



USGBC Education Programs

1800 Massachusetts Ave,
NW, Suite 300
Washington, DC 20036
T: 202 828-7422
F: 202 828-5110
www.usgbc.org

USGBC LEED Workshops

When is/will be the next workshop in my area? I can't find any workshops in my area on the Web site.

To view the schedule of available workshops, please perform the following steps:

1. Please visit our web site, www.usgbc.org. Click on “**Education**” (towards the top of the page on the gray banner).
2. Click on “**USGBC Courses.**” Click on “**Register**” on the right side of the screen.
3. Once on the “**Register**” page, you can leave “**Any**” in the search field and click on “**Search**” to view the entire list of currently scheduled workshops and their availability. If you prefer a specific workshop type, select a type from the “**Workshop Type**” drop-down menu and submit your search.

Please note that our calendar is updated regularly, and workshops are usually scheduled at least 2-3 months in advance.

If you do not see a workshop currently scheduled in your area, we encourage you to contact your local USGBC chapter or affiliate for more information about potential and upcoming workshops and to express interest in a particular workshop type. USGBC chapters and affiliates determine the workshops we schedule in specific regions. You can find your local USGBC Chapter by visiting our website at www.usgbc.org/chapters.

How do I register for a workshop? I am trying to register multiple people for a workshop, and it only lets me register one person. Is there a better way to do this?

To register yourself for a workshop, make sure that you are logged into your personal USGBC Site User Account. If you have already created a site user account, click on the Sign In link in the upper right-hand corner of the page and sign into your account. If you have not created a Site User Account, click on the “New to USGBC? Register now. It's free and easy” link beneath the login fields to set up an account. Type your contact information into the appropriate fields, as well as your company's corporate access ID if it is a USGBC National Member company.

If you are registering someone else for a workshop, you will need to log into that person's site user account or create an account under his or her name.

Once you are logged into your account, search for a workshop to attend by following the instructions listed above.



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When you have found your desired workshop, click on the [Register] link next to that workshop and proceed to checkout. Select either check or credit card for your payment method. Please note it takes 2-3 weeks to process check payments once they have been sent.

When your order has been completed, you will receive an E-mail notification of your order.

Please be sure to keep a copy of this E-mail for your record.

Please note that you cannot register multiple people at one time or using one site user account. To register more than one person, you will need to create a site user account for each person attending the workshop. Sign into that person's account and follow the steps above.

When I register for a workshop, I am charged the non-member fee even though I am a member. How do I get the member rate?

If you do not receive the member rate for a LEED workshop, your account has not been linked to your company's national membership. Please note that the member rate for workshops only applies to individuals who are full-time employees of a USGBC National Member company. If you know your company is USGBC National member, please obtain your company's corporate access ID from your primary contact and add it into your site user account.

If you are a member of a USGBC chapter, but not employed by a USGBC National Member, the membership rate does not apply.

What is USGBC's Refund & Cancellation Policy for LEED Workshops? Where can it be found?

If you are unable to attend a workshop for which you are registered, contact the LEED Workshop Department at least one week prior to the workshop to cancel and receive an 80% refund or to transfer your registration to another scheduled workshop. Attendees can request a transfer of their registrations a maximum of one (1) time. To request a transfer, submit your request in writing to workshop@usgbc.org at least one week prior to the workshop date, and your transfer will be processed.

You may not receive a refund or switch your registration less than one week prior to the workshop date. Transfers are subject to availability.

If you would like a colleague to replace you at the workshop, e-mail workshop@usgbc.org and the substitution will be processed. Your replacement must be employed by the same company.

Should USGBC have to cancel the workshop, attendees can receive a 100% refund or transfer their registration to another scheduled workshop.



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There are **NO** refunds for the purchase of any Reference Guide or online course.

The [Refund & Cancellations Policy](#) for USGBC LEED Workshops can also be found on our website.

How can I substitute a colleague in my place for a workshop? I have already paid for my registration.

Refer to the [Refund and Cancellation Policy](#) (above) to learn more about the substitution policy. Whenever a person cannot attend a workshop for which he or she has registered, we encourage sending a colleague as a replacement.

How can I transfer my registration to another LEED workshop?

Per our [Refund and Cancellation Policy](#) (above), transfers are accepted no later than a week before the original workshop date, and must be submitted in writing to workshop@usgbc.org. It is only possible to transfer to another scheduled LEED workshop of the same value as your original registration. Attendees can only transfer to a workshop that is currently scheduled and has available seats.

Transfers are limited to one per original order. For example, if a person has already transferred once, he or she cannot transfer again.

How many continuing education credits can I receive for attending a workshop?

USGBC is an approved continuing education provider for the following organizations: AIA, CSI, IFMA, BOMI, IDCEC, & CoreNet. USGBC reports directly to AIA and CSI. As a national organization, USGBC does not apply to individual states' licensing entities. Many state-level professional organizations approve USGBC LEED courses for continuing education credits. Attendees who are members of other national or state organizations typically earn credits by using a requested certificate of completion to self-report their attendance.

As always, we recommend contacting the professional organization(s) to which you belong to confirm that USGBC workshops are accepted as continuing education.

I am a student and would like to receive the student rate for attending a workshop. What do I need to do?

The student rate of \$150 for LEED workshops only applies to currently enrolled, full-time students.

To register at the student rate, please ensure that you have a site user account at www.usgbc.org. Then, e-mail or fax (workshop@usgbc.org or 202.828.7580) proof of your status as a full-time student (i.e.—current class schedule, transcript, or letter from your school) AND a scanned copy of your student ID. Be sure to include your phone number and an appropriate time at which you may be reached.



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Once we have received the requested information and your site user account has been created, a USGBC representative will contact you at the phone number that you have given.

I attended a LEED workshop. How do I access online materials?

Only attendees of the LEED for New Construction, LEED for Commercial Interiors, Green Building Operations & Maintenance, LEED for Schools Technical Review, and LEED for Homes Program Review, workshops receive online access to their workshop's corresponding reference guide and Credit Interpretation Rulings (CIR).

To access your online materials:

1. Go to www.usgbc.org > Click on **"Sign In"** in the upper right-hand corner of the page to sign into your account (sign into the account used for your workshop registration)
2. After signing in, click on **"LEED"** (towards the top of the page on the gray banner)
3. Click on **"LEED Resources"** and then **"Online Reference Guides"** on the right-hand side of the page to access the online reference guide to which you have access OR click on **"Project Certification"** and then **"Credit Interpretation Rulings"** on the right-hand side of the page to access CIR.

Education Provider Program

How do I find quality green building education on topics which may not be offered by USGBC?

The USGBC Education Provider Program facilitates access to high-quality, peer-reviewed courses for professionals seeking to go beyond LEED and enrich their knowledge of green building theories, techniques, and business trends. Education Provider courses - developed and delivered by USGBC member organizations and chapters - serve a broad audience of building professionals, trades, and anyone interested in expanding their knowledge.

Through the Education Provider Program's comprehensive third-party review process, courses are evaluated based on stringent criteria for subject matter content and instructional design. Approved courses are posted on the course catalog on www.Greenbuild365.org alongside USGBC's education programs. While some approved courses are offered by product or service providers, all have been verified to be educational, rather than commercial, in nature. You can be sure that these courses are free from "greenwash." Many Education Provider courses also satisfy continuing education requirements for some professional organizations.



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Can my course be included in the Education Provider Program catalog?

Yes. All USGBC members and chapters can participate in the Education Provider Program. Benefits of being an Education Provider include:

- Use of USGBC Education Provider logo and mark in promotion
- Courses listed in www.greenbuild365.org
- Regular communication of program opportunities, updates and resources
- Training and tips on how to enhance educational effectiveness
- Insight into the professional development needs of USGBC membership
- Marketing of courses to USGBC membership
- Opportunity to present a workshop in conjunction with the Greenbuild International Conference & Expo (www.greenbuildexpo.org)

To learn more about how to become an Education Provider and have your course(s) – and now event(s) – reviewed, [visit www.usgbc.org/epp](http://www.usgbc.org/epp).

Can I become an Education Provider Program Reviewer?

Yes. Any individual from a USGBC member organization can apply to be a volunteer Education Provider Program reviewer. All applicants must complete an application of interest and successfully complete the online Education Provider Program Reviewer Training and Quiz. For more information on the benefits of becoming a reviewer and the steps to apply, visit www.usgbc.org/DisplayPage.aspx?CMSPageID=1714.

Does education offered by the USGBC meet the Education Provider Program criteria?

Yes. All online and instructor-led workshops offered by USGBC are designed to meet the Education Provider Program criteria for instructional design and subject matter. USGBC is continually improving our education offerings based on the Education Provider Program review, changes in the marketplace, and attendee feedback.