ISSP-SA & ISSP-CSP Credential Maintenance Program Guide

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Information in this Guide represents current policies and procedures for the ISSP-SA & ISSP-CSP Credential Maintenance Program. Information in this Guide supersedes information contained in any previously published Guides.

All information and guidelines are subject to change.

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

ABOUT GREEN BUSINESS CERTIFICATION INC.

Green Business Certification Inc.™ (GBCI) is the premier organization independently recognizing excellence in green business industry performance and practice globally.

Established in 2008, GBCI exclusively administers project certifications and professional credentials and certificates within the framework of the U.S. Green Building Council’s Leadership in Energy and Environmental Design (LEED®) green building rating systems as well as the PEER® standard for power systems, the WELL Building Standard™, the Excellence in Design for Greater Efficiencies (EDGE) program, the Sustainable Sites Initiative (SITES®), the City Climate Planner Urban Greenhouse Gas Inventory Specialist credential, the Investor Confidence Project Investor Ready Energy Efficiency (IREE) certificate, Parksmart™, TRUE, and the GRESB® benchmark, which is used by institutional investors to improve the sustainability performance of the global property sector.
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Reporting Period

Credentials are maintained in 2-year cycles, or reporting periods, starting on the day the credential is earned (based on exam date) and ending 2 years minus 1 day from the start date.

The purpose of credential maintenance is to encourage learning experiences that demonstrate continued competency and up-to-date industry knowledge. For this reason, reporting periods cannot be adjusted. For example:

<table>
<thead>
<tr>
<th>Exam date/reporting period start date</th>
<th>Reporting period end date</th>
<th>Next reporting period start date</th>
<th>Next reporting period end date</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 15, 2019</td>
<td>August 14, 2021</td>
<td>August 15, 2021</td>
<td>August 14, 2023</td>
</tr>
</tbody>
</table>

During the 2-year reporting period credential holders document their credential maintenance activities, at the end of which ISSP-SAs and ISSP-CSPs are required to renew their credential. If credential holders do not complete and report the required Continuing Education Units (CEUs) and renew their credential on or before the end of their reporting period, their credential will expire.

When an individual earns an ISSP-CSP credential, they are assigned a new reporting period beginning the day of their ISSP-CSP exam in accordance with the table above. Earning the ISSP-CSP credential supersedes the ISSP-SA, meaning ISSP-CSP credential holders only need to maintain their ISSP-CSP credential.

CEU Requirements

ISSP-SA and ISSP-CSP credential holders are required to document Continuing Education Units (CEUs) to maintain their credentials. See the table below for CEU requirements:

<table>
<thead>
<tr>
<th>CEUs required per reporting period</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISSP Sustainability Associate (ISSP-SA)</td>
</tr>
<tr>
<td>ISSP Certified Sustainability Professional (ISSP-CSP)</td>
</tr>
</tbody>
</table>
Credential Maintenance Activities

The professional development activities necessary to renew ISSP credentials are divided into three Categories as outlined in the table below. CEUs must be earned from at least two Categories (one Category must be Education). Activities must have occurred within a credential holder’s reporting period.

<table>
<thead>
<tr>
<th>Category</th>
<th>ISSP-SA</th>
<th>ISSP-CSP</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Professional Practice &amp; Participation</td>
<td>Max 5 CEUs</td>
<td>Max 10 CEUs</td>
</tr>
<tr>
<td>B. Education</td>
<td>Min 8 CEUs</td>
<td>Min 16 CEUs</td>
</tr>
<tr>
<td>C. Development of the Profession/ Volunteering</td>
<td>Max 5 CEUs</td>
<td>Max 10 CEUs</td>
</tr>
</tbody>
</table>

CEUs can be earned through participation in sustainability-related activities, events, organizations, and associations. Activities may count for credit if they relate to the practice of sustainability, and an activity does not need to be pre-approved in order to earn a participant CEUs. GBCI recommends referring to the ISSP Job Task Analysis (JTA) when evaluating whether an activity is eligible to earn CEUs.

A. Professional Practice and Participation

CEUs can be earned for working as a sustainability professional, attending sustainability-related meetings and conferences, or participating in organizations that are advancing the field.

<table>
<thead>
<tr>
<th>Professional Practice &amp; Participation (Maximum CEUs: ISSP-CSP = 10, ISSP-SA = 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activity</strong></td>
</tr>
<tr>
<td>A1. Employment or work experience in sustainability (full-time, part-time, consultant)</td>
</tr>
<tr>
<td>A2. Membership in a professional association related to sustainability. Membership must be maintained throughout the two-year reporting period.</td>
</tr>
<tr>
<td>A3. Attendance or participation in meetings of sustainability-related organizations</td>
</tr>
</tbody>
</table>
B. Education

CEUs can be earned for either receiving or providing sustainability-related education. Course participants must be able to demonstrate learning, either through facilitator evaluation or receiving a passing grade based on a formal assessment.

<table>
<thead>
<tr>
<th>Education (Minimum CEUs: ISSP-CSP = 16, ISSP-SA = 8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>B1. Courses, seminars, workshops, etc. related</td>
</tr>
<tr>
<td>Sustainability (formal, e.g. courses from an accredited post-secondary institution, or informal, e.g. ISSP, associations, third party courses)</td>
</tr>
<tr>
<td>Each course may only be reported once per reporting period. Each course in a program of study must be reported separately</td>
</tr>
<tr>
<td>B2. Obtaining other professional credentials</td>
</tr>
<tr>
<td>(e.g. certifications/training)</td>
</tr>
<tr>
<td>Must relate to sustainability. Credential must be</td>
</tr>
<tr>
<td>obtained during reporting period</td>
</tr>
<tr>
<td>B3. Attendance and/or presentation at a sustainability</td>
</tr>
<tr>
<td>conference</td>
</tr>
<tr>
<td>B4. Preparing/presenting original lectures, seminars,</td>
</tr>
<tr>
<td>or workshops related to sustainability (outside the</td>
</tr>
<tr>
<td>normal course of employment/consulting, e.g. guest</td>
</tr>
<tr>
<td>lecture).</td>
</tr>
<tr>
<td>Each presentation/course may only be reported</td>
</tr>
<tr>
<td>once per reporting period.</td>
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<tr>
<td>B5. Other educational activities (e.g. webinars and</td>
</tr>
<tr>
<td>books).</td>
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<tr>
<td>B6. Contributing to peer reviewed publications,</td>
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<tr>
<td>authoring book or article</td>
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</table>
C. Development of the Profession/Volunteering

### Development of the Profession/Volunteering (Maximum CEUs: ISSP-CSP = 10, ISSP-SA = 5)

| C1. Leadership position in a non-profit organization or professional association with a sustainability focus (e.g. board member, committee chair, etc.) and/or participation in professional sustainability body, association committee, or working group | 2 CEUs/year of leadership position  
1 CEU/year of committee participation (up to maximum of 8 CEUs) | Letter or certificate confirming participation including description of activities and number of hours |
<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>C2. Volunteering for a sustainability focused non-profit organization or providing sustainability consultation on a volunteer basis (services cannot be provided to employer or client).</td>
<td>10 hours = 1 CEU</td>
<td>Letter or certificate confirming participation including description of activities and number of hours</td>
</tr>
<tr>
<td>C3. Participation in a mentoring program</td>
<td>5 hours = 1 CEU</td>
<td>Evidence supporting coaching or mentoring arrangement, including notes from and dates of discussions and activities</td>
</tr>
</tbody>
</table>

### Reporting Credential Maintenance

As part of the renewal process (see below), credential holders are required to submit an ISSP-SA CEU Tracking Sheet or ISSP-CSP CEU Tracking Sheet.

In order to complete a CEU Tracking Sheet, credential holders must fill in their name in the first tab and then list activities that have earned them CEUs in the second tab (data in the first tab will automatically populate based on data in the second tab). For convenience, the tracking sheets list the activities and CEU requirements described on pages 4-8 of this Guidebook.

Credential holders must list the forms of documentation they have for each activity in the tracking sheets, but do not need to upload or submit this documentation unless they are selected for GBCI Review. CEU supporting documentation should be saved for a minimum of 24 months after renewing your credential.

### Renewal

Renewal is available one year into your reporting period after required CEU have been completed.

ISSP credential holders will be notified 60 days and 30 days prior to the end of their certification period if they have not already commenced the renewal process.

ISSP credential holders have until the renewal date listed on their Credential Documents in order to renew, after which they will enter a one-time 30-day grace period wherein they can still
In order to renew, credential holders must:

1. Create an account [here](on our sister organization USGBC’s website). Once your account is created, you **must** complete all the fields under Account Settings, including the Billing Address.

2. Submit a completed CEU Tracking Sheet via email to isspcredentials@gbci.org with your name and credential in the subject line, such as in the following example: “ISSP-SA Renewal - [Last name], [First name]”. USGBC and ISSP members must provide the email address associated with their membership or a membership ID (if applicable) in order to receive the member discount on the renewal fee.

Renewing credential holders will then be emailed an invoice for the renewal fee within 5 business days.

Credential holders will receive more information about their renewal status within 10 days of the date GBCI is in receipt of both the renewal fee and the completed CEU Tracking Sheet.

**GBCI Review**

GBCI reserves the right to conduct a review of a credential holder at any time. These reviews are conducted at regular intervals to maintain the integrity of the ISSP credentials. If you are selected for a review, you will be asked to provide documentation to substantiate your credential maintenance activities. Please remember to save documentation supporting all CEUs earned and documented for at least 24 months. This review process will also be used to gather feedback on your CMP experience.

**Fees**

ISSP credential holders are responsible for paying a biennial CMP renewal fee at the time of renewal. Payments will only be accepted in US dollars.

USGBC and International Society of Sustainability Professionals (ISSP) membership discount applies to members in good standing at the time of renewal payment and may not be applied retroactively.

**Past Due**

Credential holders have a one-time 30-day grace period to renew and report hours previously earned within their reporting period, after the reporting period has ended. Remember, CEUs must be earned during your reporting period, so you will not be able to earn CEUs for the
current reporting period during this 30-day grace period. If you do not report enough CEUs and successfully renew, your credential will expire.

Expiration

GBCI professional credentials will expire if the credential holder fails to complete the CMP requirements by documenting the required CEUs and paying the renewal fee.

Reinstatement

To regain a credential after expiration, you must register and retest as a new candidate for the credential that has expired and pay all applicable fees.

Extensions

If unforeseen circumstances prevent you from completing your credential maintenance requirements in your 2-year reporting period, you must reach out to GBCI to request an extension before your reporting period ends. For example, GBCI will consider situations such as military deployment, long-term unemployment or serious health problems. Requests must be submitted to GBCI at least 30 days before the end of your reporting period. Please be prepared to provide supporting documentation. GBCI reviews requests on a case-by-case basis and only grants extensions in situations where you are prevented from completing your CMP. GBCI does not guarantee extensions in any circumstances.

Failure to Comply

Each ISSP-SA and ISSP-CSP credential holder is responsible for demonstrating full compliance with CMP guidelines. Unsupported, misstated or fraudulent reporting of CEUs is a violation of GBCI’s Disciplinary and Exam Appeals Policy. Such reporting is cause for action by GBCI and may be grounds for disciplinary action, up to and including revocation of the GBCI credential. See GBCI’s Disciplinary and Exam Appeals Policy for more information. Failure to fulfill and/or report the required CEUs for the CMP reporting period, and pay the associated renewal fee, will result in expiration of the credential.