



2101 L Street, NW  
Suite 500  
Washington, DC 20037  
T: 202 828-7422  
F: 202 828-5110  
[www.usgbc.org](http://www.usgbc.org)

# FACT SHEET

## Chapter Guidelines for LEED Professional Exam Study Groups

USGBC has created these study group guidelines to assist USGBC Chapters in facilitating high-quality, effective exam preparation for candidates seeking LEED Professional credentials. These guidelines were adopted from the American Institute of Architects Continuing Education System (AIA/CES). They are modeled on the facilitated discussion and study exam preparation sessions used in colleges to prepare for the BAR exam and offered by A/E firms to prepare for professional licensure. These study groups differ from instructor-led courses and rely on the strength of the facilitator and the active participation of the learners. Following these guidelines allows Chapters to support the needs of those seeking GBCI LEED credentials. In addition and provide 24 LUs of HSW/Sustainable Design credit to participants through AIA/CES.

### STUDY GROUP DESCRIPTION

Designed for candidates seeking LEED Professional credentials, this facilitated study group builds on core green building and LEED knowledge as outlined in the LEED Professional Candidate Handbook. Developed and delivered by USGBC Chapter, a highly-trained LEED AP will facilitate preparation through engaged group and directed individual study. This study group is registered for 24 LUs (HSW/SD) with AIA/CES. Participants receive a certificate of completion at the end of the program satisfying sates professional licensure and eligibility requirements for the LEED Green Associate exam.

### LEARNING OBJECTIVES

After participating in a facilitated study group, participants should be able to:

- Explain green building concepts and strategies related to the LEED Professional examination
- Apply test-taking strategies for the LEED Professional exams
- Navigate exam structure and test specifications
- Sit for the LEED Professional exam

### FACILITATOR QUALIFICATIONS

To ensure a valuable educational experience, USGBC Chapters should utilize facilitators who are qualified as subject matter experts relevant to the study group content and skilled at educational facilitation. Good facilitators may be:

- USGBC LEED Faculty
- LEED Professionals with extensive project & charette experience
- Educators from appropriately matched college and university programs

To find a current list of LEED Faculty, visit [www.usgbc.org/faculty](http://www.usgbc.org/faculty).

### PREREQUISITE KNOWLEDGE

Participants in Study Sessions should have the prerequisite knowledge of the subject matter covered in the GBCI Candidate Handbook for corresponding LEED Professional exam. This information can come from direct experience or education. USGBC's LEED education programs teach this core knowledge and are available in live and/or online formats. They also satisfy the eligibility requirements for the Green Associate exam. Descriptions of these courses can be found at [www.usgbc.org/education](http://www.usgbc.org/education).

## CREDENTIAL: LEED Green Associate

### **Education**

- LEED Core Concepts & Strategies (200 learning level)
- Candidates with no prior familiarity with Green Building are recommended to start with the Green Building Basics & LEED (100 learning level) – available now as instructor-led workshop or online course

### **Resources**

- GBCI Green Associate Handbook
- Green Building and LEED Core Concepts Guide, First Edition
- LEED Green Associate study guide (available Fall 2009)

## CREDENTIAL: LEED AP (BD+C, ID+C, O+M, HOMES, ND)

### **Education**

- Building Design & Construction: The LEED Implementation Process
- Interior Design & Construction: The LEED Implementation Process
- Green Building Operations & Maintenance: The LEED Implementation Process
- Green Home Design & Construction: The LEED Implementation Process
- Green Neighborhood Development & Planning: The LEED Implementation

### **Resources**

- GBCI LEED AP Candidate Handbooks
- Green Building Reference Guides (BD+C, ID+C, O+M, HOMES, ND)
- Green Building Study Guides (BD+C, ID+C, O+M, HOMES, ND)

## **SAMPLE SESSION STRUCTURE**

Study sessions are a combination of facilitated, peer-to-peer discussion and personal study. The total program includes 4 hour of facilitated group study sessions and 20 hours per month for each study teams. Study teams will be assigned in Session One and should be comprised of 3-7 persons to maximize learning. The study teams meet weekly outside the facilitated sessions for 10 hours the first two weeks and an additional 10 hours the second two week period.

### *Facilitated Session One (1-2 hours)*

The first session should be one hour and provide an opportunity for the group to meet. During this session, the facilitator outlines the procedures, study agenda, expectations and criteria, organizes study teams, outlines the learning objectives and gives assignments. After this initial session, participants will meet informally in study groups.

### *Facilitated Session Two (1-2 hours)*

The second session should be scheduled about two weeks later. This session should include a facilitated discussion of what was learned through private study assignments since Session One. This is also an opportunity for the facilitator to adjust the study teams if necessary and realign the study content and expectations for the following weeks.

### *Facilitated Session Three (1-2 hours)*

The third and final session at the end of the month is organized where each study team shares what the group members studied and learned. Each participant would be expected to provide input into their study team's report.

### **REPORTING PARTICIPANTS TO AIA/CES**

Following this format makes the session eligible for 24 LUs through AIA/CES. All 24 credits are eligible for HSW and Sustainable Design (SD). Participation in all sessions is mandatory to receive credit and the entire program is recommended to be run in a 4-6 week period. All 24 hours of the study session must be structured and reported by a registered AIA/CES Provider. The format given above may not be altered. Changes to this format will nullify the acceptance or number of LUs offered through AIA/CES.

USGBC Chapters may register their study groups through the USGBC account to offer credit for participants. There are two study groups registered: LEED Green Associate Study Group (LEED GA) and LEED AP Study Group (LEED AP). Upon completion, send a compiled list of participants who have completed the full program, along with their AIA number, to Rob Pressly ([rpressly@usgbc.org](mailto:rpressly@usgbc.org)). Indicate which study session was held (LEED GA or LEED AP).

### **LEED PROFESSIONAL CREDENTIAL MAINTENANCE PROGRAM**

Exam prep is not eligible towards GBCI's LEED Professional Credential Maintenance Program. After successful completion of a study group, candidates may provide their Certificate of Completion in lieu of a letter of attestation to sit for the LEED Green Associate Exam.

GBCI will launch the Credential Maintenance Program in summer 2009. USGBC's Education Provider Program is an approved Education Review Body for GBCI credential maintenance. Any courses included in the USGBC Course Catalog are eligible for credit towards LEED Professional credential maintenance. Please refer to the course catalog at [www.greenbuild365.org](http://www.greenbuild365.org) for a complete listing of education that will apply toward LEED Professional credential maintenance.

### **DISCLAIMER**

Neither U.S. Green Building Council (USGBC), nor individual chapters of USGBC, guarantees that candidates will successfully pass the LEED Accredited Professional Exam after completing a LEED Professional Study Group.

Green Building Certification Institute has no involvement with the development, delivery or support of these guidelines.