

LEED AP O+M exam eligibility requirements

To become eligible for the LEED AP with Specialty credentials, you must have previous experience with a LEED Registered Project within three years of your application submittal date. This work experience must be documented in the form of a letter of attestation from a supervisor, client, or project manager and must describe your involvement on the LEED Project as a consultant, contracted worker, member of the LEED Project Team, LEED Homes Provider, LEED Commercial Reviewer, LEED Homes Green Verifier, or staff member of a Certifying Body (CB).

If you are audited, GBCI auditors will review this letter of attestation based on these requirements:

- The letter must be on letterhead or provide other evidence of its authenticity.
- The body of the attestation should be limited to 1,500 words or less.
- The letter must be dated.
- The letter must be authored and signed by a supervisor, client, project manager, or someone else qualified to evaluate the applicant's performance.
- The author's title and relationship to the applicant should be demonstrated, for example the author's business card.
- The letter must summarize and confirm the applicant's involvement with the LEED Project.
- The full name or Project ID for the LEED Project must be provided.
- The letter must provide the dates of the applicant's relevant involvement.
- If the applicant is not currently involved with this LEED project, the end date of this involvement cannot be more than three (3) years ago.

See next page for sample LEED Project Experience Verification Letter

SAMPLE LEED PROJECT EXPERIENCE VERIFICATION LETTER

Date

Green Building Certification Institute
2101 L Street, NW
Suite 500
Washington DC, 20037

RE: LEED Project Experience Verification Letter

To whom it may concern,

I am writing this letter to verify *John Doe* has LEED project experience as required to sit for the LEED AP O+M exam. The project name is *project name* and the Project ID is *123456789*. *John Doe* is a *title* for *Company Name*— a full service design /build mechanical contractor. *Company name* was hired by *Owner / G.C.* to design and install the HVAC system for the *LEED Project Name*. *John Doe* provided the documentation for EQ Credit #7.1 – Thermal Comfort Compliance. He was involved with this project in August of 2007. I have included my business card, as well as signed this letter, to confirm his involvement.

Should there be any questions, please do not hesitate to contact me.

Sincerely,

Owner / G.C. Company Name

Owner G.C. Individual, LEED AP

Title