Credential Maintenance Program
Tracking Form for Committee and Volunteer Work

For participation in USGBC or GBCI board of directors; steering committees; working groups; credential exam item writing or job task analysis; local USGBC Chapters; or other volunteer organizations that support the LEED system, GBCI awards 2 CE hours for holding a leadership position and 0.5 CE hours per meeting attendance.*

A **leadership position** in a USGBC or GBCI committee is defined as holding the position of Chair, Vice Chair, President, Vice President, or Chapter Advocacy Program Leader. A leadership position also includes serving on the USGBC or GBCI Board of Directors. A USGBC or GBCI **meeting** is defined as a single official gathering of committee members to transact business where there is no cessation of proceedings and where official recorded minutes are kept.

Please use this form to document CE hours earned through committee or volunteer work. (Please note that CE hours earned from January 1, 2009 through committee and volunteer work can count for LEED APs without specialty who enroll by December 31, 2009.)

Credential holder information:

Name _____

GBCI number _____

I affirm that the below information accurately describes my committee and volunteer work.

Signature _____

Leadership positions:

	Board/Committee	GBCI or USGBC department/ USGBC Chapter	Title/Position	Start date (MM/DD/YY)	End date (if current, leave blank)
1.				/ /	/ /
2.				/ /	/ /

Meeting Attendance

	Meeting Type	Subject	Minutes kept?	Date
1.	☐ Committee meeting ☐ Exam development		Y ☐ N ☐	/ /
2.	☐ Committee meeting ☐ Exam development		Y ☐ N ☐	/ /
3.	☐ Committee meeting ☐ Exam development		Y ☐ N ☐	/ /
4.	☐ Committee meeting ☐ Exam development		Y ☐ N ☐	/ /
5.	☐ Committee meeting ☐ Exam development		Y ☐ N ☐	/ /
6.	☐ Committee meeting ☐ Exam development		Y ☐ N ☐	/ /
7.	☐ Committee meeting ☐ Exam development		Y ☐ N ☐	/ /
8.	☐ Committee meeting ☐ Exam development		Y ☐ N ☐	/ /

*Total CE hours for committee and volunteer work may not exceed 4 hours per reporting period.