

GREEN BUILDING™
CERTIFICATION INSTITUTE

LEED Fellow Handbook

January 2012

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WELCOME

Dear Green Building Leader:

I have the privilege every year of recognizing and honoring the most accomplished professionals in the field of green building through the LEED Fellow Program.

Two years of extensive primary research allowed us to define what it means to be at the forefront of this industry. Our research identified five key areas, deemed mastery elements, in which we expect LEED Fellows to demonstrate expert-level knowledge and experience: Technical Proficiency; Education and Mentoring; Leadership; Commitment and Service; and Advocacy. Nominees are evaluated in these mastery elements by the LEED Fellow Application Review Committee, comprised of LEED Fellows and other industry peers. The year's most outstanding nominees are selected to the annual class of LEED Fellows.

LEED Fellows are the world's most highly respected green building professionals, distinguished by the caliber of their contributions to the field. This mark of honor duly celebrates their work and efforts to make real the vision of green buildings for all within a generation.

Sincerely,



Peter Templeton
President
Green Building Certification Institute



1. INTRODUCTION TO THE LEED FELLOW PROGRAM

LEED Fellow is the most prestigious designation awarded by the Green Building Certification Institute. The LEED Fellow Program was established to recognize outstanding LEED Accredited Professionals who have demonstrated: excellence in mastery elements related to technical knowledge and skill; a history of exceptional leadership in green building; significant contributions in teaching, mentoring, or research; and a history of commitment, service, and advocacy for green building and sustainability. The program was developed to honor and recognize LEED APs who have made a significant contribution to green building and sustainability at a regional, national or international level.

DESCRIPTION OF MASTERY ELEMENTS

The criteria for assessing LEED Fellow nominees are based on five major dimensions of green building and sustainability that have been identified as **mastery elements**. The application process allows nominees to document their green building and sustainability knowledge, skills and abilities in four of the five mastery elements. One of the elements must be Technical Proficiency, and the nominee may choose the other three elements from Education and Mentoring, Leadership, Commitment and Service, and Advocacy.

TECHNICAL PROFICIENCY

A LEED Fellow is highly proficient technically. He or she is experienced and knowledgeable in the application of multiple LEED rating systems and has provided significant contributions to LEED projects. A LEED Fellow is adept at identifying technical or procedural solutions to green building challenges and has demonstrated a sustained level of accomplishment for at least ten years.

EDUCATION AND MENTORING

A LEED Fellow provides education, training and mentoring—sharing knowledge about LEED, sustainability and green building with others, both inside and outside of his or her own organization.

LEADERSHIP

A LEED Fellow is a leader in his or her own organization and in the field of green building. He or she plays an important role in instituting and applying sustainability practices and procedures within his or her own organization as well as within clients' projects and the community.

COMMITMENT AND SERVICE

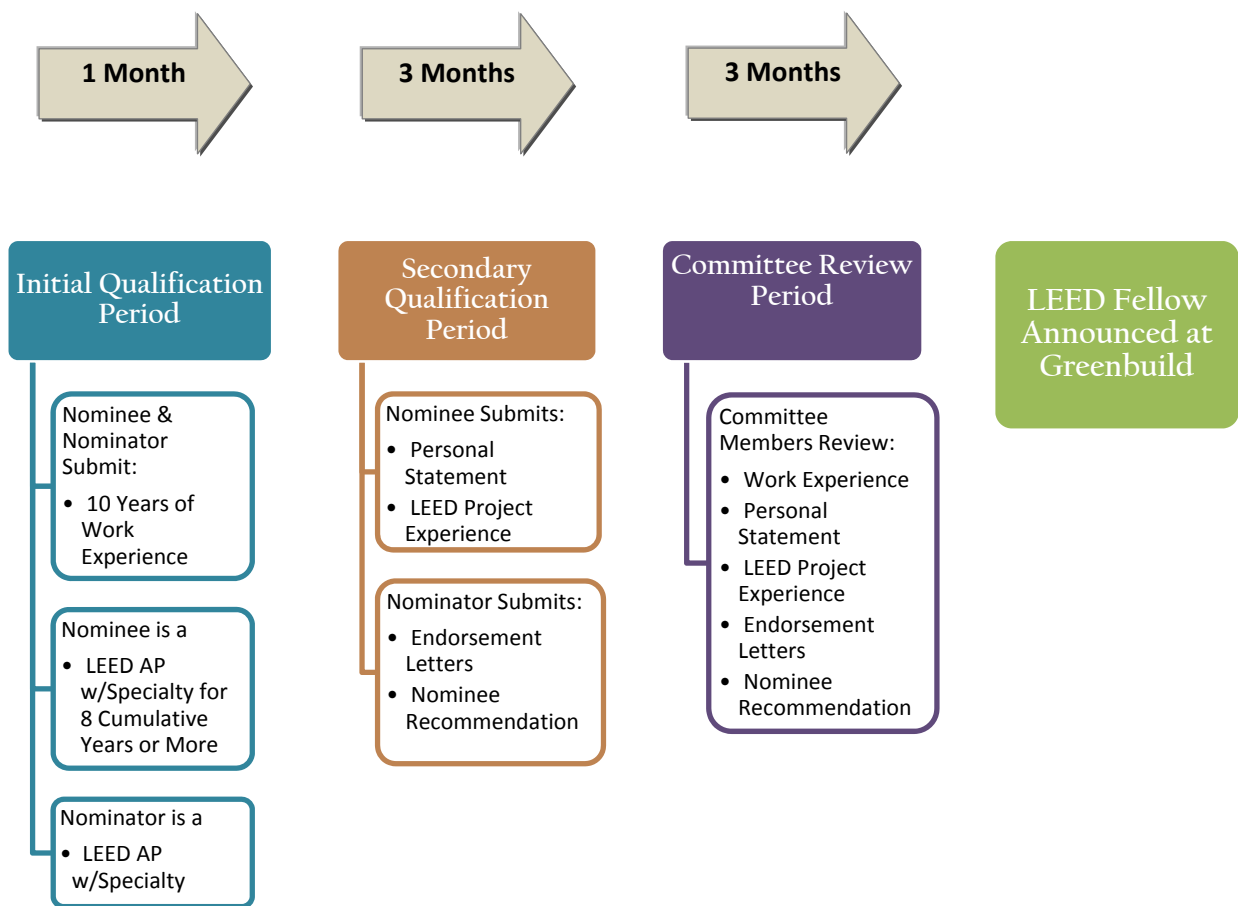
A LEED Fellow demonstrates a history of commitment and service to green building. This can include contribution and service to GBCI and USGBC or other Green Building Councils, as well as community service that has furthered green building or sustainability.



ADVOCACY

A LEED Fellow is a longstanding advocate for sustainable ideas, concepts and technologies related to or promoting green building or sustainability. He or she delivers presentations and speeches and writes articles or books explaining green building and sustainability. A LEED Fellow also proactively encourages the adoption and use of LEED rating systems with clients, communities or government entities.

2. LEED FELLOW PROCESS OVERVIEW



3. NOMINATION TIMELINE

PERIOD	DATE
Application period opens (<i>Initial Qualification Period</i>)	January 4, 2012
Application period closes	February 8, 2012 (11:59PM ET)
Nomination Portal opens for accepted nominees and nominators* (<i>Secondary Qualification Period</i>)	March 15, 2012 (12:00AM ET)
Nomination Portal closes	June 14, 2012 (11:59PM ET)

* LEED Fellow Portal access will be granted to those who meet the initial qualification criteria.

4. OVERVIEW OF THE REQUIRED FORMS AND ELIGIBILITY

Once the nominee and nominator have met the initial eligibility requirements, they will receive an e-mail message with instructions for accessing the online LEED Fellow Portal. Forms and templates are available through the Portal, which must be used for submission. Unless noted otherwise, all documents should be on one-sided paper and use 10- or 12- pt Times New Roman, Calibri, or Arial font.

FORM NAME ON LEED FELLOW PORTAL	FORMS SUBMITTED BY
A. Work History	Nominee and Nominator
B. Project Experience [<i>LEED-certified project</i>]	LEED Project Administrator/team member (<i>identified by nominee</i>)
C. Personal Statement	Nominee
D. Nominee Recommendation	Nominator
E. Endorsement Letters for Four Mastery Elements	Endorsers (<i>identified by nominator & nominee together</i>) <ul style="list-style-type: none"> • Two of the four must be a LEED AP/LEED Fellow • Only one can be from the nominee's organization • USGBC/GBCI staff cannot be an endorser or nominator • Current Members of USGBC/GBCI Board of Directors cannot be an endorser or nominator



- A. **Work History.** The nominator and nominee must describe their work experience within the green building industry. Both must be able to document **at least 10 years** of professional green building work experience and provide their CV/resume.

- B. **Project Experience (*LEED-certified project*).** One-page letter from the Project Administrator or other member of a LEED-certified project team that describes the nominee's role and contributions to the project. The LEED-certified project selected should represent the nominee's most exceptional project.

- C. **Personal Statement.** A statement that describes the nominee's major achievements and accomplishments that would warrant his or her designation as LEED Fellow. You may use one page per mastery element, but your personal statement may not exceed four pages. Assessment of the nominee's statement will consider the same mastery elements as provided on the LEED Fellow Portal.

- D. **Nominee Recommendation (*by nominator*).** Two-page nomination letter showing exceptional contributions and accomplishments that distinguish the nominee based on four mastery elements.

- E. **Endorsement Letters.** The nominee and nominator will work together to identify four endorsers who will attest to the nominee's exceptionality in a mastery element. A one-page letter received from each endorser should focus on the nominee's specific accomplishments and their impact on LEED or the field of green building.
 - a. At least two endorsements must be from LEED APs or LEED Fellows in good standing.
 - b. Only one endorsement may come from the nominee's own organization, company or affiliate.
 - c. One endorsement must be for Technical Proficiency.
 - d. Only one endorsement per mastery element will be accepted.
 - e. USGBC/GBCI staff or current members of USGBC/GBCI Board of Directors cannot be endorsers or nominators.

5. INITIAL QUALIFICATION PERIOD

In order to qualify for the LEED Fellow designation, nominees and nominators must first meet the following criteria:

ELIGIBILITY REQUIREMENTS

Nominators and nominees have until February 8, 2012 to demonstrate that eligibility requirements have been met.

NOMINEE	NOMINATOR
LEED AP for eight or more cumulative years, LEED AP with Specialty in good standing <i>(Those who earned LEED AP between 2001 and January 1, 2004 are now eligible.)</i>	LEED AP with Specialty
Ten years of professional green building experience ¹	Ten years of professional green building experience ¹
Contribution to a LEED-certified project	Can only nominate one nominee per year
	Cannot be a current LEED Fellow candidate
Agree to be nominee	Agree to be nominator

¹ Educational experiences such as internships, degree programs, and other educational events **may not** be counted towards professional green building experience.



NOMINATION FORMS AND DOCUMENTS

Nominators and nominees will have two months to complete the following forms. These forms are available online in the LEED Fellow portal.

NOMINEE	NOMINATOR
One-page personal statement of his or her major accomplishments	Two-page nomination letter showing exceptional contributions and accomplishments that distinguish the nominee
<p>Name four endorsers (two must be LEED APs or LEED Fellows) who will attest to the nominee’s exceptionality in the mastery elements</p> <ul style="list-style-type: none"> • The nominator and nominee will work together to choose the four endorsers. One endorser must attest to the nominee’s technical proficiency; the remaining three may be chosen from the other four mastery elements. Do not include more than four (total) mastery elements • There may be only one endorser from the nominee's organization. • All endorsement letters should be uploaded into the LEED Fellow Portal. • USGBC/GBCI staff cannot be endorsers or nominators. • Current Members of USGBC/GBCI Board of Directors cannot be endorsers or nominators. <p>Endorsement letters are limited to one page. <i>It is the responsibility of the nominator to upload all endorsements into the portal when finalized.</i></p>	
One-page letter from the Project Administrator or other team member from a LEED-certified project that describes the nominee’s role and contributions to the project	
Nominee and nominator must agree to work together and agree to the Terms and Conditions of submission	

Points of note:

- If you accept a LEED Fellow nomination, you are not permitted to be a nominator for that year. Likewise, if you choose to be a nominator, you are not permitted to be a nominee for that year.
- When notified of your nomination, you must choose to accept the nomination in order to continue with the process. If you decline, your nominator may choose another nominee.
- The endorsement forms are completed and reviewed by the nominator and nominee online using the LEED Fellow Portal and then uploaded by the nominator as part of the application.
- USGBC/GBCI staff cannot be an endorser or nominator.
- USGBC/GBCI Board of Directors members cannot be endorsers or nominators.



- If your chosen nominee rejects your nomination, you are able to nominate another individual before the initial nomination deadline.
- The nomination and application process is a team effort between the nominator and nominee.
- The nominator holds the responsibility of submitting the required forms described in Section 4. Failure to submit those forms will result in the nominee's becoming ineligible for the Fellow Program. Nomination forms may be resubmitted during the next application process.

6. INTRODUCTION TO THE ONLINE LEED FELLOW PORTAL

The online LEED Fellow Portal was designed to ensure efficiency, flexibility, precision and fairness in the application process. This electronic method also ensures that all deadlines are met and application materials are received.

All steps of the nomination and application processes, including nominations, payment, and forms, will be completed and submitted through the Portal. Failure to meet the required deadlines or eligibility requirements will terminate the LEED Fellow nomination, preventing further advancement in the application process. This action will result in the revocation of LEED Fellow Portal access. Should there be an extraneous circumstance, you may contact the designated LEED Fellow staff member to discuss the proper course of action.

ACCESSING THE LEED FELLOW PORTAL FOR THE FIRST TIME

To gain access to the LEED Fellow Portal, you must meet the LEED AP criteria. If you meet the LEED AP criteria, you can access the Portal by logging into My Credentials on the GBCI website (www.gbci.org):

The screenshot shows a navigation menu with the following sections and links:

- Credential Exams (LEED AP, LEED Green Associate)**
 - [Review your credential exam application](#)
 - [Register for a credential exam](#)
- Certificate Exams (LEED for Homes Green Rater, LEED Project Reviewer)**
 - [Complete your certificate exam application](#)
- LEED Fellow Program**
 - Nominate a LEED AP to be a LEED Fellow: [LEED Fellow Portal](#)
- Important Documents**
 - [View the Enrollment Guide](#)
 - [View the Disciplinary and Exam Appeals Policy](#)
 - [View the Candidate Terms and Conditions](#)
- Account Management**
 - [Update Profile](#)
 - [Change Password](#)
 - [Change Email Address](#)
 - [Log Out](#)

A callout box points to the [LEED Fellow Portal](#) link with the text: "Click here to access the LEED Fellow portal and nominate an individual".



Only the nominator and nominee will be granted access to the LEED Fellow Portal. They will be the only individuals permitted to view and edit application materials. The Portal will send messages concerning missing materials as the submittal deadlines approach.

ACCESSING THE PORTAL AFTER THE FIRST TIME

To sign in to the LEED Fellow Portal after their initial visit, the nominator and nominee will need their GBCI My Credentials login username and password.

Welcome to the LEED Fellow Program

Thank you for your participation in the nomination process for the LEED Fellow Program. You must be a LEED AP with specialty to be a nominator or nominee for the LEED Fellow credential. To sign in, you will need your "My Credentials" username and password. For further information, please check the LEED Fellow Handbook.

Email Address :	<input type="text"/>
Password :	<input type="password"/>

7. LEED FELLOW APPLICATION PROCESS

Nominators and nominees will receive an e-mail containing the LEED Fellow Program timeline and a link to the LEED Fellow Portal, where documents will be uploaded. Portal access information will be included in the email as well. For qualified individuals, a link to the LEED Fellow Portal can also be found under My Credentials on the GBCI website.

Nominators complete the initial qualifications and nominate an individual to be considered for the LEED Fellow designation.

Initial Qualification Secondary Qualification

Search Work Experience

NOMINATOR GREEN BUILDING WORK EXPERIENCE

You have nominated <<Nominee>> at <<Company>> to be a LEED Fellow.

Please provide your work experience as it pertains to the green building industry. You must demonstrate 10 years of work experience in the green building industry, though your work experience does not have to be consecutive. Please refer to the following guidelines to help complete the work experience section:

- Internship or independent study experiences may be accepted. If you are including intern experience, please provide your responsibilities in greater detail
- Include dates (month/year) for your work experiences in your CV/resume

Nominators:
Upload your resume to submit the nomination

NOMINATOR GREEN BUILDING WORK EXPERIENCE

* Upload CV\Resume: No file chosen [View CV\Resume](#)

Once initial qualifications have been submitted, the nominee will receive a notification of his or her nomination. The nominee can accept the nomination by signing in to the LEED Fellow Portal:

Initial Qualification Secondary Qualification

Home Work Experience

HOME

You have been nominated by <<Nominator>> to be a LEED Fellow.

Please review the LEED Fellow Handbook for the application process and payment information. You must accept or decline the nomination and provide your work experience before **2/8/2012**. To submit your work experience, please upload your CV/Resume under the Work Experience tab. We encourage you to be timely in this matter to allow the nominator to nominate someone else should you choose to decline the nomination.

If you have any questions, please contact [GBCI Customer Service](#).

NOMINATOR INFORMATION

Email Address:
First Name:
Last Name:
Company
Title

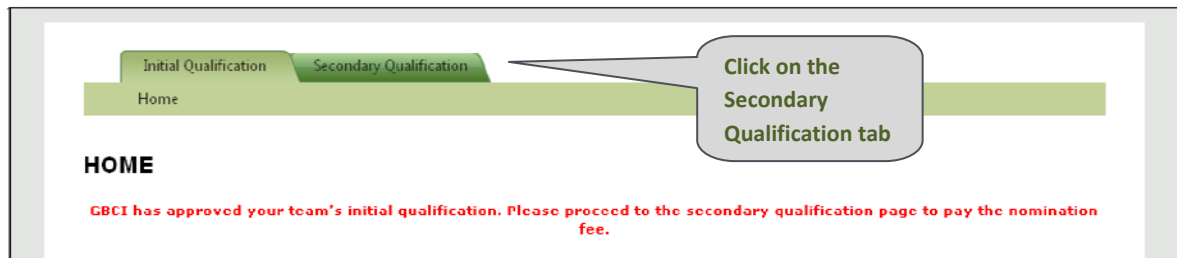
Nominees:
Click here to upload your resume and accept the nomination



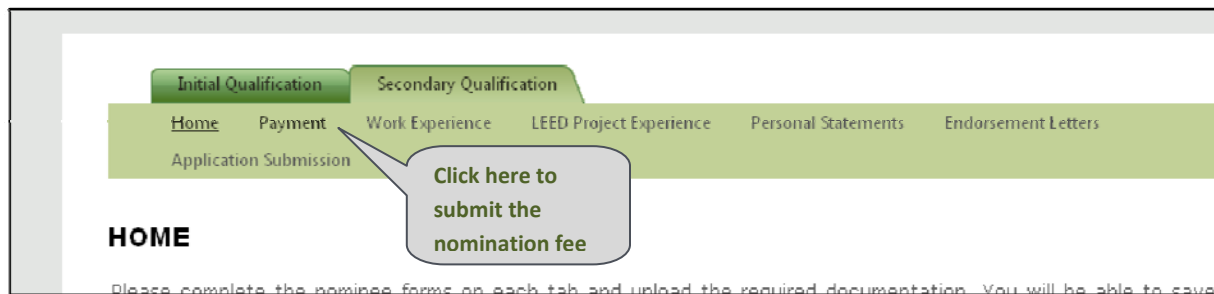
Nominators and nominees have until February 8, 2012 to submit their initial qualifications. A nomination team is formed once the nominee accepts the nomination.

Next, GBCI audits the initial qualifications of the team, including their LEED AP credential(s) and green building work experience. Teams are then notified of the audit results through the LEED Fellow Portal. To proceed to the Secondary Qualification Period, qualified teams receive an additional notification with instructions for paying the LEED Fellow fee prior to entering secondary qualifications. The payment is a non-refundable application fee of \$225.00.

To submit the nomination fee, the nominee must sign in to the LEED Fellow Portal and select the Secondary Qualification tab:



Under the Secondary Qualification tab, the nominee will find a Payment link, where the nomination fee can be submitted.



The team will receive a confirmation once the nomination fee has been submitted, at which time the nominator and nominee will gain access to the forms required for consideration in the Secondary Qualification Period. Nomination teams have three months to collect endorsement letters and recommendations, and to complete the Work History form and Personal Statement.

After the secondary qualification documents are submitted, the Review Committee audits and votes on the qualified teams.

8. PAYMENT

Payment of a non-refundable application fee of \$225.00 falls under the responsibility of the **nominee**, prior to accessing the application package. Payment is due after notification of approval.



9. EVALUATION CRITERIA

Nominees will be evaluated based on their accomplishments as demonstrated in their submitted application documents across four of the five mastery elements. The submitted documents should demonstrate a level of **exceptionality across the four selected mastery elements**.

Many nominees demonstrate a **high level of competency** across four of the five mastery elements; however, a LEED Fellow demonstrates a level of **exceptionality across four of the five mastery elements** as assessed by the Review Committee composed of LEED Fellows.

The Review Committee will base evaluations exclusively on the documents submitted.

IMPORTANT: Please use the following descriptors as guidance for your evaluation. The Evaluation Committee, composed of LEED Fellows, will evaluate your submitted documents against the evaluation criteria below. When completing your documentation, always demonstrate **exceptionality across the mastery elements** and descriptors below.

a. Technical Proficiency

The nominee who demonstrates exceptionality in this mastery element achieves the following:

- Takes a project from start to finish within a rating system;
- Has an in-depth understanding of the application of at least one LEED rating system and general understanding of all LEED rating systems;
- Demonstrates a long period of sustained high level contribution to the field;
- Is highly respected by peers; and
- Understands and can communicate challenges, issues, and benefits of green building.

b. Education and Mentorship

The nominee who demonstrates exceptionality in this mastery element achieves the following:

- Expands the reach of his or her work by educating and inspiring others in the field;
- Uses experience and knowledge to prepare the next generation of leadership;
- Identifies internal and external education and training needs and provides the means for satisfying those needs;
- Engages in research that has added value to the built environment and contributes to the body of knowledge; and
- Gives speeches and lectures and contributes to or writes articles or books on issues related to LEED and sustainability.

c. Leadership

The nominee who demonstrates exceptionality in this mastery element achieves the following:

- Has a history of exemplary leadership and accomplishments that involves both advancing the body of knowledge and implementing it;



- Recognizes the opportunity to implement green technology and practices in his or her organization, within client’s buildings or in the community;
- Has the ability to take the lead with a project team and facilitate the accomplishment of project vision and goals; and
- Has been actively engaged in the development of LEED.

d. Commitment and Service to Green Building

The nominee who demonstrates exceptionality in this mastery element achieves the following:

- Is a longstanding USGBC and GBCI volunteer;
- Has green building values that are in line with those of USGBC and GBCI; and
- Has a history of public and community service related to promoting green building or sustainability.

e. Advocacy

The nominee who demonstrates exceptionality in this mastery element achieves the following:

- Positively represents GBCI or USGBC regionally, nationally or internationally;
- Advocates for sustainable ideas, concepts, and technologies;
- Encourages the adoption and use of LEED rating systems with clients, communities and government; and
- Advocates for holistic approach to sustainability.

10. DUTIES OF THE LEED FELLOW

LEED Fellows are expected to fulfill the following expectations of involvement:

a. Ambassador

LEED Fellows are required to serve as an ambassador for green building and LEED. Duties under this role may include participating in public speaking engagements or acting as a spokesperson. The LEED Fellow is expected to act in a way that appropriately reflects the mission and values purported by GBCI, USGBC and his or her status as a LEED Fellow.

b. Maintain LEED AP with Specialty Certification

LEED Fellows must maintain their LEED AP with Specialty credential(s) to remain in good standing. Project work, volunteer service, mentorship, presentations and other professional development activities performed by LEED Fellows may all contribute towards credential maintenance. Inactivity towards maintaining their LEED AP with Specialty credential(s) will indicate professional retirement (see LEED Fellow Emeritus).

c. Share Knowledge and Experience

LEED Fellows are encouraged to share their knowledge and experience through publications, case studies and other materials.



d. Participate on Committees

LEED Fellows will be expected to participate on committees related to LEED. In particular, LEED Fellows are expected to serve rotations on the LEED Fellow Application Review Committee.

e. LEED Fellow Emeritus

Upon the professional retirement² of a LEED Fellow, his or her status will change to Fellow Emeritus. A Fellow Emeritus may continue to participate in activities such as speaking events, publications, and so forth, but will not be able to participate on Fellow Committees.

11. DEVELOPMENT OF THE LEED FELLOW PROGRAM

Investigating the feasibility and desirability of implementing a LEED Fellow program, GBCI spent over two years in the research phase. The research involved a series of studies that engaged a diverse collection of professionals in the green building industry.

GBCI conducted five related studies, involving approximately 150 green building professionals. The first study included a literature review and interviews that gathered information on the processes and procedures used by other professional associations and certifying agencies to recognize members who had attained the highest levels of achievement and service in their respective professions.

The second study used the findings from the literature review to design and conduct structured interviews with thought leaders in the green building industry. This was followed by a similar set of structured interviews conducted with a larger and more representative group of green building professionals. These professionals represented an array of professions, which worked with several LEED rating systems.

Information obtained from these interviews was used to structure seventeen focus groups conducted in nine chapter regions throughout the United States. More than 100 professionals with varying backgrounds and experiences in green building participated in these focus groups, sharing their knowledge, opinions and advice regarding the potential LEED Fellow designation.

Finally, the nomination process and evaluation procedures were developed and beta tested in Chicago with a focus group representing various rating systems and other demographic factors.

12. NOMINEE CONFIDENTIALITY

GBCI recognizes your rights to control personal information. GBCI policy is designed to safeguard this information from unauthorized disclosure. GBCI does not release any account details to any third parties without the nominee's written permission.

Official statistics regarding the LEED Fellow application process, including all data, individual and demographic, will be considered confidential

² No longer practicing professionally in the green building industry and no longer an active LEED AP with Specialty



13. GBCI CONTACT INFORMATION

Green Building Certification Institute

2101 L Street NW | Suite 500 | Washington, DC 20037

Phone: 1-202-742-3272 | Fax: 1-202-828-5110

Website: www.gbci.org | Customer Service: www.gbci.org/contact

APPENDIX A: NOMINATION CHECKLIST

Initial Qualification

Nominee:

- LEED AP with specialty for 8 cumulative years
- Submit CV/Resume showing 10 years of professional green build work experience

Nominator:

- LEED AP with specialty for 8 cumulative years
- Submit CV/Resume showing 10 years of professional green build work experience

Secondary Qualification

Nominee:

- Submit nomination fee: \$225.00
- Personal Statement of up to 4 pages (one-sided) pertaining to the mastery elements
- One-page (one-sided) LEED Project Experience letter of attestation
- Four 1-page (one-sided) Endorsement Letters on each mastery element. One endorsement letter required for Technical Proficiency. (*Use Endorsement Letter coversheets provided on the LEED Fellow portal)
- Click "Submit" on the last tab in the LEED Fellow portal

Nominator:

- Two-page (one-sided) Nominator Recommendation Statement for Nominee on the listed mastery elements
- Upload all (4) Endorsement Letters for Nominee
- Click "Submit" on the last tab in the LEED Fellow portal

APPENDIX B: SAMPLE- PERSONAL STATEMENT

**This sample document is fictional and is provided for illustration purpose only. Please do not copy or use the content for your own purpose.*

MIKE SMITH, LEED AP+BD&C
2012 LEED Fellow Application: Personal Statement

Technical Proficiency Personal Statement

My work as a planner has given me the opportunity to implement sustainable practices into large scale and long term developments. My experience began locally with projects in the Greater Springfield area, but I have recently been fortunate enough to be able to bring community connectivity issues to the state level, with five other cities designing transportation networks based on our Springfield model.

At a local level, I have been fortunate enough to work on several projects where we were able to implement LEED; however, the project I am most proud of is the work done in Thompsonville connecting to the Park Street corridor. The Thompsonville plan sought to resolve critical social, economic, and environmental issues directly affecting the inhabitants of approximately 400 acres of dense, degradative conditions near the Springfield Industrial Waterfront. Within the area, more than 700 families lacked access to transportation, and many residences were environmentally unsound and unhealthy for inhabitants. Occasional flooding of the overburdened sewer system polluted the harbor water and added to the challenge. The long range plan includes phased projects to incorporate initiatives for the District's broad, inclusive environmental rehabilitation, and integration of the Thompsonville community with the larger Springfield area. The Thompsonville Plan is the result of hundreds of community planning activities that built upon local culture and community values. Through participation, residents felt ownership of strategies to resolve issues such as residential relocation and planned bus routes. Strategies for affordable housing development and maintenance, local economic development, environmental awareness, crime prevention, and community activities are being implemented successfully to improve the lives of all of the residents. The plan included restoration of four brownfield sites and the development of an esplanade along the waterfront that has been planted with native species and includes a community garden which has become a focal gathering point for the community. Rainwater harvesting strategies and porous pavement were included in the first phases of development to help take the pressure off of the city sewer, and monthly cleanup efforts have been organized by the community to begin restoring the health of the neighborhood. While this project existed before LEED, the environmental concerns and long term effects were carefully addressed with the community in the planning meetings, and the residents proudly claim that Thompsonville is the "green quarter."

Commitment & Service Personal Statement

Thompsonville connected to the Park Street Transportation Corridor, which with the work on the Waterside Park LEED Project led to the foundation of the Springfield Hub Transit Plan. This plan is still in pilot with 15 hubs in Springfield, but I hope to expand that to 22 in the next two years. The plan has been incredibly successful, not just in terms of users, but in terms of the unforeseen cooperation between the local city government, the public, and the private car sharing company, Fastcar. The environmental and health benefits of such an easy to use and accessible transit system have already been noticed by my community and the state government, and I hope to work with more jurisdictions in the future to green the way we move through our built environment. I am confident that the LEED Fellow credential would open doors for me so that I could bring my experience to more communities throughout the nation.

Advocacy Statement

I am a strong proponent of LEED, and have been fortunate enough to be involved on three projects where LEED Rating Systems were implemented. I am also working to green the buildings in my community outside of my professional life. I have started a volunteer advocacy group called Green Schools for Springfield, and we are pushing for two new elementary schools to be built to LEED Gold standards—a

Include nominee name, date and document type in the header

Identify the (4) Mastery Elements that are addressed in the personal statements as shown



Personal Statement cont.

MIKE SMITH, LEED AP+BD&C
2012 LEED Fellow Application: Personal Statement

particularly important quest for me, since my daughter will shortly attend one of these schools in a few years. I also advise local businesses on green techniques through the Springfield Green Main Streets initiative. Some of these changes are small, such as a switch to CFL bulbs, but with volunteer labor, we have helped several small local businesses replace their inefficient windows, weatherproof their building, install planters and rain barrels, and one business even replaced their HVAC system for a more efficient system. The impact is small compared to most planning projects; however, I believe that green building only works if it is filled with green living. By educating my community, I hope that they will in turn see the value and sense in the green development and infrastructure that I work to build every day.

Leadership Statement

I feel that I have spent much of my career working to not only create these alternatives, but to also bring them into the light for the public. This started out as a hodgepodge of efforts—writing articles, working on Energy Star, researching new products, and volunteering to help build healthy communities everywhere from Boston to Guatemala. Recently, I realized that for sustainable solutions to persist in the marketplace, surgical efforts must be made to give momentum to the idea and to let it snowball into a viable alternative and then into the accepted norm. LEED is an excellent example of such an effort.

For this reason, I started Smith Company. Smith Company works in multiple capacities to plant seeds for education, green building, and green research so that these seeds will continue to grow long after Smith Company is gone. For example, Smith Company helps organizations start green building education programs so that they can continue to train their staff for decades to come as the technologies and practices change. We help to build or design green homes that not only function well, but will hopefully serve to inspire and educate the people who live there over the years. We support research efforts in house and with our partners to continue to push the limits of what is possible in a home and to challenge expectations.

I am very fortunate in my life that I have the support, resources, and colleagues I need to bring these ideas to fruition at such a large scale. I have always been primarily interested in the health of my own community (wherever I happen to be), but recently I have had wonderful opportunities to bring my views of healthy environments to the national and international stage through my work with Habitat for Humanity International and the good people at the Clinton Climate Initiative.

I have done a lot of work towards my vision of the future, and I have had many successes as well as my share of failures. I am certainly proud of every green home I have helped build, and I have enjoyed participating in product research, though this has become more of a hobby than a career for me. But I feel the most pride for the work I have done with Habitat for Humanity, Peace Corps, and on the NOLA 100 project. I feel that each of these experiences have been true examples of sustainability because our environment is not just a physical world. It is a social one. When we design a house to sustain itself for a hundred years or more, we should also design it so that the spirit and the intent are also sustained. When I work on these projects with the community and the people who need healthy, durable housing the most, I get the unique opportunity to share and build my vision with the people who will live it.

I have always seen LEED as a wonderful tool for changing the physical living space, but I feel that LEED needs a social connection to integrate the builders and the dwellers so that it reaches its full potential. I believe the LEED Fellows are the people who will bridge this gap and make LEED not just a tool but also a foundation of a better way of living. It would be my everlasting privilege to be a LEED Fellow, and I would do everything I can to live up to this honor and to help to build a healthy, green, and beautiful future.



APPENDIX C: SAMPLE- ENDORSEMENT LETTER

**This sample document is fictional and is provided for illustration purpose only. Please do not copy or use the content for your own purpose.*

9/15/2011

Arnold Pratt
Riverstone Constructors
1225 Main St.
Denver, CO 34512

Green Building Certification Institute
2101 L St. NW, Suite 500
Washington, DC 20037

Re: Letter of Endorsement for Liz Jones
Mastery Element: Technical Proficiency

Dear LEED Fellow Selection Committee

I am writing with regards to Liz Jones' nomination for LEED Fellow and her technical accomplishments in her design of the Chapel Street Galleries project. Chapel Street Galleries was awarded the LEED Silver certification from the U.S. Green Building Council in 2002.

Chapel Street Galleries was designed to use as little wood as possible, and any wood that was used was reclaimed from existing buildings or FSC certified. The major building techniques for this project was rammed earth and sprayed earth—a technique that is not widely used in New England. The smooth finish specified in the design also required forms with very smooth interiors and sturdy bracings so that the form would not move under the pressure of pneumatic compacting. The most complicated part of the design was a set of columns that started at the base as an octagon and then tapered to a square shape at the top. These also had faux-struts in them to simulate the look of stone. This required different colored mixes at different points in the structure. Most importantly, Liz required that we replace as much of the cement in the mixture as we could with fly ash, a waste by-product of coal-fired plants.

The rammed earth design was unfamiliar to the local building department, and the building permit required two peer reviews from engineering firms with rammed earth experience. The whole project took almost five years to complete, and during that time, Liz coordinated tests on some of the initial rammed earth structures we built. The results of these tests at the Chapel Street Galleries site was that the compressive strength of the rammed earth structure increased every year, unlike concrete which attains its final strength in a matter of months.

Beyond the rammed earth design, the Galleries host a solar array and one of the most innovative waste water treatment systems in the Northeast. The result is a stunning structure built with innovative green technologies and construction techniques. My crew knew that this was a once in a lifetime opportunity to build something with so much durability, beauty, and craftsmanship. I have worked with Liz on several projects over the past 15 years, but I believe this is the project that best represents both her spirit and technical expertise.

Sincerely,
Arnold Pratt
President
Riverstone Constructors

Endorsers should include the nominee's name and the Mastery Element they address in their letter

