LEED GREEN ASSOCIATE

CANDIDATE HANDBOOK

Updated October 2023

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 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.

REQUIREMENTS

Eligibility Requirements

GBCI recommends that you have exposure to LEED and green building concepts through educational courses, volunteering or work experience prior to testing.

To be eligible for the LEED Green Associate credential, you must:

    a. Agree to the Disciplinary and Exam Appeals Policy and credential maintenance requirements.

    b. If you are under the age of 18, ask your parent or guardian to contact GBCI to complete the Parental Consent form.

Identification Requirements

GBCI, along with Prometric, enforces a strict policy regarding acceptable identification to maintain the integrity and quality of the LEED Green Associate exam 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 must **EXACTLY** match the name (in Roman characters) you used to register for the exam

    b. A recent, recognizable photograph that looks like you

    c. Your signature

    d. Be unexpired and include an issue date and an expiration date

What if my ID does not EXACTLY match the name used to register for the exam?

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 legal documentation/government issued ID.

If you do not contact GBCI in advance and your legal ID does not EXACTLY match the first 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.

> 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.

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

    f. National ID

What if my primary ID does not meet all the identification requirements?

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.

Examples of secondary identification that typically comply with the requirements include:

a. Work-issued employee ID card

b. School ID card

c. Library card

d. Health insurance card

e. Credit card (due to security reasons, credit cards are not accepted as a form of secondary identification during the check-in process of remotely proctored exams.)

f. 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.

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. Electronic/digital IDs

f. Aadhaar cards: For India residents

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 Green Associate exam 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 Green Associate 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 which you intend to take your exam meets the testing environment requirements. Please review Prometric's ProProctor User Guide along with GBCI's 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, answer the age and consent questions at the bottom of the page and click the green forward arrow. (Note: GBCI does not collect, store, or use biometric data for any purpose.) 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.

   a. Please be aware that Prometric's exam scheduling times are listed in a 24-hour notation, also known as military time in the form hh:mm (e.g., 15:00 to denote 3:00 PM, or 03:00 to denote 3:00 AM). It is important to note that if you select a time from 1:00 to 11:59, you are indeed selecting the morning (AM) time slot and not the evening (PM) time slot.

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 received 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, starting from your first exam attempt, 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 cancellation 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 PM)

    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**	**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.

Audits

GBCI reserves the right to conduct an audit at any time (including prior to application submission and after a 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 GBCI 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, magnifying screen for the computer monitor, a scribe, and extended testing time. If you require the presence of a certified service or emotional support animal during the exam, please indicate this requirement by checking the testing accommodations box during the registration process. You will need to submit the appropriate documentation to support your request. 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 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@gbci.org or by faxing it to 202-318-2261. 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@gbci.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 the 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 testing accommodations request.

Exam Registration Fees

See the LEED Green Associate exam page for exam pricing. Once you register for your LEED Green Associate exam, you will have 12 months from your registration date to schedule your exam. 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. Your paid exam registration fee is good for only one exam attempt within a 12-month period from your registration date. If your organization is a USGBC member, please link your member status to your USGBC account **before** registering for an exam to receive member pricing for your exam registration fees.

GI Bill Benefits

The LEED Green Associate exam has 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

LEED Green Associates have a documented up-to-date understanding of the most current green building principles and practices and are committed to their professional future. The development of a valid exam begins with a clear and concise definition of the knowledge, skills and abilities needed to successfully serve as a LEED Green Associate. All LEED exams are developed by a global network of Subject Matter Experts and meet the specifications of a job analysis. The exam specifications are subject to rigorous validation by these experts, which ensures that the exam is valid, and measures what it is intended to measure. Once the exams are launched, the exam questions are regularly monitored to ensure continued reliability.

The exam assesses 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

The LEED Green Associate 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.

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 the exam. Total exam time is broken out as follows:

a. An optional 10-minute tutorial, the 2-hour 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 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 fee 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 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.

Languages available: English, Arabic, Brazilian Portuguese, Chinese, French, German, Japanese, Korean, Spanish.

Exam Maintenance

The LEED Green Associate exam is 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 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. Review your Prometric appointment confirmation email and confirm that the date, time and location of your exam is correct. If it is not, please visit prometric.com/gbci for information about rescheduling or canceling your exam. Note: Your exam time is written in the 24-hour notation in the form hh:mm (e.g., 15:00 to denote 3:00 PM, or 03:00 to denote 3:00 AM) along with your time zone.

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 at a test center or for 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 the ProProctor application, 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 the exam confirmation email you received after you scheduled your remotely proctored online exam. Review the GBCI's 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.

e. Below please find a summary of ProProctor's system requirements. For the latest version, please refer to the "System Requirements" section in the ProProctor User Guide.

- Screen Resolution: 1024 x 768 is the minimum resolution required, 1920 x 1080 recommended. Minimum recommended screen scaling: 100%
- Operating System: Windows 8.1 or higher | MacOS 10.13 or higher
  - MacOS Ventura 13.0 to 13.2.1 are not supported; please upgrade to 13.3.1 before testing. Note iPad/Android tablets are not currently supported. Microsoft Surface or similar can be used only when configured in laptop mode.
- 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)
- Desktop monitors with built-in cameras are not acceptable since it will prevent a comprehensive and effective 360-degree security check
- Computers must be undocked and have a movable web-camera (internal or external)
- Download and install the ProProctor application

f. 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 gbci.org/contact for assistance with rescheduling your exam.

g. 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 the LEED Green Associate exam, you (or your parent or guardian if you are under 18) 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

a. 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.

b. Upon arrival at the test center, you will be required to show acceptable form(s) of identification (see Identification Requirements) 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.

c. 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:

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

d. 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 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 for approval to GBCI during exam registration.

e. 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

a. 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.

b. 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).

c. The security checks conducted by the Readiness Agent will include verifying acceptable form(s) of identification (see Identification Requirements), 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).

d. To warrant a secure testing environment and prevent potential exam exposure, if you are planning to take your exam from a room that has windows or glass doors, it is important to cover them to prevent distractions and exam exposure. Once you start your exam check-in, if you have uncovered windows or glass doors, you will be asked to log-out, cover your window or glass door, and then log back in. It is important to thoroughly prepare your test environment and follow the guidelines to cover the windows or glass doors to minimize connectivity issues from having to log out and logging back in. Covering the windows or glass doors will ensure that your exam remains confidential and free from any unauthorized viewing.

e. It is crucial to maintain a clutter-free desk in the area where you will be taking the exam. Clutter can be deemed as a potential security threat, which may prevent you from proceeding with your exam.

f. 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.

g. 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.

h. 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:

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

i. Accessing personal effects during your exam is a security infraction and as a result, your exam session could be voided without 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 irregularities or 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.

j. If you experience a loss of connection from your exam, please follow these steps to contact Prometric via the chat:

  • Go to the ProProctor Launch page.
  • Click on Contact Support located on the top menu bar which will take you to the Help Center.
  • Look for the "Chat with an Expert" button, located on the bottom right-hand side of the page, to initiate a conversation with one of Prometric's technical support agents.

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 the 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

The LEED Green Associate exam is scored between 125 and 200. **A score of 170 or higher is required to pass.** Your exam score is displayed on the screen at the end of the exam and a score report is emailed to you following your exam session.

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 have passed the LEED Green Associate exam, you can use the title "LEED® Green Associate™" and/or the logo. "LEED GA" is not an approved abbreviation for the LEED Green Associate credential and should not be used under any circumstances.

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 the GBCI's CMP Guide.

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 before 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 the 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 the LEED Green Associate credential is to earn a score of at least 170 or higher on the 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 the LEED Green Associate exam, 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

Exam Specifications

The following outline provides a general description of exam content areas for the LEED Green Associate exam.

Knowledge Domains reflect the rating systems' credit categories and what one needs to know as a LEED Green Associate.

The LEED Green Associate exam tests your general knowledge of green building practices for both commercial and residential spaces and both new construction and existing buildings as well as how to support other professionals working on LEED projects.

KNOWLEDGE DOMAINS

1. **LEED Process (16 Questions)**

    A. Organization fundamentals (e.g., mission/vision; non-profit; role of USGBC/GBCI)

    B. Structure of LEED rating systems (e.g., credit categories; prerequisites; credits and/ or Minimum Program Requirements for LEED certification)

    C. Scope of each LEED rating system (e.g., rating system selection; rating system families [BD+C, ID+C, O+M, ND, Homes])

    D. LEED development process (e.g., consensus-based; stakeholder and volunteer involvement; rating system updates/evolution)

    E. Credit categories (e.g., goals and objectives of each [LT, SS, WE, EA, MR, EQ, IN, RP]; synergies)

    F. Impact categories (e.g., what should a LEED project accomplish?)

    G. LEED certification process (e.g., certification levels [Certified, Silver, Gold, Platinum]; LEED Scorecard; third party verification; role of documentation submission; LEED Interpretations; Addenda; awareness of different system versions [e.g., LEED Online]; components of LEED Online and Project Registration)

    H. Other rating systems (e.g., in general, what other rating systems are out there?)

2. **Integrative Strategies (8 Questions)**

    A. Integrative process (e.g., early analysis of the interrelationships among systems; systems thinking; charrettes)

    B. Integrative project team members (e.g., architect; engineer; landscape architect; civil engineer; contractor; facility manager, etc.)

    C. Standards that support LEED (e.g., breadth not depth of American Society of Heating, Refrigeration and Air-conditioning Engineers [ASHRAE]; Sheet Metal and Air Conditioning Contractors National Association [SMACNA] guidelines; Green Seal; ENERGY STAR®; HERs; Reference Standards listed in ACPs, etc.)

3. **Location and Transportation (7 Questions)**

    A. Site selection (e.g., targeting sites in previously developed and brownfields/high- priority designation area; avoiding sensitive habitat; located in areas with existing infrastructure and nearby uses; reduction in parking footprint)

    B. Alternative transportation (e.g., type, access and quality; infrastructure and design)

4. **Sustainable Sites (7 Questions)**

    A. Site assessment (e.g., environmental assessment; human impact)

    B. Site design and development (e.g., construction activity pollution prevention; habitat conservation and restoration; exterior open space; rainwater management; exterior lighting; heat island reduction)

5. **Water Efficiency (9 Questions)**

    A. Outdoor water use (e.g., use of graywater/rainwater in irrigation; use of native and adaptive species)

    B. Indoor water use (e.g., concepts of low flow/waterless fixtures; water-efficient appliances; types and quality)

    C. Water performance management (e.g., measurement and monitoring)

6. **Energy and Atmosphere (10 Questions)**

    A. Building loads (e.g., building components; space usage [private office, individual space, shared multi-occupant spaces])

    B. Energy efficiency (e.g., basic concepts of design; operational energy efficiency; commissioning; energy auditing)

    C. Alternative and renewable energy practices (e.g., demand response; renewable energy; green power; carbon offsets)

    D. Energy performance management (e.g., energy use measurement and monitoring; building automation controls/advanced energy metering; operations and management; benchmarking; ENERGY STAR)

    E. Environmental concerns (e.g., sources and energy resources; greenhouse gases; global warming potential; resource depletion; ozone depletion)

7. **Materials and Resources (9 Questions)**

    A. Reuse (e.g., building reuse; material reuse; interior reuse; furniture reuse)

    B. Life-cycle impacts (e.g., concept of life-cycle assessment; material attributes; human and ecological health impacts; design for flexibility)

    C. Waste (e.g., construction and demolition; maintenance and renovation; operations and ongoing; waste management plan)

    D. Purchasing and declarations (e.g., purchasing policies and plans; environmental preferable purchasing (EPP); building product disclosure and optimization [i.e., raw materials sourcing, material ingredients, environmental product disclosure])

8. **Indoor Environmental Quality (8 Questions)**

    A. Indoor air quality (e.g., ventilation levels; tobacco smoke control; management of and improvements to indoor air quality; low-emitting materials; green cleaning)

    B. Lighting (e.g., electric lighting quality; daylight)

    C. Sound (e.g., acoustics)

    D. Occupant comfort, health, and satisfaction (e.g., controllability of systems; thermal comfort design; quality of views; assessment/survey)

9. **Project Surroundings and Public Outreach (11 Questions)**

    A. Environmental impacts of the built environment (e.g., energy and resource use in conventional buildings; necessity of green buildings; environmental externalities; triple bottom line)

    B. Codes (e.g., relationship between LEED and codes [building, plumbing, electrical, mechanical, fire protection]; green building codes)

    C. Values of sustainable design (e.g., energy savings over time; healthier occupants; money-saving incentives; costs [hard costs, soft costs]; life cycle)

    D. Regional design (e.g., regional green design and construction measures as appropriate; regional emphasis should be placed in Sustainable Sites and Materials & Resources)

References

The primary sources for the development of the LEED Green Associate exam are the *Green Building and LEED Core Concepts Guide, 3rd Edition* and the Introductory and Overview sections of the *LEED Building Design and Construction Reference Guide, v4 Edition*, in addition to 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.

The LEED Green Associate exam is designed to test the general knowledge of green building practices and how to support other professionals working on LEED projects.

REFERENCES

- U.S. Green Building Council. *Green Building and LEED Core Concepts Guide*. 3rd Edition. U.S. Green Building Council, 2014. Print and Digital versions available.

- U.S. Green Building Council. Introductory and Overview Sections. *LEED Building Design + Construction Reference Guide*. V4 Edition. U.S. Green Building Council, 2019.[1]

- U.S. Green Building Council. *LEED v4 Impact Category and Point Allocation Process Overview. U.S. Green Building Council, 2013*.

- U.S. Green Building Council. *LEED v4 User Guide*. U.S. Green Building Council, 2019.

- *Guide to LEED Certification: Commercial*. U.S. Green Building Council.

- "LEED Certification Fees." U.S. Green Building Council.

- "Addenda Database." U.S. Green Building Council.[2]

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1 Introductory and overview sections are available to download separately from purchasing the full reference guide.
2 Exam questions are reviewed against updates to the LEED v4 addenda that are published through Q1 of the same year.

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.

LEED GREEN ASSOCIATE SAMPLE QUESTIONS

1. When applying for innovation credits, a project team

    A. Cannot submit any previously awarded innovation credit.

    B. **May receive credit for performance that doubles a credit requirement threshold.**

    C. May submit a product or strategy that is being used in an existing LEED credit.

    D. May receive a credit for each LEED AP who is on the project team.

This question represents Knowledge Domain 1E: LEED Process, credit categories.

2. A developer wants to make a profit by building a new office that maximizes daylighting and views. What actions might the developer take to fulfill all parts of the triple bottom line?

    A. Restore habitat on-site

    B. Purchase ergonomic furniture

    C. Pursue local grants and incentives

    D. **Provide lighting controllability for occupants**

This question represents Knowledge Domain 9A: Project Surroundings and Public Outreach, environmental aspects of the built environment.

CONTACT

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USGBC's website is available 24 hours per day for exam application and registration, information regarding LEED professional exams and access to your account.

GBCI staff are available for questions, comments, and concerns regarding certificates, LEED professional exam records, USGBC or CaGBC member pricing refunds, exam content appeals, exam development, exam scoring, exam format and all other LEED professional exam policies and procedures, please don't hesitate to reach out using our contact us form: **gbci.org/contact**.

Call Center: 1-800-795-1746 (within the US) or +1-202-742-3792 (outside the US)

GBCI's call center is available Monday through Friday from 9:00 to 17:30 ET for questions regarding exam registration, **USGBC or CaGBC member pricing**, your **Credentials** account, the **LEED Professional Directory** and **LEED professional exams**. For any other questions, please review the **FAQ section**.

Prometric

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Prometric's website is available for scheduling, rescheduling, canceling and confirming exam appointments 24 hours per day. Please see **Registration** on page 4 for more information.

View the list of **Prometric Call Centers** for regional numbers to schedule, reschedule, or cancel your exam, or for general information.