

Instructions on Registering for your LEED Exam

Please note, the USGBC site may look a little different as they update the layout annually

1. **Register** on - <http://www.usgbc.org/registration/create-user>
2. Go to - <http://www.usgbc.org/account/credentials>
3. Select your Credential

The screenshot shows the USGBC website's account page for 'david'. The top navigation bar includes links for COMMUNITY, LEED, EDUCATION, ADVOCACY, INITIATIVES, Articles, Directory, Resources, Store, Help, and a user profile dropdown. The main header features the USGBC logo and a search bar. A green banner at the top of the account section reads 'david's account'. On the left is a sidebar menu with links: Home, Settings, Credentials (active), Overview, Exam History, CE Activity History, Membership, Personal profile, Order history, Online access, Subscriptions, and Election ballots. The main content area is titled 'Credentials' and states, 'You don't have any credentials yet. Select an exam from the list to earn credentials.' Below this is a list of four exam options, each with a LEED logo icon, the exam name, a description, and a price:

LEED Logo	Exam Name	Description	Price
LEED GREEN ASSOCIATE	LEED GREEN ASSOCIATE	Core exam	\$250
LEED AP BD+C	LEED AP BD+C	Combined core & specialty exam	\$550
LEED AP O+M	LEED AP O+M	Combined core & specialty exam	\$550
LEED AP ID+C	LEED AP ID+C	Combined core & specialty exam	\$550

Two red arrows originate from the 'LEED GREEN ASSOCIATE' row: one points to the exam name and the other points to the price. To the right of the exam list is a 'NEXT STEPS' section with a progress bar at 15% and two links: 'Connect to member organization' and 'Publish personal profile'.

4. Prior to submitting payment, **STUDENTS** should follow these instructions to receive their **\$150** discount:

Please indicate if you are a student to get special discount on your Green Associate exam.

☒ Yes, I am a full time student.

School

Student ID


Graduation

☐ I am enrolled in a LEED Lab

If your school doesn't appear in the drop down menu that's OK. You simply need to complete typing your school name and then just tab over to add their student ID number.

Your school doesn't need to appear in the drop down for the discount to apply.

****If you are a recent graduate, put your graduation date as the month you plan on taking the exam**



LEED Green Associate Exam

The LEED Green Associate credential denotes basic knowledge of green design, construction and operations. The two hour LEED Green Associate exam is also a prerequisite for all the LEED AP with specialty exams. Access the [candidate handbook](#) for exam policies and procedures.

[Learn more](#)

Exam	Candidate	Payment	Receipt
<p>Language</p> <p>English</p>			
<p>Special accommodations</p> <p>Please indicate if you are in need of special accommodations for taking your credentialing exam. Learn more</p> <p><input type="checkbox"/> Yes, I need special accommodations</p>			
<p>Total: \$250.00</p>			
<p>Or \$100 for students</p>			
<p>CONTINUE</p>			

5.



EXAM REGISTRATION

FILL IN

[My account](#)

Register for the LEED Green Associate Exam

Exam

Candidate

Payment

Receipt

Contact Information

Personal mailing address

☒ United States ☐ International

Country United States

Attention to (optional) Dave

Company (optional) LG

Address 123 Street

City Yourcity

State/Province new york

Zip code 10008

Welcome back, david !

Your available contact and billing information has been auto-populated to make this process faster for you. Any changes to your contact information here will be automatically updated in your account.

Not david ? [Sign out](#)

Personal information

How is this information used? The below information is collected for candidate identification at the test center and is used for internal analytics of testing trends and parameters among candidates. USGBC will never release any of your personal information without your permission.

Personal information

How is this information used? The below information is collected for candidate identification at the test center and is used for internal analytics of testing trends and parameters among candidates. USGBC will never release any of your personal information without your permission.

[Read our privacy policy](#)

Date of birth 11/09/1981

Gender ☐ Female ☒ Male

Job Title owner

Organization LG

☐ Public Directory Listing (Your name will be visible in our public directory.)

Terms & conditions

☒ Yes, I have read and agree to abide by the [Candidate Disciplinary Policy](#).

CONTINUE

Payment info



Card type



Card

Name on card

Card number

Security code

Expiration Month Year

Billing

☐ Same as mailing address

☒ United States ☐ International

Country

Address

City

State/Province

Zip code

Total: \$250.00

SUBMIT PAYMENT

CANCEL

Confirmation

Exam details

[Edit](#)

Exam	LEED Green Associate Exam
Specialty	LEED Green Associate
Language	English
Fee	\$250.00

Contact information

[Edit](#)

Name	david monus
Personal mailing address	123 Street Yourcity, NY 10008 United States

Exam

Candidate

Payment

Receipt

Thank you!

Your payment has been received and your receipt has been sent to **lorne.mlotek@utoronto.ca**

Your eligibility ID has been successfully submitted to Prometric. Kindly make a note of your eligibility id and use it to schedule your exam on Prometric.

Order #	03523	View order history
Eligibility ID	881ad4	
Exam	LEED AP O+M Exam	
Specialty	LEED AP O+M	
Language	English	
Fee	\$250.00	
Payment	XXXX XXXX XXXX	
Order date	Jul 9, 2014	
Expiration date	Jul 9, 2015	


Next steps

- [Study for your exam](#)
- [View order history](#)

SCHEDULE EXAM

RETURN TO MY ACCOUNT

Below are instructions for scheduling the test to be taken online



Thank you!

Your payment has been received and your receipt has been sent to

Your eligibility ID has been successfully submitted to Prometric. Kindly make a note of your eligibility id and use it to schedule your exam on Prometric.

Order#
Eligibility ID
Exam
Specialty
Language
Fee
Payment method
Order Date
Expiration Date

Download receiptSchedule exam at a test centerSchedule exam online

Next steps

- Study for your exam

Pro Scheduler

Language
English

PROMETRIC

Schedule Appointment



data and assessment results, and that such consent is effective until and unless I affirmatively withdraw that consent in writing to my test sponsor or via www.prometric.com/datasubjectrequests.


Do You Consent to the collection, processing, use and storage of your Personal Data and Information including video and audio-recordings, and where required by the test sponsor biometric data, as outlined in the Prometric Privacy Policy?

☒ I confirm that I am at least 18 years of age, or that I am the parent or guardian of the data subject and/or exam candidate, and that I am authorized to make the consent election required below regarding the collection and processing of personal data.

☒ I Consent

☐ I Do Not Consent



**Test Sponsor:**
Green Business
Certification Inc

Program Name:
Green Business
Certification Inc



Testing Location Time Zone

Select the time zone you will be testing in

Your current location time zone is automatically displayed for convenience. If this is not the time zone in which you will be testing, please change before proceeding.

(GMT -5.00) Eastern Standard Time

☐ I confirm this is the time zone I will be testing in.



Test Sponsor:

Green Business
Certification Inc

Program Name:

Green Business
Certification Inc

Eligibility Information:

Exam Name:

LEED Green Associate

Test Center Location:

Remotely proctored

The name used to schedule your appointment must exactly match the name shown on your identification. At a minimum, the identification must be a valid, government-issued ID that shows your name in the English alphabet, your signature and your photograph. Additional identification policies may apply. Please check with your sponsoring organization for details.

* Indicates required field

* First (Given) Name

Middle Name

* Last (Family) Name

Street Address Line 1

Street Address Line 2

Street Address Line 3

Test Sponsor:

Green Business
Certification Inc

Program Name:

Green Business
Certification Inc

Eligibility Information:

Exam Name:

LEED Green Associate

Test Center Location:

Remotely proctored

Test Date:

14 AUG 2020

Test Time:

11:30 AM

Appointment Details

AUG	Eastern Standard Time	on Fri, 14 AUG 2020	at 11:30 AM
14	Exam: LEED Green Associate		
	Time 11:30 AM		
	Date Fri, 14 AUG 2020		

Total Duration: 2 hr. 30 min.

Payment Details

	Price
1. Exam: LEED Green Associate	
Exam fee:	\$00.00

Prometric has a firm commitment to protecting your privacy. We will not disclose, to third parties, any specific personal identifying information about you without your permission.

By clicking the "Complete Appointment" button below, you agree to all terms and conditions related to payments, reschedules, cancellations, refunds and other policies set forth by your sponsoring organization.



Complete Appointment

Pro Scheduler

Language
English

PROMETRIC

Testing Location Time Zone

LEED Green Associate (GMT -5.00)Eastern Standard Time

Remote Proctored Exam

Start Date

08/14/2020

End Date

08/14/2020

Note: You must select an end date that is within 2 weeks of the selected start date.

Find available times

Eastern Standard Time

AUG 13 1:00 AM

Thursday, 13 AUG 2020

Select

Eastern Standard Time

AUG 13 3:15 AM

Thursday, 13 AUG 2020

Select

Eastern Standard Time

AUG 13 3:30 AM

Thursday, 13 AUG 2020

Select

GBCI

Test Sponsor:
Green Business
Certification Inc

Program Name:
Green Business
Certification Inc

Eligibility Information:

Exam Name:
LEED Green Associate

Test Center Location:
Remotely proctored

Below are instructions for scheduling at a testing center in person

PROMETRIC

English

NEW APPOINTMENT: TEST CENTER SELECTION

Information Review

Privacy Policy Review

Eligibility Information

Appointment Selection

Test Center Selection

Date and Time Selection

Additional Information

Appointment Verification

Appointment Complete

Test Center Selection

To find the closest location(s), please enter a preferred address, city/state, or ZIP/postal code where you would like to schedule your appointment in the search box below.

m3b 3b4

Search

e.g., "1501 Clinton St, Baltimore, MD" or "Paris, France" or "90210"

A

6002: Toronto - Cestar College

Schedule an Appointment

Cestar College of Business Health &Technology

Get Directions

265 Yorkland Blvd

(~2mi)

Toronto, ON M2J 1S5

B

5113: Toronto - Bloor Street East

Schedule an Appointment

425 Bloor St. East

Get Directions

Suite 202

(~5mi)

Toronto, ON M4W 3R4

C

5374: Hamilton - Hughson Street South

Schedule an Appointment

4 HUGHSON STREET SOUTH

Get Directions

5TH FLOOR, TRIOS OFFICE

(~42mi)

Search Area: 200 Unit: mi

Map

Satellite

PROMETRIC

English

NEW APPOINTMENT: TEST CENTER SELECTION

Information Review

Privacy Policy Review

Eligibility Information

Appointment Selection

Test Center Selection

Date and Time Selection

Additional Information

Appointment Verification

Appointment Complete

Test Center Selection

To find the closest location(s), please enter a preferred address, city/state, or ZIP/postal code where you would like to schedule your appointment in the search box below.

m3b 3b4

Search

e.g., "1501 Clinton St, Baltimore, MD" or "Paris, France" or "90210"

A

6002: Toronto - Cestar College

Schedule an Appointment

Cestar College of Business Health &Technology

Get Directions

265 Yorkland Blvd

(~2mi)

Toronto, ON M2J 1S5

B

5113: Toronto - Bloor Street East

Schedule an Appointment

425 Bloor St. East

Get Directions

Suite 202

(~5mi)

Toronto, ON M4W 3R4

C

5374: Hamilton - Hughson Street South

Schedule an Appointment

4 HUGHSON STREET SOUTH

Get Directions

5TH FLOOR, TRIOS OFFICE

(~42mi)

Search Area: 200 Unit: mi

Map

Satellite

NEW APPOINTMENT: DATE AND TIME SELECTION

Information Review
Privacy Policy Review
Eligibility Information
Appointment Selection
Test Center Selection
Date and Time Selection
Additional Information
Appointment Verification
Appointment Complete

 The requested date is unavailable. The closest date is 26 Jul 2014. Please select a date, time.

Date and Time Selection

The appointment duration is 2-hour(s) and 30-minutes.

Select an available month and click the 'Go' button. When the calendar(s) appear, select an available date and then time.

- ☐ Find available seats in a 3 month period.
☒ Find available seats for a specific day.

July 2014 25 Go

Select an available date

July 2014	August 2014	September 2014
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2 3 4 5 6	1 2 3 4 5 6
6 7 8 9 10 11 12	7 8 9 10 11 12 13	7 8 9 10 11 12 13
13 14 15 16 17 18 19	14 15 16 17 18 19 20	14 15 16 17 18 19 20
20 21 22 23 24 25 26	21 22 23 24 25 26 27	21 22 23 24 25 26 27
27 28 29 30 31	28 29 30 31	28 29 30

Select an available time

09:00 AM
02:30 PM

If the available dates and times are not suitable to your schedule, please choose a different month and click the 'Go' button or choose [another Test Center](#) that may offer more convenient appointment options.

< Back Next >

Information Review
Privacy Policy Review
Eligibility Information
Appointment Selection
Test Center Selection
Date and Time Selection
Appointment Verification
Appointment Complete

Appointment Verification

To complete your appointment, you must:

Verify your appointment information

Press the "Complete Appointment" button

Name: Lorne Mlotek
Program Name: Green Building Certification Institute
Appointment Name(s): LEED AP Operations + Maintenance Stand Alone
Test Center Code/Site Name: 6002 - Toronto - Cestar College
[Test Center Info, Driving Directions](#)
Test Center Address: Cestar College of Business Health & Technology
265 Yorkland Blvd
Toronto
ON, CAN
Test Center Phone #: 416-485-3871
Appointment Date: 23 Jul 2014
Appointment Time: 2:30 PM
Appointment Duration: 2:30

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By clicking the "Complete Appointment" button below, you agree to all terms and conditions related to payments, reschedules, cancellations, refunds and other policies set forth by your sponsoring organization.

< Back Complete Appointment