



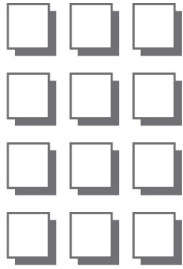
LEED for Homes Green Rater Candidate Handbook

Valid for April 2010

Green Building Certification Institute

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LEED® for Homes Green Rater Candidate Handbook, revised March 2010.



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Information in this Handbook represents current policies and procedures for a LEED Professional Exam. Information in this Handbook supersedes information contained in any previously published information.

This booklet may not be brought into the examination.



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

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

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1) 5 Things Every Candidate Should Know

1. ■ Ensure that your given name (first name) and surname (last name) in My Credentials matches the given name and surname on the identification you will present at the test center. (See page 18.)

If the names do not match, you will not be allowed to test and you will forfeit the exam fee.

2. ■ There are two tracks to demonstrate eligibility for the LEED for Homes Green Rater certificate. The **advanced track** is for those that have experience providing verification services on LEED for Homes projects under the oversight of a Provider as specified on the USGBC's [LEED for Homes Green Rater Advanced Track Application](#); to be eligible for the advanced track, you must submit the application to greenrater@usgbc.org and be accepted by USGBC. The **conventional track** is for those that have minimal experience providing verification services on LEED for Homes projects with a Provider.

For either track, ensure that you have met the eligibility qualifications and completed the required training for your track prior to application and select the correct track in your LEED for Homes Green Rater application. (See Eligibility Requirements on page 6.)

3. ■ To change or cancel your exam appointment you must do so through Prometric no later than midnight on the third day before your scheduled examination. All exam appointments cancelled/rescheduled 30 days or less before the examination date are charged a \$50 fee. If you do not receive a new confirmation number from Prometric, contact them immediately to confirm that your appointment has been successfully cancelled/rescheduled. (See page 14.)

Keep your confirmation notice for any communication with Prometric about your exam.

4. ■ The only field you cannot edit in your My Credentials account is your name. (If you need to change your name, please contact GBCI staff at www.gbci.org/contact > Name Changes or at 1-800-795-1746, within the US, or at +1-202-828-1145, outside the US.) Every other field, including username, email address, password, street address, company affiliation, etc., can be changed, so there is no reason to create a new account when you change jobs, locations, or job titles.

5. ■ If you have a documented disability that would prevent you from taking a LEED Professional Exam under standard conditions, you may request a reasonable accommodation as required by the Americans with Disabilities Act (ADA). Prometric certifies that it shall comply with the provisions of the ADA. (See page 7.)

2) Applying for Your Exam

Applying for an Exam

1. Log in to [My Credentials](#). If you do not have an account, select “First Time Here?” to create one.
2. Select “Apply for a certificate exam” from your Current Options.
3. Review and, if applicable, update your profile.
4. Verify that your given name (first name) and surname (last name) in [My Credentials](#) matches the given name and surname on the identification you will present at the test center; if it does not, contact GBCI staff at www.gbci.org/contact > Name Changes or at 1-800-795-1746, within the US, and +1-202-828-1145, outside the US, as you cannot update it yourself.
5. Select your LEED Professional Directory preferences; if you are choosing to be listed, please enter a city, state (ZZ if outside the US and Canada), and country. Press “Submit.”
6. Select your certificate route. Review the eligibility requirements and fees. Once you are eligible and have all required documentation, press “Submit.”
7. Select your track. The **advanced track** is for candidates who have experience providing verification services on LEED for Homes projects under the oversight of a Provider as specified on the USGBC’s [LEED for Homes Green Rater Advanced Track Application](#). To be eligible for the advanced track, you must have submitted the application to greenrater@usgbc.org and received acceptance documentation from USGBC. If you are eligible for the advanced track, upload your acceptance documentation and press “Submit.” If you are not eligible for the advanced track, select “Continue with the conventional track.”
8. Upload your documentation of eligibility for either the **advanced track** (i.e. documentation of completion of the required online module) or the **conventional track** (i.e. documentation of completion of both part 1, the online modules, and part 2, the workshop). (See Eligibility Requirements on the next page for more information.) Press “Submit.”
9. Select whether you would like special testing accommodations based on the Americans with Disabilities Act (ADA). (See Special Testing Accommodations on page 7 for more information.) Press “Submit.”
10. Review your exam application. Once you have confirmed that all information is correct and all documentation is uploaded, press “Submit.” At this time, you may return to the main menu and leave your application incomplete; however, your application will not be processed until it is completed and submitted.
11. Read GBCI’s [Candidate Terms and Conditions](#) and [Disciplinary and Exam Appeals Policy](#). Affirm that you have read and agree to all documents by electronic signature. Press “Submit.”
12. Select the credit or debit card type (Visa, MasterCard, American Express, or Discover) with which you will pay the \$50 **non-refundable** LEED for Homes Green Rater application fee. Press “Pay fee.”
13. Enter the card number, expiration date, cardholder name, and billing address of the credit or debit card with which you will pay the **non-refundable** application fee. Press “Process Payment.” Do NOT hit the button more than once; doing so may cause multiple charges on your credit or debit card. **Once your payment has been processed, it cannot be refunded; please ensure that you are applying for the correct exam before proceeding.**
14. You will receive an on-screen notification that your application is complete and will be provided with your application number.
15. You will receive notice within seven days that your application is approved or, if more information is required, incomplete. If your application is approved, you can proceed to registration. (See Registering for an Exam on page 8.) If the application is denied or expires (see Application Period on page 8), you must wait 90 days before reapplying.

2) Applying for Your Exam

Eligibility Requirements

There are two tracks to demonstrate LEED for Homes Green Rater eligibility: the **advanced track**, for candidates who have experience providing verification services on LEED for Homes projects under the oversight of a Provider as specified on the USGBC's [LEED for Homes Green Rater Advanced Track Application](#); or the **conventional track**, for those that have minimal experience providing verification services on LEED for Homes Projects with a Provider. (See below for specific eligibility requirements.)

All candidates must also agree to the [Disciplinary and Exam Appeals Policy](#) and submit to an application audit.

Advanced Track

The advanced track is designed for individuals who have experience providing verification services on LEED for Homes projects under the oversight of a Provider as specified on the USGBC's [LEED for Homes Green Rater Advanced Track Application](#).

Before applying for the LEED for Homes Green Rater exam, candidates for the **advanced track** must:

- Submit the LEED for Homes Green Rater Advanced Track Application to greenrater@usgbc.org and receive acceptance documentation from USGBC. The requirements for this application are to:
 1. Have previously participated in three LEED for Homes preliminary ratings.
 2. Have previously conducted three pre-drywall and three final verification visits on LEED for Homes projects. One pre-drywall and one final verification visit must have been supervised on-site by LEED for Homes Provider Quality Assurance Designee (QAD).
 3. Have previously assembled three LEED for Homes submittal packages.
- Complete the required online learning module.

The advanced track does not require completion of the entire LEED for Homes Green Rater training.

Conventional Track

The conventional track is designed for individuals who have minimal experience providing verification services on LEED for Homes Projects with a Provider.

Before applying for the LEED for Homes Green Rater exam, candidates for the **conventional track** must complete the USGBC's two-part LEED for Homes Green Rater training which consists of:

- Part 1: the full series of self-guided online learning modules
- Part 2: the instructor-led two-day LEED for Homes Green Rater workshop

Completing the LEED for Homes Green Rater training requires that you meet its [eligibility requirements](#).

2) Applying for Your Exam

Audits

Five to seven percent of all applications will be audited; you will be notified immediately if you are chosen for an audit and will be notified of your eligibility within seven days.

GBCI also reserves the right to conduct an audit at any time (including prior to application submission and after accreditation) of all current and past exam applications. Any information contained in a My Credentials account may be audited and a request for further documentation of any information or claims submitted by the LEED Professional 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.

Special Testing Accommodations

If you have a documented disability that would prevent you from taking a LEED professional exam under normal testing conditions, you may request reasonable accommodations as required by law. Reasonable accommodations are granted to ensure that every candidate has the opportunity to test on a level field with other candidates, but not to provide any candidate with an unfair advantage over other candidates. Accommodation requests are considered on a case by case basis.

Prometric certifies that it shall comply 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 manner in which the test is administered. Prometric 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 scribe, and extended testing time.

If you require special accommodations to sit for a LEED professional exam, you must indicate this on your Exam Application. To request accommodations, you and your health care provider will each need to complete one form to document the disability and the need for accommodation. You must submit the Candidate and Provider Forms with your application. [Download the Candidate and Provider forms](#). These two forms require you to provide the following information:

- Diagnosis and nature of the disability
- Name of tests used to evaluate the condition
- Length of the condition
- Date you were last seen by your health care provider
- Specific suggested accommodation(s)

There is no additional charge for special accommodations. Each request will be evaluated individually. GBCI staff will review this documentation within 30 days of the submittal of your application and, if approved, will alert Prometric of the necessary accommodations. Candidates who request special testing accommodations for a LEED Professional Exam will not be able to schedule an appointment with Prometric until their request is approved and arrangements have been made with Prometric. Candidates will be contacted by email regarding the approval status of their special testing accommodations request.

2) Applying for Your Exam

Registering for an Exam

1. Log in to [My Credentials](#).
2. Select “Register for a certificate exam” from your Current Options. (If you do not see this option, it means that you have not applied for an exam or that your application has not yet been approved, was denied, or is expired.)
3. Confirm that your exam information (including name as it appears on your ID) is correct.
4. You will receive on-screen notification that your exam registration is complete. Your eligibility ID will be emailed to you and displayed on the main menu page of your My Credentials account once it has been successfully communicated to Prometric (24-48 hours). You can use this number to schedule an exam through Prometric, available at www.prometric.com/gbc; please see the Contact Information section (page 26) for your local Prometric phone number.

Candidates may register at any point during their one year application period through [My Credentials](#). There is no required waiting time between registrations during the application period; however, candidates may have only one pending registration at any given time. Failure to appear for an appointment or denial of access to an appointment due to a failure to present proper identification will count as use of one of the three allotted registrations. Exceptions will be made only for candidates who miss an appointment due to a documented emergency. (See Failure to Appear for a Scheduled Exam on page 16.)

Application Period

An approved application is valid for one year from the approval date. Candidates are allotted three registrations per one-year application period. This means that a candidate has three chances to meet the minimum competency score of 170 for any given LEED for Homes Green Rater exam while their application is active. For the LEED for Homes Green Rater certificate, this translates into three attempts at the exam during the one year application period.

After an application expires, candidates are required to wait 90 days before submitting a new application to GBCI. This means that if a candidate does not earn the certificate with their allotted registrations, or if a candidate allows their application period to expire without using their registrations, they must wait 90 days to reapply. If a candidate's application period expires, they must once again demonstrate eligibility for their chosen certificate route when they reapply.

3) Preparing for Your Exam

Exam Information

A LEED for Homes Green Rater is an individual who plays a critical role in the LEED for Homes process by overseeing all verification services on a project.

GBCI contracts with a test development firm to develop and deliver the LEED Professional Exams. The development of a valid exam begins with a clear and concise definition of the knowledge, skills and abilities needed in order to successfully serve as a LEED for Homes Green Rater. Psychometricians work with experts in the green building industry to identify critical components of the roles and responsibilities of an individual verifying the LEED for Homes certification process.

All LEED Professional Exams are valid and reliable. Validity means that the exam is able to measure that which it is supposed to measure. Reliability is an index of how accurately the exam measures a candidate's skills. A test must be both valid and reliable to be considered a well-developed exam. The LEED for Homes Green Rater exam accurately assesses each candidate's ability to carry out the required responsibilities of a LEED for Homes Green Rater.

Exam Item Development

Extensive test statistics are calculated in the process of determining test validity and reliability. This includes careful analysis of every item on all LEED Professional Exams. Exam questions are developed and validated by global work groups of Subject Matter Experts, are referenced to current standards and resources, are developed and monitored through psychometric analysis, and satisfy the test development specifications of a job analysis.

All LEED Professional Exams assess candidates' abilities at three hierarchical cognitive levels: Recognition, Application, and Analysis. It is not necessary to know an item's cognitive level, and an item's cognitive level may not be obvious. It is only important that candidates understand that these different cognitive levels are assessed so that candidates can demonstrate both the breadth and depth of their knowledge as it pertains to the test specifications. The following definitions do not represent strict divisions between item types but are meant to be explanatory guidelines so that candidates understand the various levels at which they may have to demonstrate knowledge.

- **Recognition Items:** These items assess a candidate's ability to recall factual material that is presented in a similar context to the exam references.
- **Application Items:** These items provide the candidate with a novel problem or scenario that the candidate can solve using familiar principles or procedures described in the exam references.
- **Analysis Items:** These items assess a candidate's ability to break the problem down into its components to create a solution. The candidate must not only recognize the different elements of the problem, but must also evaluate the relationship or interactions of these elements.

3) Preparing for Your Exam

Exam Format

The LEED for Homes Green Rater exam is designed to measure your skills and knowledge against criteria developed by Subject Matter Experts and to assess your knowledge and skill to understand and support green design, construction, and operations. The LEED for Homes Green Rater exam is comprised of 85 randomly delivered multiple choice questions and must be completed in 2 hours; total seat time for the LEED for Homes Green Rater exam will be 2 hours and 20 minutes including a tutorial and short satisfaction survey.

Exam Language

GBCI offers the LEED Professional Exams in English. The use of translators or foreign-language dictionaries during the examination will not be permitted. Additional time to complete the exam will not be provided (unless in accordance with ADA).

Exam Timing

While you are permitted up to 2 hours to complete the LEED for Homes Green Rater exam, be prepared to commit 2 hours and 20 minutes to the entire process. Total exam time is broken out as follows: an optional 10 minute tutorial, the 2 hour exam, and an optional 10 minute exit survey.

Exam Scoring

Raw exam scores are converted to a scaled score that ranges from a minimum of 125 to a maximum of 200 with a passing score set at 170. The scaled score is reported onscreen at the conclusion of the exam and in the score report that is received at the test site following completion of your exam. GBCI reports scaled scores so that candidates know that a passing score of 170 is required to pass on each exam. In this way, confusion about what is required to become a LEED Professional is avoided.

Determining the Passing Score

A valid exam must have a defensible passing score. The cut score that separates candidates who have not mastered the content must be based on the minimum level of knowledge required as set forth by Subject Matter Experts. The performance of Beta testers was analyzed by professional psychometricians to gain statistics about item performance. The final cut score recommendation was then determined by a group of test development experts and volunteer Subject Matter Experts using the Angoff Method. The final cut score was approved by the GBCI Credentialing Steering Committee.

3) Preparing for Your Exam

Exam Fees

Examination fees cover the costs of testing center coordination and staffing, examination development, review, production and scoring. Prometric accepts electronic credit or debit card payment methods. Prometric does not currently accept checks for payment for the LEED Professional exams. Prometric charges the exam fee at the time of scheduling. The exam fee for the LEED for Homes Green Rater, per appointment, is \$250. Please note that candidates cannot change the credit or debit card information for the payment of a scheduled Prometric appointment without cancelling the appointment with Prometric first.

Specifications

The specifications for the LEED for Homes Green Rater exam are organized to include a list of domains and their corresponding knowledge areas. This structure provides the volunteer Subject Matter Experts with a framework to guide the development of exam items to assess whether a candidate is capable of performing specific tasks and services.

The following outline provides a general description of exam content areas for the LEED for Homes Green Rater exam:

- | | |
|--|--|
| I. Process and Tools | 4. Photo-documentation |
| II. LEED for Homes Green Rater Roles and Responsibilities including professional conduct | 5. General documentation |
| III. Eligibility and Submarkets | IX. Materials & Resources credit category |
| IV. Credit Interpretation Requests and Innovation & Design Process | 1. Requirements |
| V. Innovation & Design Process credit category | 2. Pre-requisites |
| 1. Requirements | 3. Visual verification |
| 2. Pre-requisites | 4. Photo-documentation |
| 3. Visual verification | 5. General documentation |
| 4. Photo-documentation | X. Energy & Atmosphere credit category |
| 5. General documentation | 1. Requirements |
| VI. Location & Linkages credit category | 2. Pre-requisites |
| 1. Requirements | 3. Visual verification |
| 2. Pre-requisites | 4. Photo-documentation |
| 3. Visual verification | 5. General documentation |
| 4. Photo-documentation | XI. Indoor Environmental Quality credit category |
| 5. General documentation | 1. Requirements |
| VII. Sustainable Sites credit category | 2. Pre-requisites |
| 1. Requirements | 3. Visual verification |
| 2. Pre-requisites | 4. Photo-documentation |
| 3. Visual verification | 5. General documentation |
| 4. Photo-documentation | XII. Awareness & Education credit category |
| 5. General documentation | 1. Requirements |
| VIII. Water Efficiency credit category | 2. Pre-requisites |
| 1. Requirements | 3. Visual verification |
| 2. Pre-requisites | 4. Photo-documentation |
| 3. Visual verification | 5. General documentation |
| | XIII. Sampling Protocols |
| | XIV. Technical Concepts and Synergies |

3) Preparing for Your Exam

Reference

The source for the development of the LEED for Homes Green Rater exams is the **LEED for Homes Green Rater Manual**, USGBC, September 2009, Edition 1.

Sample Questions

Disclaimer: The items listed here were discarded in the process of creating items for the LEED for Homes Green Rater exam. The items are provided for your convenience to allow you to better familiarize yourself with the format and general content of items on the exam.

The content of these items, while representative of the type of questions on the LEED for Homes Green Rater exam, does not necessarily mirror the content that will appear on the actual exam. Further, your ability to correctly answer these sample items does not in any way predict or guarantee your ability to successfully answer questions on the actual LEED for Homes Green Rater exam.

Questions:

1: Which of the following permanent landscape infiltration features is recognized in LEED for Homes?

- A. Mulch gardens
- B. Roof downspouts
- C. Vegetated swales
- D. Rainwater swales

2: Who performs the Manual J Room-by-Room load calculations?

- A. Provider
- B. LEED for Homes Green Rater
- C. Energy Rater
- D. HVAC Contractor

3: Which of the following measures must be verified prior to drywall?

- A. Air Infiltration
- B. Insulation Grade
- C. Refrigerant Charge
- D. Room-by-Room Load Calculations

Answers:

1: Which of the following permanent landscape infiltration features is recognized in LEED for Homes?

- C. Vegetated swales

This question aligns itself with:

XIV. Technical Concepts and Synergies

2: Who performs the Manual J Room-by-Room load calculations?

- D. HVAC Contractor

This question aligns itself with:

XI. Indoor Environmental Quality credit category
1. Requirements

3: Which of the following measures must be verified prior to drywall?

- B. Insulation Grade

This question aligns itself with:

X. Energy & Atmosphere credit category
A. Visual verification

3) Preparing for Your Exam

4: A cementitious siding product that qualifies as an environmentally preferable product under the Materials and Resources Credit, Environmentally Preferable Products contains a minimum of:

- A. 30% post-industrial recycled content.
- B. 20% post-consumer recycled content only.
- C. 20% post-consumer recycled content and 10% post-industrial recycled content.
- D. 10% post-consumer recycled content and 20% post-industrial recycled content.

5: A building that consists of stacked, attached homes is classified as:

- A. production.
- B. mixed use.
- C. Multifamily.
- D. Single-family.

6: What is the minimum Solar Reflectance Index (SRI) value for a non-roof hardscape material to count toward Sustainable Sites Credit, Reduce Local Heat Island Effects?

- A. 29 SRI
- B. 31 SRI
- C. 60 SRI
- D. 78 SRI

4: What refrigerant contributes the most to global warming potential (GWP)?

- C. 20% post-consumer recycled content and 10% post-industrial recycled content

This question aligns itself with:

- IX. Materials & Resources credit category
 - 1. Requirements

5: A building that consists of stacked, attached homes is classified as:

- C. Multifamily.

This question aligns itself with:

- I. Process and Tools

6: What is the minimum Solar Reflectance Index (SRI) value for a non-roof hardscape material to count toward Sustainable Sites Credit, Reduce Local Heat Island Effects?

- A. 29 SRI

This question aligns itself with:

- VII. Sustainable Sites credit category
 - 1. Requirements

Exam Scheduling

4) Scheduling Your Exam

1. Go to www.prometric.com/gbc to schedule an exam appointment. Enter your Eligibility ID to proceed with selecting a test site, scheduling a date and time and entering payment information.
2. When the exam appointment is scheduled, you will receive a confirmation number onscreen and from Prometric through an email. Record your confirmation number. You will need this confirmation number to confirm, cancel, or reschedule your appointment through the Prometric website, www.prometric.com/gbc. You will not be able to confirm, reschedule, or cancel with your Eligibility ID. Once you have scheduled an exam, please print your confirmation notice from Prometric.

Keep your confirmation notice for any communication with Prometric about your exam.

If you do not receive a confirmation email from Prometric, please call Prometric customer service. Please see the Contact Information section for your local Prometric phone number.

Confirm, Cancel, or Reschedule Exam Appointment

You can confirm, cancel, or reschedule your exam appointment through one of two ways: visit www.prometric.com/gbc anytime and follow the on-screen instructions (this is the recommended method), or call Prometric customer service. Please see the Contact Information section for your local Prometric phone number.

To change or cancel your reservation you must do so through Prometric no later than midnight on the third day before your scheduled examination. You will need your confirmation to reschedule or cancel. All exam appointments cancelled/rescheduled 30 days or less before the examination date are charged a \$50 fee. **If you do not receive a new confirmation number from Prometric, contact them immediately to confirm that your appointment has been successfully cancelled/rescheduled.** Leaving a message on the local test center's answering machine or contacting GBCI are NOT acceptable methods of cancelling/rescheduling your appointment. After canceling your exam appointment, you will receive a refund of the exam fee from Prometric. If you do not receive a refund within 5 business days, contact Prometric; GBCI does not handle fee refunds due to cancellation.

Exam Appointment	Reschedule/Cancel Deadline
Monday	Previous Friday, by 11:59 pm
Tuesday	Previous Saturday, by 11:59 pm
Wednesday	Previous Sunday, by 11:59 pm
Thursday	Previous Monday, by 11:59 pm
Friday	Previous Tuesday, by 11:59 pm
Saturday	Previous Wednesday, by 11:59 pm
Sunday	Previous Thursday, by 11:59 pm

Your GBCI account does not have a real-time link to Prometric. Please do not check your GBCI account or contact GBCI for Prometric appointment information. Your My Credentials account will not display your appointment information, until after your exam has been delivered and your results have been returned from Prometric. Your GBCI account will show your exam results as "Pending" until GBCI receives your test results from Prometric.

4) Scheduling Your Exam

Failing to Appear for a Scheduled Exam

If you are absent from an exam appointment that you were scheduled to attend, and you did not reschedule or cancel according to the policy, or if you are denied access to an appointment due to a failure to present proper identification, you must contact GBCI or Prometric to reactivate your Eligibility ID so that you may schedule another appointment using the same Eligibility ID. Candidates who are denied entrance to the appointment or who miss a scheduled exam appointment are responsible for all exam fees.

All candidates seeking excused absences based on an emergency situation must contact Prometric's candidate care within 10 days of the original examination date. Please see the Contact Information section for your local Prometric phone number. Prometric will require that you fax documentation of the emergency in order to excuse the absence. Inclement weather is not acceptable as an excused absence unless the test center was closed (see next page). If, on the day of your exam, you are unable to attend the examination for which you are scheduled, you may be excused and be allowed to retest without charge for the following reasons:

- Documented illness, either yourself or immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty

Examples of acceptable documentation for excused absences:

Illness: Doctor's note, emergency room admittance, etc.

- Must be signed by a licensed doctor
- Must include the date of the medical visit
- Must include contact information for the licensed doctor
- Does not need to give details of the illness or emergency, but if it does not, the doctor should at least indicate that the candidate should not test.

Death in the Family: Death certificate or doctor's note

- Must be signed by a licensed doctor or mortician
- Must include the date
- Must include contact information for the doctor or mortician

Traffic Accidents: Police report, receipt from the mechanic or towing company

- Must include the date
- Must include contact information

Court Appearance: Court or jury summons, subpoena

- Must include the date
- Must specifically name the candidate

Military Duty

- Must have the date
- Must specifically name the candidate

This list is not exhaustive.

4) Scheduling Your Exam

Inclement Weather or Other Emergencies

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

Bulk Scheduling

To schedule five or more candidates at one time, you may use Prometric's Bulk Registration process. First, candidates should individually apply and register for the exam at [My Credentials](#). (See Applying for an Exam and Registering for an Exam.)

Go to www.prometric.com/gbcj, select "Schedule Exam", select your location, and click Bulk Registration. Enter each candidate's Eligibility ID number and provide payment information to pay the exam fees in bulk. Alternatively, call Prometric's Bulk Registration line and provide each candidate's Eligibility ID number over the phone. Please see the Contact Information section for your local Prometric phone number.

5) Pre-Exam Checklist

Are You Ready?

One Month Before Your Exam

- Ensure that your given name (first name) and surname (last name) in My Credentials matches the given name and surname on the identification you will present at the test center. (See next page.)
If the names do not match, you will not be allowed to test and you will forfeit the exam fee.
- If you have a documented disability that would prevent you from taking a LEED Professional Exam under standard conditions, you may request a reasonable accommodation as required by the Americans with Disabilities Act (ADA). Prometric certifies that it shall comply with the provisions of the ADA. (See Special Testing Accommodations for more information.)
- Review the address listed in your My Credentials profile so that, if you successfully pass, your certificate is mailed to the most current address. (See Certificates for more information.) To edit your address, go to [My Credentials](#) > Update Profile.

One Week Before Your Exam

- Confirm that the exam scheduled with Prometric is for the correct date, time, and location. If it is not, contact Prometric online at www.prometric.com/gbc with your confirmation number or call Prometric's customer service. Please see the Contact Information section for your local Prometric phone number.
Please note that GBCI does not handle scheduling. Do not contact GBCI to confirm, reschedule, or cancel an exam appointment. Prometric requires two full days before your exam to cancel or reschedule. (See the Scheduling Your Exam section.)
- Ensure that your given name (first name) and surname (last name) in My Credentials matches the given name and surname on the identification you will present at the test center. (See next page.)
If the names do not match, you will not be allowed to test and you will forfeit the exam fee.
- Be prepared to test without anything; no papers, books, food, beverages, bags (including pocketbooks and purses), or electronic devices (including calculators) are allowed in the exam room. Small lockers are provided for candidates to secure purses, wallets, keys, cellular telephones, etc. (See What to Expect at the Test Center.)
- Read and understand this Candidate Handbook, including all policies, procedures, and consequences.

6) The Day of Your Exam

Identification Requirements

Candidates must provide valid, unexpired ID with a signature and a photograph that looks like the candidate. Acceptable examples include:

Identification with photo and signature	OR	Identification with signature	A N D	Identification with photo
Passport		Signed Check Card		Alien ID Card
Driver's License		Signed Credit Card		Employee ID Card
Military ID				Student ID
Signed Photo Check or Credit Card				

Unacceptable forms of ID include but are not limited to an expired ID, an ID without an expiration date, and a Social Security Card.

Name Requirements

Your given name (first name) and surname (last name) in [My Credentials](#) must match the given name (first name) and surname (last name) on the identification you will present at the test center. If the names do not match, you will not be allowed to test and you will forfeit the full exam fee. To change your name, contact GBCI at www.gbc.org/contact > Name Changes or at 1-800-795-1746, within the US or +1-202-828-1145, outside the US.

The following examples are examples of non-compliance with the name policy and are NOT allowed to test:

Nicknames	Michael Jones \neq Mike Jones James Smith \neq Jimmy Smith
Missing given name	Sarah Catherine Black \neq Catherine Black John Robert Butler \neq Robert Butler
Different given name	Lee Chang \neq John Chang
Different surname	Diane Cooper \neq Diane Gray
Initial(s) instead of name	D. J. Baker \neq Daniel Jonathan Baker M. Jason Watson \neq Mark Jason Watson
Informal given names	Skip Taylor \neq Robert Taylor
Misspellings/Typos	Thomas Mikker \neq Thomas Miller

For candidates whose names conform to the cultural naming customs of using two surnames or the cultural naming customs of placing the surname before the given name, the following are allowable:

Two surnames	Jose Garcia Flores = Jose Garcia Jose Garcia Flores = Jose Flores
Surname preceding given name	Lee Ming = Ming Lee

6) The Day of Your Exam

Computer-Based Testing

The LEED Professional Exams are computer-based tests, but candidates do not need extensive computer experience to take a test. Exam questions and answer options are displayed on screen. The computer records your responses and times your exam. You are able to change your answers, skip questions, and flag questions for later review.

Before starting the exam, you will have the option of taking a short tutorial to familiarize yourself with the computer testing environment. You will have ten minutes to spend on this tutorial. This time will not be deducted from the time you are allotted to complete the exam. Test site proctors are available to answer questions you may have about the computer-based testing system, but they cannot answer questions about the content of the exam itself. GBCI encourages candidates to participate in the tutorial in order to familiarize themselves with the exam format. Be aware that if a candidate exits the exam session, the exam cannot be restarted.

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

Test Security

To ensure the integrity of the LEED Professional Exams, specific measures are enforced during the administration of your exam. Before taking the examination you will be required to accept a nondisclosure agreement which prohibits any disclosure of exam content:

- Test questions and answers are the exclusive property of GBCI.
- The examination and the items (questions and answers) are protected by copyright law. The exam may not be copied or reproduced in part or in whole, by any means whatsoever, including memorization.
- Future discussion or disclosure of the content of the exam, orally or in writing, or by any other means, is prohibited.
- Theft or attempted theft of exam items is punishable to the fullest extent of the law.

Failure to comply with the agreement will prevent you from testing.

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

6) The Day of Your Exam

What to Expect at the Test Center

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

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

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

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

In the event that you encounter negative conditions at the test site such as HVAC failures, excessive noise, or technology malfunctions we recommend that you immediately notify the proctor and request that the issue is documented in an Incident Report. Be sure to record the Incident Report number. In unlikely cases where such conditions may occur, it does not modify or change the required passing score.

To report a problem with your exam experience, report the incident with the proctor at the test site and call candidate care within 10 days of the original examination date. Please see the Contact Information section for your local Prometric phone number.

Test Center Regulations

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

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

6) The Day of Your Exam

Grounds for Dismissal from the Test Center

Any candidate who engages in misconduct or does not comply with the test proctor's warning to discontinue inappropriate behavior may be dismissed from the test site, have exam results invalidated, or be subject to other appropriate sanctions. Fraud, deceit, dishonesty, or other irregular behavior in connection with taking the exam is strictly prohibited. Irregular behavior includes, but is not limited to, copying or allowing the copying of examination content, failing to work independently, possessing unauthorized devices or source materials, surrogate testing or other dishonest conduct, disrupting other examinees, and possessing, reproducing, or disclosing exam questions, answers, or other information regarding the content of the examination. The following behaviors are considered to be misconduct:

- Giving or receiving assistance of any kind
- Communication with other examinees or with any outside source by way of telephone, personal computer, internet, or any other means during the course of the exam is prohibited.
- Use or suspected use of any prohibited aids (any device that would provide an advantage while taking the exam) during the examination period. This includes but is not limited to LEED Reference Guides, notes, exam references, study materials, practice exams, etc.
- Attempting to take the exam for another person
- Creating a disturbance of any kind
- Removing or attempting to remove examination questions, answers, or notes about the exam, in any format, from the exam room
- Tampering with the operation of the computer
- Failure to comply with the exam regulations of the test proctor

The chief proctor is authorized to take appropriate action to investigate, stop, or correct an observed or suspected irregular behavior or misconduct, including discharging examinees from the exam site and confiscation of any prohibited devices or materials. Examinees or any other persons implicated in an irregularity will be reported to GBCI for further action.

GBCI will make a ruling based on the consideration of both the candidate's report and Prometric's report of the incident. To appeal GBCI's ruling, send an email of your formal appeal to GBCI staff at www.gbc.org/contact. At this stage, the Credentialing Steering Committee will review and make a final ruling on the case.

7) After Your Exam

Passing the Exam

Advanced Track Candidates

If you applied for the exam using the advanced track and you receive a score of 170 or higher, you earn the LEED for Homes Green Rater designation. Upon receipt of that notification, you may use the “LEED for Homes Green Rater” title. (See Designating your Certificate on page 24 for more information.)

You will receive an automatic email from GBCI notifying you when your results have posted. If you have elected to have your listing displayed in the LEED Professional Directory, your listing will be posted along with your results. Two to three months after you pass the exam, you will receive formal notification from GBCI, including a congratulatory letter and a certificate recognizing you as a LEED for Homes Green Rater.

Conventional Track Candidates

If you applied for the exam using the conventional track and you receive a score of 170 or higher, you earn the LEED for Homes Green Rater in training designation. Upon receipt of that notification, you may use “LEED for Homes Green Rater in training” title. (See Designating your Certificate on page 24 for more information.) In order to become a LEED for Homes Green Rater, you must complete your mentorship within the 24 months following your exam date. (See LEED for Homes Green Rater Mentorship on the next page for more information.)

You will receive an automatic email from GBCI notifying you when your results have posted. Two to three months after you pass the exam, you will receive formal notification from GBCI, including a congratulatory letter and a certificate recognizing you as a LEED for Homes Green Rater in training.

Certificates

Certificates will be mailed directly from GBCI headquarters two to three months after the test date. If you applied for the exam using the advanced track and passed you will receive the LEED for Homes Green Rater certificate. If you applied for the exam using the conventional track and passed, you will receive the LEED for Homes Green Rater in training certificate.

In the event that your certificate arrives damaged, with an incorrect name or spelling or, after a reasonable period of time (three weeks after mailing), does not arrive at all, the certificate will be replaced free of charge. These requests should be made in writing to GBCI staff at www.gbc.org/contact > Certificate Requests. In the event you lose the certificate, need a replacement, want the name on the certificate to be changed, or would like a duplicate certificate, you should forward this request in writing to GBCI staff at www.gbc.org/contact > Certificate Requests. A twenty-five dollar (\$25) fee will be charged for processing the new certificate. Replacement certificates are processed on a monthly schedule.

7) After Your Exam

LEED for Homes Green Rater Mentorship

Candidates on the conventional track must complete a mentorship program within 24 months of passing the LEED for Homes Green Rater exam. The requirements of this program are as follows:

1. Your mentor must be a current LEED for Homes Green Rater, overseen by QAD.
2. You must participate in two preliminary ratings with your mentor present or participating by phone.
3. You must conduct two pre-drywall and two final verification visits. For the first of each verification visit, you must be accompanied by your mentor. The second can be overseen by the mentor through pre and post phone calls.
4. You must review and submit two certification packages.
5. Your mentor must verify completion of the mentorship program and all documentation of completion must be submitted to GBCI before your LEED for Homes Green Rater certificate will be administered.

Once you have completed your mentorship, you earn the LEED for Homes Green Rater designation. Upon receipt of that notification, you may use “LEED for Homes Green Rater” title. (See Designating your Certificate on page 24 for more information.) If you have elected to do so, you will be listed in the LEED Professional Directory. Two to three months after you complete your mentorship, you will receive formal notification from GBCI, including a congratulatory letter and a certificate recognizing you as a LEED for Homes Green Rater.

For candidates who pass the exam in 2010 only: If you are a candidate on the conventional track and have documented pre-exam experience working on a LEED for Homes project, you may be able to use your experience for ONE of each task required in your post exam mentorship requirements. To take advantage of this opportunity, the following conditions must apply:

- The project must be a LEED for Homes project overseen by a LEED for Homes Provider.
- You must be able to document your prior experience as you would document a post exam mentoring opportunity.

All LEED for Homes Green Raters in training must complete at least one mentorship opportunity post exam.

Inactive Status

Once you have earned the LEED for Homes Green Rater certificate either through testing (for the advanced track) or testing and mentorship (for the conventional track), you will be an active LEED for Homes Green Rater. In order to remain active, you must participate on two LEED for Homes projects every two years. If you fail to maintain active status, your certificate will become inactive.

If your certificate becomes inactive, you can earn active status again by participating on one LEED for Homes project in the one year following your becoming inactive. If you remain inactive for more than a year, you must take and pass the exam again to become active. However, your certificate remains valid in perpetuity so you will not be required to complete the mentorship again.

7) After Your Exam

Designating Your Certificate

LEED for Homes Green Raters in training

Once you have passed the LEED for Homes Green Rater exam on the conventional track, you may use “LEED for Homes Green Rater in training” title. While LEED is a registered trademark, USGBC and GBCI do not require LEED Professionals to use the ‘®’ or ‘TM’ symbols in email signatures or on business cards. All other instances should be noted as “LEED® for Homes Green Rater in training.”

LEED for Homes Green Raters

Once you have earned the LEED for Homes Green Rater certificate either through testing (for the advanced track) or testing and mentorship (for the conventional track), you may use “LEED for Homes Green Rater” title and the LEED for Homes Green Rater logo in accordance with the [GBCI logo guidelines](#). While LEED is a registered trademark, USGBC and GBCI do not require LEED Professionals to use the ‘®’ or ‘TM’ symbols in email signatures or on business cards. All other instances should be noted as “LEED® for Homes Green Rater.”

Failing the Exam

If you receive a score of 169 or lower you will be denied the LEED for Homes Green Rater certificate. You will receive a print out of your exam results which will indicate your performance on each section. You will receive an automatic email from GBCI notifying you when your results have posted.

Retaking the Exam

If you fail the exam, you may retake by registering again (as long as your application is active) in accordance with the following policy. Candidates are allotted three registrations per one-year application period. This means that you have three chances to meet the minimum competency score of 170 for any given LEED for Homes Green Rater exam while your application is active. For the LEED for Homes Green Rater certificate, this translates into three attempts at the exam during the one year application period. Please note that you are responsible for the full exam fee each time you retake the exam.

If you fail the LEED for Homes Green Rater exam three times, you cannot retake it until your application expires (one year after your application was approved). After an application expires, candidates are required to wait 90 days before submitting a new application to GBCI. If your application period expires, you must once again demonstrate eligibility for their chosen certificate route when they reapply.

7) After Your Exam

Taking an Exam Multiple Times

LEED Professionals may not retest for a credential they currently hold, except when seeking to maintain their credential through retesting within their CMP retesting period (between 3 and 12 months from the end of their reporting period). (For more information on maintenance through retesting, see the CMP Guide).

Candidate Confidentiality

GBCI recognizes your rights to control personal information. GBCI policy is designed to safeguard this information from unauthorized disclosure. You can change your preference to be contacted by third parties by going to [My Credentials](#) > Update Profile.

To protect your rights to control score distribution, exam scores are released only to you, the test taker and authorized GBCI staff. GBCI does not release test scores except for use in research studies that preserve your anonymity. In addition, GBCI does not release any account details to any third parties without the candidate's written permission.

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

Exam Content Appeals

Following completion of the exam candidates may submit, in writing and in accordance with the [Disciplinary and Exam Appeals Policy](#), comments on any question(s) they believe to contain technical errors in content. In your correspondence include your contact information, test date, the specific concerns about the question, as well as an indication of any comments left on the question during the exam. You are not allowed to copy the question before leaving the test center and are not expected to recreate the entire question in your correspondence. GBCI will review the question and you will be notified of the findings. Because of the need for test security, GBCI will not release exam questions or answers to candidates. GBCI does not respond to complaints or challenges received more than 14 days after the test date and does not respond to complaints sent to organizations other than GBCI.

GBCI provides this process for candidates who believe an exam question contains technical errors in content. The exam challenge process is not made available for complaints about fail scores or exam difficulty.

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; your score will not be changed. The only way to earn a LEED Professional designation is to earn a 170 on the required exam(s).

Contact Information

Prometric

1501 South Clinton Street
Canton Crossing Tower, 14th Floor
Baltimore, MD 21224

Website: www.prometric.com/gbci

Prometric's website is available for scheduling, rescheduling, cancelling, and confirming exam appointments 24 hours per day. To schedule an exam, you will need to have first applied and registered with GBCI. To reschedule, cancel, or confirm an exam appointment, you will need your Prometric issued 16-digit confirmation number.

Prometric Call Centers:

North America:	
Customer service: To schedule, reschedule, cancel and confirm appointments or for general testing information (Monday to Friday, 8:00 to 20:00 PM ET [GMT -5])	888 215 4154
Candidate care: For any problems encountered during your experience with Prometric (Monday to Friday, 8:00 to 21:00 ET; Saturday, 9:00 to 17:00 PM ET [GMT -5])	800 853 6769
Bulk Registration (five or more candidates)	800 774 1292
Special Conditions (Candidates with disabilities)	800 967 1139
Latin America:	
To schedule, reschedule, cancel and confirm appointments or for general testing information	443 751 4995
Asia Pacific:	
Australia and New Zealand (Monday to Friday, 8:30 to 17:00 [GMT +10:00])	612 96405899
China	8610 62799911
India (Monday to Friday, 9:00 to 17:30 [GMT +05:30])	+91 124 4147700
PMI Testing (Monday to Friday, 9:00 to 17:30 [GMT +5:30])	+91 124 4517140
Japan	81 3 5541 4800
Korea	82 2 2116 8331 or 1566-0990
South East Asia (Monday to Friday, 8:00 to 20:00 [GMT +08:00])	60 3 7628 3333
Europe, Middle East, Africa:	
Europe	31 320 239 540
Middle East (Sunday to Thursday)	31 320 239 530
North Africa (Sunday to Thursday)	31 320 239 530
Sub-Saharan Africa	31 320 239 593

Green Building Certification Institute

2101 L Street NW, Suite 650
Washington, DC 20037

Website: www.gbci.org

GBCI's website is available 24 hours per day for exam application and registration, information regarding the LEED Professional Exams, and access to your My Credentials account.

Call Center: 1-800-795-1746 (within the US) or +1-202-828-1145 (outside the US)

GBCI's call center is available Monday through Friday from 9:00 to 19:00 ET for questions regarding exam registration, USGBC membership pricing, My Credentials, the LEED Professional Directory, and the LEED Professional Exams.

Exam Department: www.gbci.org/contact

GBCI staff are available for questions, comments, and concerns regarding certificates, LEED Professional Exam records, USGBC membership pricing refunds, exam content appeals, exam development, exam scoring, exam format, and all other LEED Professional Exam policies and procedures.