

# LEED Certification Checklist

By Campbell Rodriguez

- How to Get LEED Certification
  - Get information on the LEED certification process.
  - Decide what level of LEED certification you are aiming for.
  - Consider including an optional higher certification target to stimulate creativity.
  - Check what LEED documents you will require.
  - Check any reference guides.
  - Set a clear and adequate budget.
  - Register with the GBCI.
  - Prepare an application outlining the building's green features and how they meet the LEED criteria.
  - Check the directory of LEED-accredited professionals.
  - Hire LEED-accredited professionals to assist you in meeting your LEED goal.
  - Check information on LEED training workshops.
  - Check a calendar of green building industry conferences.
  - Have your application submitted for evaluation.
  - After application review, receive formal notification and a certificate of recognition.
  - If certification not awarded, appeal the decision.
- Tips
  - Stick to your budget and your LEED goal.
  - Be sure your entire project team is focused on meeting your LEED goal.
  - Be sure to examine green investments in terms of how they will affect expenses.
  - Learn ways to earn LEED credits without extra cost.