



## How to Earn Continuing Education (CE) Hours

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Activity	Definition	Examples	Key Features	What is NOT Included?	CE Hours Possible	LEED-Specific Hours Possible
<b>Professional Development/ Continuing Education Courses</b>	<p>All courses or content designed to enhance and broaden a professional's skills in and knowledge of green building or LEED</p> <p>Who determines the quality of the content? GBCI-approved Education Reviewing Bodies (ERB)</p> <p>USGBC is currently the only ERB</p>	<p>ERB-approved content including courses, workshops, presentations, classes, or articles assigned by an instructor</p>	<p>All content is ERB-approved</p> <p>A catalog of USGBC's ERB-approved courses is available at <a href="http://www.usgbc.org">www.usgbc.org</a> &gt; Education &gt; Find Courses</p>	<p>Unapproved employer training</p> <p>Exam preparation</p>	<ul style="list-style-type: none"> <li>• 1 CE hour for first activity hour</li> <li>• .5 CE hours for each additional full half an activity hour*</li> </ul> <p>CE hours are unlimited for attendees</p> <p>CE hours earned as an instructor, discussion leader, speaker, or panelist may not exceed 50% of the total CE hours required during any reporting period</p>	<p>Yes; LEED-specific hours may be earned only for professional development courses that are approved and designated as LEED-specific by an ERB or GBCI**</p>

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<b>Self-Study</b>	Independent review of material relevant to green building or LEED	Content delivered in media such as asynchronous (on-demand) webinars, books or articles, digitized lectures playable on iPods or MP3 players	Content is not part of a course syllabus	<p>Exam preparation</p> <p>Product related overviews</p>	<ul style="list-style-type: none"> <li>• 1 CE hour for first activity hour</li> <li>• .5 CE hours for each additional full half an activity hour*</li> </ul> <p>CE hours are limited to 5 per reporting period</p>	Yes; LEED-specific hours may be earned only for self-study programs that are approved and designated as LEED-specific by an ERB or GBCI**
<b>College and University Courses</b>	Courses offered by accredited post-secondary (or tertiary) institutions that are relevant to green building or LEED and are part of a degree curriculum	Theoretical or vocational courses in disciplines related to green building or LEED	Offered at an accredited university	Exam preparation	<ul style="list-style-type: none"> <li>• 1 CE hour per classroom hour***</li> </ul> <p>CE hours are unlimited</p>	Yes; LEED-specific hours may be earned only for college and university courses that are approved and designated as LEED-specific by an ERB or GBCI**

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<b>Certificates, Professional Licenses, and Credentials</b>	Validation of professional qualification as awarded by accredited entities where the credential can be leveraged to advance green building practices or LEED	Green Advantage Certification  Architects Education and Registration Board  Professional Engineers' Exam  Associate Constructor Exam	The entity providing the credential is recognized by a third-party or State Licensing Board	Credentials earned outside of the LEED professional's reporting period  Additional certificates or licenses awarded on a reciprocal basis (typically on the state level)  Exam preparation	<ul style="list-style-type: none"> <li>• 1CE hour for certificates</li> <li>• 3 CE hours for professional licenses and credentials</li> </ul> CE hours can only be earned once (when the qualification is earned initially)	No
<b>Committee and Volunteer Work</b>	Unpaid activity which supports LEED	Local USGBC chapters  USGBC or GBCI Boards of Directors and steering committees/affiliated working groups and task forces  Credential exam item writing or job task analyses  ASHRAE committee work	Unpaid  Minutes are kept for meetings in this category	General construction volunteer work where the techniques used are irrelevant to green building or LEED  Work that is not directly relevant to LEED or green building, but happens to involve LEED professionals	<ul style="list-style-type: none"> <li>• 2 CE hours for holding a leadership position</li> <li>• .5 CE hours per meeting attendance</li> </ul> CE hours are limited to 4 per reporting period	No

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<b>Authorship</b>	Publication of articles or books within the current reporting period that focus on green building or LEED	Articles in GreenSource, Architectural Record, Popular Mechanics, ISES- Solar Energy Journal  Books on relevant topics	The article or book has been published and can be cited  Any published article or book will be automatically audited	Short letters to an editor  Blogs or individual blog entries  Unpublished manuscripts	<ul style="list-style-type: none"> <li>• 3 CE hours for published article</li> <li>• 10 CE hours for published book</li> </ul> CE hours are unlimited	Yes; if linkages to the LEED Rating System(s) are demonstrated during the audit
<b>LEED Project Participation</b>	Paid or unpaid work that contributes to the acquisition of LEED credits on a project registered for LEED certification	Civil engineer performs storm-water calculations for a project documenting SSp1 for soil erosion or SSc6 (yielding progress on two credits)	Projects must be registered for LEED certification	Projects which implement green building or LEED principles but are not registered for LEED certification	<ul style="list-style-type: none"> <li>• 1 CE hour per LEED Credit or prerequisite</li> <li>• 2 CE hours per project for being the Project Administrator</li> </ul> CE hours are limited to 10 per reporting period	Yes; all LEED project participation earns LEED-specific hours

\* For example, a 75-minute program earns 1 CE hour; a 100-minute program earns 1.5 hours; a 120-minute program earns 2 hours.

\*\* Each ERB maintains a list of LEED-specific programs and, if applicable, the LEED Rating System to which the course applies. LEED-specific courses are available in the ERBs' course catalogs.

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