary sources for the development of the LEED professional exams are the LEED rating systems. The following list of references is not meant to be comprehensive. When combined with the exam specifications, the candidate has the material from which the exam is based.

### LEED AP BD+C Exam

This exam is designed to test 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. You should also be familiar with the content of the U.S. Green Building Council's website, [usgbc.org](http://usgbc.org), and GBCI's website, [gbc.org](http://gbc.org), including, but not limited to, LEED Project Registration, LEED Certification content and the purpose of LEED Online. [USGBC's website](http://usgbc.org) also has free access to all LEED rating systems, LEED Reference Guide introductions and checklists beyond those listed below.

### References

- U.S. Green Building Council. [\*LEED v4 for Building Design and Construction Rating System\*](#). U.S. Green Building Council, 2019.
- U.S. Green Building Council. [\*LEED Building Design and Construction Reference Guide. v4 e-Document \(PDF\) Edition\*](#). U.S. Green Building Council, 2020.
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- U.S. Green Building Council. [\*Foundations of LEED\*](#). U.S. Green Building Council, 2020.
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- [\*"LEED Certification Fees."\*](#) U.S. Green Building Council.
- [\*"Addenda Database."\*](#) U.S. Green Building Council.



# LEED AP BD+C Sample Questions

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Furthermore, your ability to correctly answer these sample questions does not in any way predict or guarantee your ability to successfully answer questions on the actual exams.

1. The city is building a new botanical garden and is attempting LEED certification. What could the educational program include to earn an Innovation in Design Credit?
  - A. Present the building's sustainable features at the grand opening
  - B. Present the building's sustainable features at a town hall meeting
  - C. Provide on-going weekly tours highlighting the building's sustainable features**
  - D. Publish a press release to the local newspaper outlining the building's sustainable features

*This question represents Knowledge Domain 1B: LEED Process; LEED system synergies (e.g., energy and EQ; waste management).*

2. How should athletic fields be treated in the calculations for Water Efficiency Credit, Outdoor Water Use Reduction?
  - A. Must be calculated using 100% potable water
  - B. May be included or excluded from the calculations**
  - C. May be calculated using a standard 20% reduction from baseline
  - D. Must be calculated using at least 20% from an alternative water source

*This question represents Knowledge Domain 5A: Water Efficiency; Outdoor water use reduction: irrigation demand (e.g., landscape water requirement; irrigation system efficiency; native and adaptive species).*

# LEED AP HOMES Exam References

The primary sources for the development of the LEED professional exams are the LEED Rating Systems. The following list of references are not meant to be comprehensive. When combined with the exam specifications, the candidate has the material from which the exam is based.

## LEED AP Homes Exam

This exam is designed to test 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. You should also be familiar with the content of the U.S. Green Building Council's website, [usgbc.org](http://usgbc.org), and GBCI's website, [gbc.org](http://gbc.org), including, but not limited to, LEED project registration, LEED certification content and the purpose of LEED Online. [USGBC's website](http://usgbc.org) also has free access to all LEED rating systems, LEED Reference Guide introductions and checklists beyond those listed above.

## References

- U.S. Green Building Council. [\*LEED v4 Homes and Multifamily Midrise Rating System\*](#). U.S. Green Building Council, 2019.
- U.S. Green Building Council. [\*LEED Reference Guide for Homes Design and Construction. v4 e-Document \(PDF\) Edition\*](#). U.S. Green Building Council, 2020.
- [\*"Green building incentive strategies."\*](#) U.S. Green Building Council, 2014.
- [\*Guide to LEED Certification: Commercial\*](#). U.S. Green Building Council.
- U.S. Green Building Council. [\*Foundations of LEED\*](#). U.S. Green Building Council, 2020.
- U.S. Green Building Council. [\*LEED v4 for HOMES Design and Construction Checklist\*](#). U.S. Green Building Council, 2014.
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# LEED AP HOMES Sample Questions

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1. What is the PRIMARY intent of Innovation Prerequisite: Preliminary Rating?
  - A. To define the credits that could be achieved easily and cost effectively.
  - B. To define target certification level at the beginning and declare it to all parties.
  - C. To maximize opportunities for integrative, cost effective adoption of green design and construction strategies.**
  - D. To encourage exceptional performance for current credits and promote innovative performance in pioneering areas.

*This question represents Knowledge Domain 8A: Innovation; Preliminary rating (e.g., who needs to be at the preliminary rating, prerequisite status in rating system and goals of preliminary rating).*

2. Regional Priority Credits focus on which of the following types of environmental issues?
  - A. Naturally occurring issues
  - B. Man-made issues
  - C. Environmental concerns and assets**
  - D. All of the above

*This question represents Knowledge Domain 9A: Regional Priority; Regional Priority Credits - What are they and how to find them.*

# LEED AP ID+C Exam References

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## LEED AP ID+C Exam

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## References

- U.S. Green Building Council. [\*LEED v4 for Interior Design and Construction Rating System\*](#). U.S. Green Building Council, 2019.
- U.S. Green Building Council. [\*LEED Interior Design and Construction Reference Guide. v4 e-Document \(PDF\) Edition\*](#). U.S. Green Building Council, 2020.
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## LEED AP ID+C Sample Questions

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1. Which of the following use types is classified as a service?

- A. Restaurant**
- B. Supermarket
- C. Hardware store
- D. Place of worship

*This question represents Knowledge Domain 3A: Location and Transportation; Surrounding density and diverse uses (e.g., walkability; street design and intersection density)*

2. Under Location and Transportation credit surrounding Density and Diverse Uses, how many points are available under option 2: Diverse Uses?

- A. 1-2**
- B. 1-4
- C. 1-8
- D. 2-4

*This question represents Knowledge Domain 3A: Location and Transportation; Surrounding density and diverse uses (e.g., walkability; street design and intersection density)*

# LEED AP ND Exam References

The primary sources for the development of the LEED professional exams are the LEED Rating Systems. The following list of references are not meant to be comprehensive. When combined with the exam specifications, the candidate has the material from which the exam is based.

## LEED AP ND Exam

This exam is designed to test 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. You should also be familiar with the content of the U.S. Green Building Council's website, [usgbc.org](http://usgbc.org), and GBCI's website, [gbc.org](http://gbc.org), including, but not limited to, LEED project registration, LEED certification content and the purpose of LEED Online. [USGBC's website](http://usgbc.org) also has free access to LEED rating systems, LEED Reference Guide Introductions and checklists beyond those listed above.

## References

- U.S. Green Building Council. [\*LEED v4 for Neighborhood Development Rating System\*](#). U.S. Green Building Council, 2018.
- U.S. Green Building Council. [\*LEED Neighborhood Development Reference Guide. v4 e-Document \(PDF\) Edition\*](#). U.S. Green Building Council, 2020.
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- U.S. Green Building Council. [\*Guide to LEED Certification: Neighborhood Development\*](#). U.S. Green Building Council.
- U.S. Green Building Council. [\*Foundations of LEED\*](#). U.S. Green Building Council, 2020.
- U.S. Green Building Council. [\*LEED v4 for Neighborhood Development Checklist\*](#). U.S. Green Building Council, 2014.
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# LEED AP ND Sample Questions

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1. Which of the following would meet one of the minimum requirements for the Green Infrastructure and Building Credit, Solid Waste Management Infrastructure for a 25,000 ft<sup>2</sup> (2,323 m<sup>2</sup>) mixed-use building?
  - A. Provide at least one recycling area for paper, corrugated cardboard, glass plastics and metals**
  - B. Provide at least one recycling area of 250 ft<sup>2</sup> (23 m<sup>2</sup>) for paper, corrugated cardboard, glass plastics and metals
  - C. Provide at least one recycling area of 500 ft<sup>2</sup> (46 m<sup>2</sup>) for paper, corrugated cardboard, glass plastics and metals
  - D. Provide at least one recycling area of 1,000 ft<sup>2</sup> (93 m<sup>2</sup>) for paper, corrugated cardboard, glass plastics and metals

*This question represents Knowledge Domain 4A: Green Infrastructure and Buildings; Green Infrastructure; Solid waste management*

2. What irrigation type has the highest irrigation efficiency (IE) for landscaped areas?
  - A. Pop-up
  - B. Drip line**
  - C. Impact rotor
  - D. Area flooding

*This question represents Knowledge Domain 2C: Smart Location and Linkage; Site design and development: habitat and water body design, restoration, and long-term conservation.*

# LEED AP O+M Exam References

The primary sources for the development of the LEED professional exams are the LEED rating systems. The following list of references are not meant to be comprehensive. When combined with the exam specifications, the candidate has the material from which the exam is based.

## LEED AP O+M Exam

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## References

- U.S. Green Building Council. [\*LEED v4 for Building Operations and Maintenance Rating System\*](#). U.S. Green Building Council, 2018.
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# LEED AP O+M Sample Questions

**Disclaimer:** The exam questions listed here were discarded in the process of creating questions for new exams. The questions are provided for your convenience to allow you to better familiarize yourself with the format and general content of questions on exams.

The content of these questions, while representative of the type of questions you can expect, does not necessarily mirror the content that will appear on the actual exams. Furthermore, your ability to correctly answer these sample questions does not in any way predict or guarantee your ability to successfully answer questions on the actual exams.

1. The owner of an office building is considering the best way to conduct a transportation survey to achieve Location and Transportation credit Alternative Transportation. The owner understands that several of the tenants allow employees to telework, and therefore, has chosen to distribute an electronic survey. Tenant A occupies 57% of the building, Tenant B occupies 32% of the building, Tenant C occupies 6% of the building, and the remainder is occupied by Tenant D. The building includes 972 regular building occupants. In order to correctly distribute surveys to randomized sample of each tenant, the owner must allocate how many of the surveys to each tenant?
  - A. Tenant A - 143 surveys; Tenant B - 80 surveys; Tenant C - 15 surveys; Tenant D - 12 surveys
  - B. Tenant A - 163 surveys; Tenant B - 92 surveys; Tenant C - 17 surveys; Tenant D - 14 surveys**
  - C. Tenant A - 554 surveys; Tenant B - 311 surveys; Tenant C - 58 surveys; Tenant D - 49 surveys
  - D. Tenant A - 570 surveys; Tenant B - 320 surveys; Tenant C - 60 surveys; Tenant D - 50 surveys

*This question represents Knowledge Domain 2A: Location and Transportation; Alternative Transportation; Survey methodology (e.g., timing; sample size; sampling vs. extrapolation; alternative transportation programs).*

2. To achieve Indoor Environmental Quality Credit, Green Cleaning - Products and Materials, a project must have 75% of its cleaning purchases, by cost, certified by a given standard. Which standard should be used when determining the product to purchase for industrial and institutional general purpose, bathroom, glass and carpet cleaners?
  - A. Green Seal GS-37**
  - B. GreenScreen v1.2 Benchmark
  - C. ASHRAE Standard 90.1-2004
  - D. Environmental Choice CCD-170

*This question represents Knowledge Domain 7A: Indoor Environmental Quality; Indoor environmental quality; Green cleaning (e.g., products, materials and equipment; frequency of cleaning; relationship between cleaning products and ongoing indoor air quality).*

# CONTACT

## Green Business Certification Inc.

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