

步骤一：

登录官方网址：<https://www.usgbc.org/>。选择 Professionals——LEED credentials

## LEED credentials

Take your green building career to the next level.

Register for an exam



Southwest Library | LEED Platinum | Photo: ©James Steinkamp Photography

A LEED credential denotes proficiency in today's sustainable design, construction and operations standards. More than 203,000 professionals have earned a LEED credential to help advance their careers. Showcase your knowledge, experience and credibility in the green building marketplace as a LEED professional.

- **LEED Green Associate:** A foundational professional credential signifying core competency in green building principles. The exam measures general knowledge of green building practices and how to support others working on LEED projects and is ideal for those new to green building.
- **LEED AP with specialty:** An advanced professional credential signifying expertise in green building and a LEED rating system. To



帮助

步骤二：

登点击 Register for an exam 进行预约考试账号登录

## Log in to your account



Log in

[Don't have an account?](#)

[Reset your password](#)

We have recently updated how to sign on to USGBC and GBCI websites. Current and new users wishing to sign on will do so through this single sign on (SSO) page with the same account name and password.

View [FAQs](#)



GBCI®



LEED  
ONLINE

P3ER

Sustainable  
SITES  
Initiative

TRUE

CITY CLIMATE PLANNER

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### 步骤三:

新用户需要选择 Don't have an account? 进行新账号注册

## Create account

First name

Last name

Email address

Password

Leed-186006785581

Phone number

18600678581

Country

China

Country







China

**Terms & conditions**

☒ By checking this checkbox, I acknowledge that I have read, and I consent to: the processing of my personal information as described in the [Privacy Statement](#), the [Website Terms of Use](#), the [End User License Agreement \(EULA\)](#), and the [Cookie Policy](#).

**Sign up**

Already have an account? [Log in](#)

 **GBCI®** |  **LEED ONLINE**    

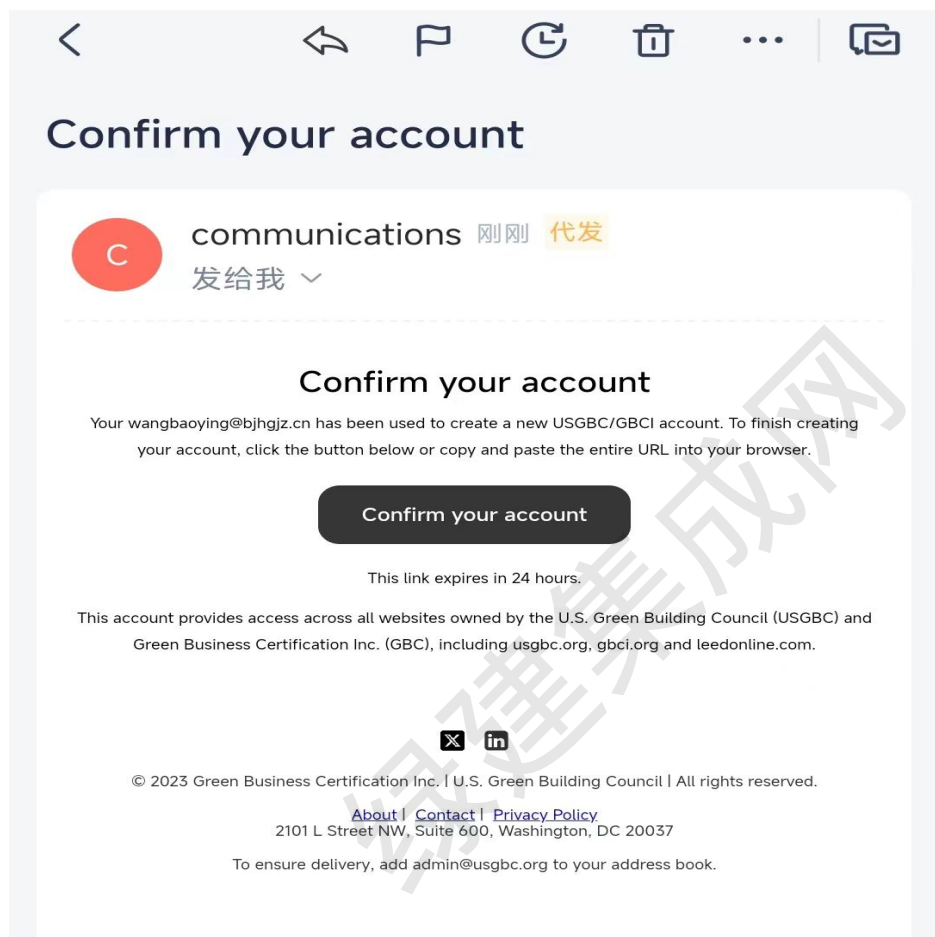
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## 步骤四：

填写注意事项：

1. First name 是名字，可以全部为大写或者字体首字母大写，字之间不用间隔，Last name 是姓氏。例如：苏玉斌，first name 是 YUBIN SU, 或者YuBin Su.
2. 邮件必须是自己随时可以接收信息的邮件，密码建议设成Leed-（个人手机号），其中英文首字母要大写。国家选择 China。方框勾选，点击 Sign up 会发送邮件到注册邮箱





## 步骤五:

邮箱收到邮件，点击 Confirm your account, 激活账号，便可在官网正式登录账号









## Log in to your account

Log in

[Don't have an account?](#) [Reset your password](#)

We have recently updated how to sign on to USGBC and GBCI websites. Current and new users wishing to sign on will do so through this single sign on (SSO) page with the same account name and password.

[View FAQs](#)



## Please sign the agreement








There is a new version of [Cookie Policy](#), [Privacy Statement](#), [Website Terms of Use](#) and [End User License Agreement \(EULA\)](#).

☒ I agree to abide by the [Cookie Policy](#), [Privacy Statement](#), [Website Terms of Use](#) and [End User License Agreement \(EULA\)](#).

Continue

Cancel

Please sign the agreements before session expires in: **14m 3s**



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## 步骤六：

重新回到账号登录入口，Email address 处输入邮箱账号，Password 处输入登录密码 LEED-手机号。点击 Log in 进行下一步。

下一页同意方框 ✓，Continue进行下一步

Settings
Personal profile
Membership
Credentials
Dashboard
Exam history
CE history
Education
LEED project profile
Order history
USGBC board election
Data privacy

## LEED credentials & designations

Join our global network of LEED credentialed professionals. To get started, select from the exam registration list below.

Hi, PEI!

GBCI#: 0011541576

### Exam registration

There are two ways to take the LEED professional credential exams: in-person at a Prometric testing center, or online with remote proctoring.

Please note the combined LEED Green Associate and specialty exams are only available in-person.



LEED Green Associate

2-hour exam

Available at a test center or online

\$250.00

Register



LEED AP O+M

4-hour combined LEED Green Associate & specialty exam

\$550.00

Register

### Credential Maintenance Program (CMP)

- CMP Guide
- CE requirements
- FAQs

### Candidate handbooks

- LEED Green Associate
- LEED AP with Specialty

### Exam resources

- LEED credential exam and prep bundles
- FAQs

Please note the combined LEED Green Associate and specialty exams are only available in-person.



LEED Green Associate

2-hour exam

Available at a test center or online

\$250.00

Register



LEED AP O+M

4-hour combined LEED Green Associate & specialty exam

Only available at a test center

\$550.00

Register



LEED AP ND

4-hour combined LEED Green Associate & specialty exam

Only available at a test center

\$550.00

Register



LEED AP ID+C

4-hour combined LEED Green Associate & specialty exam

Only available at a test center

\$550.00

Register



LEED AP Homes

4-hour combined LEED Green Associate & specialty exam

Only available at a test center

\$550.00

Register



LEED AP BD+C

4-hour combined LEED Green Associate & specialty exam

Only available at a test center

\$550.00

Register

## 步骤七:

进入左图界面，就可以看到自己的编号，往下拉选择考试项目（右图），如果是 GA+AP 联考，就选择最下面 LEED AP BD+C，点击 Register 进行下一步

Settings	
Personal profile	
<b>Membership</b>	—
<b>Overview</b>	
Organization membership	
Organization profile	
Credentials	+
Education	+
LEED project profile	
Order history	
USGBC board election	
Data privacy	

## Overview

### Organization membership

You are currently connected to **WESTGREEN** as your employer, which is a member organization. [View your organization membership details.](#)

### Individual membership

As an individual USGBC member, you' ll have the opportunity to get involved with USGBC' s local U.S. community network, where you can take action and advance the mission. [Learn more.](#)

Have questions about your USGBC membership? Email us at [membership@usgbc.org](mailto:membership@usgbc.org).

## 步骤八：

如果是 USGBC 会员，可从 Membership 中点击 Overview，点击connect your organization, 绑定组织，输入会员码，会自动跳出所绑定的组织，切记必须点击跳出来的组织才算绑定成功，如果没有弹出组织名，可能是会员码不正确



# Exams

## Exam registration

LEED AP BD+C exam



### LEED AP BD+C exam

The LEED AP BD+C credential suits professionals with expertise in the design and construction phases of green buildings serving the commercial, residential, education and healthcare sectors. The specialty denotes practical knowledge in the LEED for New Construction, LEED for Schools and LEED for Core and Shell rating systems.

Access the [LEED AP with Specialty Candidate Handbook](#) for exam

1. 

Select a language \*

Arabic

Chinese

English

French

Brazilian Portuguese

Spanish

Chinese

If you select an exam language other than English, please note that the introduction screens and exam tutorial will be presented only in English.

You are signed in as [PEI ZHU](#).

### Exam details

Exam name: LEED AP BD+C exam

Language : Chinese

### Contact details

Mailing address: CN

### Pricing details

Exam registration fee: \$400.00

Total: \$400.00

## 1. Exam

Chinese

If you select an exam language other than English, please note that the introduction screens and exam tutorial will be presented only in English.

### Testing accommodations

If you have documented disability that would prevent you from taking the LEED professional exam under standard conditions, you may request a reasonable accommodation under the provisions of the [Americans with Disabilities Act \(ADA\)](#).

Please check if you require. [Learn more](#)

☐ Yes, I need testing accommodations.

### Student

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

☐ Yes, I am a student.

☐ I am a US Military Veteran

### Promo code

If you have a promotional code, enter it here.

Promo code

## 步骤九：

最重要的填写环节：第一项 Language 一定确认好，国内基本都选择 Chinese. 1项下面的其他选项（右图）都不用填写

### 1. Exam +

### 2. Contact -

Attention To (Optional)

GBWINDOWS

China

FENGTAI

Street address line 2

Fengtai Qu

Beijing Shi

100070

### 3. Personal +

### 4. Payment +

### 5. Terms & Conditions +

### 2. Contact +

### 3. Personal -

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.](#)

Gender \*

☒ Female

☐ Male

☐ Prefer not to answer

☐ Non-binary

1993/01/11



DESIGN

GBWINDOWS

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

### 4. Payment +

### 5. Terms & Conditions +

## 步骤十:

2项（左图）需填写内容填写即可，可按真实区域填写，也可参照此模版，后期考试没有影响  
3项（右图）女性选 Female，男性选 Male. Job title 及 organization自填或参考模板

#### 4. Payment



Name on card \*

Card Number \*

MM \*

YYYY \*

CW \*

China

fengtaiqu

Street address line 2

Fengtai Qu

Beijing Shi

100070

#### 5. Terms & Conditions

#### 4. Payment

#### 5. Terms & Conditions

- ☒ \* Yes, I have read and agree to abide by the [GBCI Disciplinary and Exam Appeals Policy](#).
- ☒ \* I affirm that I have read the [LEED Green Associate Candidate Handbook / LEED AP with Specialty Candidate Handbook](#).
- ☒ \* I affirm that I have read and I agree to abide by the identification requirements and policies outlined in the Candidate Handbook.
- ☒ \* I affirm that I have read and agree to abide to the policies and procedures for GBCI's Credential Maintenance Program (CMP) outlined in the [CMP Guide](#).

**Total: \$400.00**

Pay

[Go to dashboard](#)

## 步骤十一：

（左图）交考试费扣款信用卡，必须是支持双币支付的信用卡才可。

（右图）需将四项全部点选，点击 Pay 进行扣款



Green Business Certification Inc.  
2101 L Street NW,  
Washington, D.C. 20037  
1-800-795-1746  
202-828-1145  
www.gbci.org/contact

**Paid By:**  
SONG LIN  
Fengtai Distict floral street  
Fengtai Qu  
010 100070 CN

**Paid To:**  
Green Business Certification Inc.  
PO Box 822964  
Philadelphia, PA 19182-2964

## RECEIPT

Invoice # : 91701589  
Order # : 12990706  
Invoice Date : Oct 25, 2023

Payment Method	Payment Date
Credit Card: XXXX XXXX XXXX1647	Oct 25, 2023

USGBC Member Company : WESTGREEN

Item Description	Quantity	List Price/Unit	Promo Code Discount	Amount
LEED AP BD+C Exam	1	\$ 400.00	(\$ 0.00)	\$ 400.00
Shipping/Handling				\$ 0.00
Sales Tax				\$ 0.00
Total Paid				\$ 400.00



## GBCI Receipt - Than...



Please don't hesitate to reach out and [Contact us](https://gbci.org/contact). We are here to help!  
**1-800-795-1747**(within U.S.)  
**+ 1-202-742-3792** (outside U.S.)  
<https://gbci.org/contact>

*\*This is an automatically generated email.  
Please do not reply to this message.\**



Green Business Certification Inc.  
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Washington, D.C. 20037  
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202-828-1145  
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USGBC Member Company : WESTGREEN

Item Description	Quantity	List Price/Unit	Promo Code Discount	Amount
LEED AP BD+C Exam	1	\$ 400.00	(\$ 0.00)	\$ 400.00
Shipping/Handling				\$ 0.00
Sales Tax				\$ 0.00
Total Paid				\$ 400.00

## 步骤十二：

交完费界面会出现一张考试费收据（左图），同时您的邮箱也会收到官方发来的收据邮件（右图），会员组织是400美金扣费，非会员为550美金，加下来我们就可以选择考试的时间了。

切记：此时界面会跳转出现 eligibility number（一串英文字母与数字合成的考试资格码），进行复制，也可返回主界面查查找



## Schedule Appointment

When you reschedule an exam, you will receive a new email confirmation. If you do not, please contact Prometric immediately to confirm your exam was rescheduled.

Days until exam	Refunds	Reschedules
30 days or more	Yes	Yes
5-29 days	Yes (\$50 fee)	Yes (\$50 fee)
4 days or less	No	No

If you are absent from your exam appointment, and you did not reschedule according to the policy, or if you are denied access to an appointment due to a failure to present proper identification, you must contact IWBt before scheduling another appointment. Candidates who are denied access to the appointment or who miss a scheduled exam appointment will forfeit their exam session and fees and will have to register and pay for a new exam session.

### Scheduling Online:

In order to schedule online, you must provide an e-mail address. Prometric will send you an e-mail confirming your appointment.

## Schedule Appointment

As may be applicable by local law, you may request access, rectification, erasure, portability, restriction, or object to the processing of your Personal Data, or make inquiries, requests, complaints to your local supervisory authority, or withdraw consent related thereto by contacting your test sponsor during normal business hours. You may also submit a data Subject Access Request directly to Prometric at [www.prometric.com/datasubjectrequests](http://www.prometric.com/datasubjectrequests).

By proceeding to register and schedule your test today, you consent to the collection and processing of your Personal Data as described in this Personal Data Privacy Disclosure & Consent form. You acknowledge and agree to be monitored during the testing session in real time and recorded during the testing session. As such, you are also requested to remove any personal photos or other Personal Data of you or other individuals from your personal space so that no other Personal Data is inadvertently captured in the video recordings.

- ☒ confirm that I am of legal age in the jurisdiction of my official residence, 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.
- ☒ consent to the collection and processing of my Personal Data as described in this Personal Data Privacy Disclosure & Consent form.
- ☒ consent to the onward transfer of my Personal Data to a third country as described in this Personal Data Privacy Disclosure & Consent form, the details of which are available [HERE](#).

Please contact your test sponsor if you do not consent to the collection, transfer, processing, use and storage of your Personal Data.

## 步骤十三：

交完费点击进入考场界面会自动跳转到此考试界面。考试确认第1页：阅读考试取消政策（左图），一个月内取消或者更改考试时间会产生50美金费用，3天内不得取消考试，迟到或者证件缺失将不得参加考试，且官方不退考试费。进入第2页（右图）：下翻阅览到底，点选三个方框，进入下一个界面

iler Language English

## Schedule Appointment

Exam Selection

Eligibility Information

\* Indicates required field

\* Eligibility Number : w65532aae7c4ef

\* First 4 characters of last name : ZHAO

Submit

iler Language English PROMETRIC

## Search Availability

**Find a Test Center**

Enter your preferred location and date range to find a test center. Until your appointment is scheduled, availability is subject to change.

The location and date range can be updated on the next page if the available dates and times returned are not suitable to your schedule.

Scheduling For: **LEED AP Building Design & Construction Combined**

Address  
Beijing, China

Start Date  
2023/11/27

End Date  
2023/11/30

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

Test Sponsor:  
Green Business Certification Inc

Program Name:  
Green Business Certification Inc

Exam Name:  
LEED AP Building Design & Construction Combined

## 步骤十四：

看左图，将复制的 eligibility number 粘贴上去，并填上自己的姓氏，最多可填四个字母，如姓氏只有两个字母填两个即可，如提示有问题，则可能自己的姓和名字填错位了，需要及时给官方发邮件reply@gbci.org说明情况更改顺序，如果考试时间来不及，可先按错位的名字填写，不影响考试，在考完之后再申诉也可，确保自己下载的证书姓名顺序正确

在 Address 这里填写要考试的城市，无论哪个城市，只要是在中国的考场，城市后面都会带 China，如果没有，可能是网络问题，选择期望的考试日期范围，进入下一个界面即是所在城市的考试日期和时间（右图）

## Schedule Appointment

### LEED AP Building Design & Construction Combined

Location: Beijing, China

Start Date: 2023/11/06

End Date: 2023/11/06

Search Availability

Sort By: Closest Test Center

Select distance units: Miles Km

, 北京 Beijing - 8528 : Prometric 北京考试中心, 北京市海淀区科学院南路2号融科资讯中心A座4层407单元 CHN



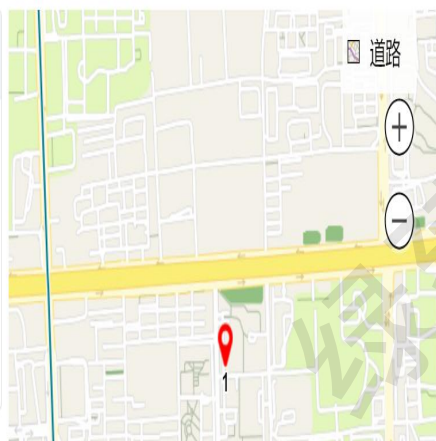
NOV  
06

6.55

Miles

08:30 13:00

Search test center for more availability



Test Sponsor:

Green Business  
Certification Inc

Program Name:

Green Business  
Certification Inc

Eligibility  
Information:

6538abc806330  
LIN

Exam Name:

LEED AP Building  
Design &  
Construction  
Combined

Street Address Line 3

Street Address Line 4

City

GUANGZHOU

\* Country

Select Country

State/Province

Postal Code

510630

\* Email Address

zyxalice@163.com

\* Validate Email

zyxalice@163.com

Work/Day Phone

15625055755

Work/Day Phone Extension

\* Home (Evening) Phone

Trusted Provider of Market Leading Test Development and Delivery Solutions

Ca

## 步骤十五:

(左图) 确认考试时间进入下一个界面 (右图), 确认个人信息无误, 进入下一个界面

✉ A confirmation email has been sent to wuhao.02@cese2.com

#### Personal Details

Name: HAO WU

Address: Fengtai

Phone: 187 6

Email: @cese2.com

#### Appointment Details

**JUN 05** Prometric 上海考试中心 - Prometric Shanghai Testing Center on Mon, 05 JUN 2023 (13:00 - 17:30 ) Status: Scheduled

**Exam:** LEED AP Building Design & Construction Combined  
上海市中江路879号天地软件园27号楼一楼, No 879  
Zhongjiang Rd, 上海  
Shanghai, 200333, CHN

Total Duration: 4 hr 30 min

Program Name:

Green Business  
Certification Inc

Eligibility  
Information:

647756bf21da1  
WU

Exam Name:

LEED AP Building  
Design &  
Construction  
Combined

Test Center  
Location:

Prometric 上海考试中心 - Prometric  
Shanghai Testing  
Center

## Appointment Summary

✔ Appointment Confirmed

Confirmation Number: 885 5976

✉ A confirmation email has been sent to wuhao.02@cese2.com

#### Personal Details

Name: HAO WU

Address: Fengtai

Phone: 187 6

Email: @cese2.com

#### Appointment Details

**JUN 05** Prometric 上海考试中心 - Prometric Shanghai Testing Center on Mon, 05 JUN 2023 (13:00 - 17:30 ) Status: Scheduled

Trusted Provider of Market Leading Test Development and Delivery Solutions

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GBCI

Test Sponsor:

Green Business  
Certification Inc

Program Name:

Green Business  
Certification Inc

Eligibility  
Information:

647756bf21da1  
WU

Exam Name:

LEED AP Building  
Design &  
Construction

## 步骤十六:

最后一步确认此界面个人信息，确认无误，点击右下角 Confirmation 确认，然后跳转右图界面，截图自行保存。左上角有个确认考试码，一定要自己留存，后期查考试分数可用，同时你将收到官方发来的考试信息邮件。