

# GreenCE, Inc.

## LEED SPECIFIC PREMIUM COURSE DEVELOPMENT FORM

Please note that the course author must digitally submit every portion of this form and all materials from the Required Materials Checklist to [authors@greence.com](mailto:authors@greence.com) in order to begin development of a continuing education course. This information will be utilized for your LEED Specific course review. This is mandatory for all course submittals.

### Required Materials Checklist

A digital version of all listed materials is mandatory for submittal.

Please send all course materials including this form as a zipped file, via an ftp delivery service such as [www.yousendit.com](http://www.yousendit.com), to [authors@greence.com](mailto:authors@greence.com).

- **Focus Statement:** This is an overview of the material that will be covered in your course (4-5 sentences). Use this as an opportunity to share with LEED AP's your overall intention for the course.
- **Learning Objectives:** List between 4 & 6 learning objectives. These should be focused statements on what you expect the LEED AP's to learn from your course.
  - Learning objectives are explicit statements that provide a context for what will be learned. They are based on measurable goals or outcomes.
  - These are the basis for your outline. These will be the main topics by which all additional materials are to be organized.
  - Use specific verbs that describe measurable action. For example: Upon completion of this course, the designer will be able to: 1. **Compare** and **contrast** x and y. 2. **Describe** the process by which x is created, etc. (Do not use vague terms like understand or know)
  - Objectives are to be included in the course PowerPoint as well (second slide after course title slide)
- **Course Outline:** This is a general outline of the course content. It should include the major topics (learning objectives) and supporting topics—highlighting the focus of subject matter to be covered under each objective. This must include a timeline allocating how long you anticipate the course taker to spend on each subject. Provide a timeline for a total of 50 minutes for a 1 hour course. Outline is approximately one page.
- **PowerPoint Presentation:** The course presentation should adhere to our CE development guidelines as outlined in page 2 of the **PREMIUM COURSE PROGRAM REFERENCE GUIDE**. For a 1 hour course, a ppt will be approximately 50 slides. Please include the course title and learning objectives.
- **Photographs, Videos, Audio, & Animation:** Please make sure that you have all copyright clearances for all media. All images are to be provided directly in the course PowerPoint presentation, placed accordingly based on slide subject matter. All video, audio, and animation files must be submitted and titled by correlating slide number (for example: slide16.wmv, slide45.swf).
- **Course Conclusion Quiz:** This is a 10 question quiz based strictly on the course content. Questions may be true/false or multiple choice with 4 answer options (only one correct answer per question). We recommend providing 7 multiple choice and 3 true/false questions. An answer key must be provided indicating the correct answer and the slide number where the answer can be found.
- LEED Specific Course Submittal Form included in this packet.
- GreenCE, Inc. LEED Specific Course Commitment Form included in this packet.

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### LEED Specific Course Submittal Form

Please note that the course author must digitally submit every portion of this form and all materials from the Required Materials Checklist to [authors@greence.com](mailto:authors@greence.com) in order to begin development of a continuing education course. *Please type this requested information directly into this word doc.* This information will be utilized for your LEED Specific course review. This is mandatory for all course submittals.

#### All LEED specific course authors must meet 2 standard qualifications:

1. *Must be a LEED AP with specialty in the LEED specific course subject - for example, if you are writing a LEED specific BD+C course, you must be a LEED AP BD+C*
2. *You must have direct experience working on LEED projects in the same specialty (in the above example, BD+C projects)*

Name:

Profession:

Phone:

E-mail:

Course Title:

What are your licenses, certifications, credentials, and professional memberships?

Please provide a brief biography on what qualifies you, the course author, as a subject matter expert for the LEED Category and the specialty topic. Please also submit your resume with 3 professional references.

*This must directly reflect your LEED specialty and include LEED project experience related to the course topic.*

What LEED Specialty Does This Qualify For?

*This selection will correlate to your LEED AP specialty*

LEED BD+C

LEED AP ID+C

LEED AP O+M

LEED AP Homes

LEED AP ND

LEED for Schools

LEED Core and Shell

List the LEED-specific source documents that have been used to develop the course materials. Indicate the title and year. (Examples include reference guides, referenced standards, etc.)

#### Meeting the Standard

Describe how this course trains in the application of LEED and how it applies to expanding a practicing LEED Professional's knowledge of the LEED Rating Systems & Reference Guides (credits, intents, referenced standards and requirements), LEED certification process and/or LEED Online. If this course is primarily focused on one of the standards referenced in LEED, describe how this is applicable and how the course materials tie back to the implementation of LEED.

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### LEED Specific Course Commitment Form

Please print this form, input your name, initial after each of the following, and email it with your Submittal Packet. Please note that the course author must digitally submit each portion of this form and all materials from the Required Materials Checklist in full to [authors@greence.com](mailto:authors@greence.com) in order to begin development of any continuing education course. This information will be utilized for your LEED specific course review.

#### Communication Commitment

It is imperative that, upon submitting your course, the line of communication remains open. As we request information from you, by initialing, you are agreeing to respond in a timely manner with the requested material (we generally allow 5 business days). If we do not receive communication from you in a timely manner, this will delay your Premium Course and affect your position on our Priority Jobs Board. \_\_\_\_\_ (initial here)

I, \_\_\_\_\_, verify that all submitted course materials are my original intellectual property or that it is being used with the explicit permission of the copyright owner. \_\_\_\_\_ (initial here)

I, \_\_\_\_\_, verify that all USGBC or GBCI intellectual property (including copyrights and trademarks) in the course provided have been included in accordance with all applicable laws and policies. \_\_\_\_\_ (initial here)

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