

Process for reporting GBCI (Green Building Certification, Inc.) Continuing Education Hours

Students who hold a Leadership in Energy and Environmental Design (LEED) credential (Green Associate (GA) or Accredited Professional (AP)) may use certain BOC classes as continuing education to fulfill the credential maintenance requirements. BOC classes can be found by searching 'BOC' on the USGBC website:

<https://www.usgbc.org/education-listing>

The Course Manager/Administrator should make an announcement at the beginning of a course that the following classes are accepted for continuing education hours towards LEED credential maintenance:

Course #	Course Name	Approval Number	CE Hours
BOC 1001	Energy Efficient Operation of Building HVAC Systems	0920031674	16
BOC 1002	Measuring and Benchmarking Energy Performance	0920031674	8
BOC 1003	Efficient Lighting Fundamentals	0920031674	8
BOC 1004	HVAC Controls Fundamentals	0920031674	8
BOC 1005	Indoor Environmental Quality	0920031674	8
BOC 1006	Common Opportunities for Low-Cost Operational Improvement	0920031674	8

During every class, the Course Manager/Administrator should direct students to notify them if they will be using the class for continuing education and would like a certificate indicating class attendance. If requested, the Course Manager/Administrator can create a certificate for each student/class and provide that to the student(s). Students must self-report their hours to GBCI after they've attended a class.

The certificate template can be found in the Course Management / Continuing Education section of the BOC Repository.

Questions regarding this information should be directed to Melanie Danuser at melanie.danuser@buildingpotential.org