



# URBAN GREENHOUSE GAS INVENTORY SPECIALIST

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## CANDIDATE HANDBOOK

AUGUST 2022

## **ABOUT GREEN BUSINESS CERTIFICATION INC.**

Green Business Certification Inc.™ (GBCI) is the premier organization independently recognizing excellence in green business industry performance and practice globally.

Established in 2008, GBCI exclusively administers project certifications and professional credentials and certificates within the framework of the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED®) green building rating systems as well as the PEER® standard for power systems, the WELL Building Standard™, the Excellence in Design for Greater Efficiencies (EDGE) program, the Sustainable Sites Initiative (SITES®), the City Climate Planner Urban Greenhouse Gas Inventory Specialist credential, the Investor Confidence Project Investor Ready Energy Efficiency (IREE) certificate, Parksmart<sup>SM</sup>, TRUE, and the Sustainability Excellence credentials.

Urban Greenhouse Gas Inventory Specialist Candidate Handbook

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Information in this Candidate Handbook represents current policies and procedures for GBCI's Credential Maintenance Program. Information in this Candidate Handbook supersedes the information contained in any previously published Handbooks.

All information and guidelines are subject to change.

Please read and understand the entire Candidate Handbook, including all policies, procedures, and consequences.

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# EXAM APPLICATION & SCHEDULING

## Registration

1. Log into [your account](#) or if you do not have an existing account, create a [new account](#) on the City Climate Planner website.
  - When you register for your exam, make sure your first name (given name) and last name (surname) are entered **EXACTLY** as it appears on the legal ID that you will use when you take your exam. If your account name does not match your legal ID, correct your account name during exam registration in your account settings. We do not advise candidates to use a nickname when setting up a site user account.
  - If you legally have only one name, enter “No Name” in the first or last name fields as applicable. At least 10 business days before your scheduled exam date, you must [notify GBCI](#) that you only have one legal name and provide us with the name you used to register, the date and time of your exam, and, if you are testing in-person, the test center location. GBCI will then notify Prometric proctors that your legal ID has only one name. If you do not contact GBCI in advance and your legal ID does not **EXACTLY** match the first name and last name you entered when you registered for your exam, you will not be permitted to test and you will forfeit your exam registration fee.
  - If your native language utilizes non-Roman characters, be sure to enter your name in Roman characters when you setup your site user account and when you register for the exam. Make sure to bring identification, such as a passport that includes your name in Roman characters, when you check-in for your exam.
  - Please note that if the first name and last name with which you register for your exam does not **EXACTLY** match the ID you will present when you check-in for your exam either at a Test Center or online for a remotely proctored exam you will not be permitted to test. You must contact GBCI at least 10 days before your exam date to change your registration, or you will risk being turned away and you will forfeit your exam registration fee.
2. Select the *Urban Greenhouse Gas Inventory Specialist* application and follow the instructions on the screen to complete the application.
3. Staff will review your application and you will be notified within 2 weeks of your eligibility.
4. When your application is approved, your exam approval is valid for one year from the application approval date. This means that the exam must be scheduled and taken within one year. If you apply for the exam and are deemed eligible, but do not schedule a date to sit for the exam within one year, the exam application eligibility expires, and you will need to reapply and pay all applicable fees.
5. Once your application is approved, you will be given a unique eligibility ID and may schedule your Urban Greenhouse Gas Inventory Specialist exam by visiting [prometric.com/gbc](https://prometric.com/gbc). Prometric is the exam delivery organization for GBCI exams. There are two ways to take your Urban Greenhouse Gas Inventory Specialist exam. You have the option to take your exam either at a Prometric Test Center or through a remotely proctored internet-enabled (online) exam using Prometric’s ProProctor application.
  - If you would like to schedule your exam in a physical test center, [click here](#).
  - If you would like to schedule a remotely proctored online exam, you will first need to ensure that your computer meets the technical specifications (see [Pre-Exam Checklist](#)) and that the space within which you intend to take your exam meets the [testing environment requirements](#). Please review the [GBCI ProProctor Tips and Guidance document](#), the [ProProctor Exam Checklist](#) and [GBCI online exam FAQs](#) for useful information. Once you

have verified your computer meets the minimum system requirements, you can [click here](#) to continue scheduling your remotely proctored online exam.

6. On the Schedule Appointment screen, read through the instructions and click on the green forward arrow button located on the right-hand side at the bottom of the page to proceed to the next screen. Read through the Policy Notice and answer the age and consent questions at the bottom of the page and click the green forward arrow. You will then be asked to enter your exam eligibility ID (EID) and the first four characters of your last name.
7. Once you have successfully scheduled your exam appointment you will see a confirmation number on the screen and you will also receive an automated email from Prometric with important details about your exam appointment. Check your spam filters, quarantine, clutter, and junk folder(s) to ensure you receive the automated email – **please be sure to read the email in its entirety**. Please print your confirmation notice and record your confirmation number. You will need this confirmation notice for any communication with Prometric to confirm, cancel, or reschedule your exam appointment through the Prometric website. The confirmation number will also be required to [download and install](#) the ProProctor application. You are not required to bring this information with you when you check-in for your exam, though it may help should you require any assistance.
8. Once you register and pay for your exam, you have 12 months from the date your application was accepted to schedule and take your exam session. If you fail to complete your exam within the 12 months of the date your application was accepted, you will forfeit your registration and must submit a new application and payment to GBCI. If you fail your first attempt at taking the exam you may register and pay again in the same way as initial registration. After three unsuccessful attempts within a 12-month period, you must wait 90 calendar days before submitting a new registration and payment to GBCI. Candidates must pay the exam registration fee for each exam attempt.
9. You can confirm, cancel, or reschedule an exam on the [Prometric website](#).
10. In addition, if you have scheduled an exam at a test center and would like to reschedule it for a remotely proctored online exam (or vice versa), you will first need to cancel your exam at the test center, and then follow the link to schedule a remotely proctored online exam. Applicable rescheduling or cancellation fees may apply.
11. Rescheduling and cancellation policy:
  - You may reschedule or cancel your exam up to 30 calendar days prior to your exam without incurring a rescheduling fee.
  - If you reschedule or cancel your exam fewer than 30 calendar days but more than 4 calendar days before the scheduled date, you will be charged a \$50 fee.
  - You cannot reschedule your exam after midnight on the third day before the scheduled appointment. (For example, Wednesday appointments cannot be rescheduled after Sunday, 11:59 p.m.)
  - If you miss your exam date, or fail to reschedule or cancel 3 calendar days prior to the exam, you forfeit the entire exam registration fee. Learn more about GBCI's exam [refund/rescheduling policy](#).
  - When you reschedule an exam, you will receive a new confirmation email from Prometric. Please check your spam filters, quarantine, clutter, and junk folder(s) to ensure you receive the email from Prometric. If you do not, please contact Prometric immediately to confirm that your exam was rescheduled.
  - Due to circumstances outside of their control (e.g., weather related closures or due to COVID-19), Prometric may on occasion cancel a candidate's exam appointment. If this is the case, you will receive an automated email cancellation from Prometric and will have the option to schedule your exam either as a [remotely proctored online exam](#) or at a [Prometric](#)

[test center](#). Please allow up to 5 business days for Prometric’s scheduling system to process the cancellation updates. Once the system is updated, you will be able to self-serve and [schedule your exam](#). Please use your current EID when rescheduling your exam.

Refund policy— Days before original exam date	Cancellation	Reschedule
30 days or more	Yes	Yes
4-29 days	Yes, less a \$50 cancellation fee	Yes, less a \$50 rescheduling fee
0-3 days	No	No

To schedule five or more candidates at one time, [contact customer service](#).

## Eligibility Requirements

All candidates taking the Urban Greenhouse Gas Inventory Specialist exam must have practical experience\* in all phases of developing a Greenhouse Gas (GHG) inventory on a community or national scale. The applicant must have participated in each of the following GHG inventory development activities: project planning, defining the scope of emissions inventory, managing data, calculating emissions, synthesizing emission inventory results and reporting activities.

Additionally, candidates are required to possess a degree in higher education (i.e., completion of a degree beyond high school, secondary school or country equivalent) or five years practical experience\* in a related field. Related field may include, but is not limited to: agriculture, climate science, economics, energy, environmental, facilities management, natural resources, public administration, sustainability, transportation, urban planning, utilities management, waste management.

All candidates must also agree to the [Disciplinary and Exam Appeals Policy](#) and, if audited, must be willing to provide requested information.

*\*Practical experience is defined as work performed on a job.*

## Audits

GBCI reserves the right to conduct an audit at any time (including prior to application submission and after credential has been granted) of all current and past exam applications. Any information contained in your [account](#) may be audited and a request for further documentation of any information or claims submitted may be made at any time. GBCI further reserves the right to take disciplinary or legal action—including but not limited to revocation of credential—in the event that any conduct discovered during such an audit violates the Urban Greenhouse Gas Inventory Specialist [Disciplinary and Exam Appeals Policy](#), GBCI policy and/or law.

## Testing Accommodations

If you have a documented disability that would prevent you from taking the Urban Greenhouse Gas Inventory Specialist exam under standard testing conditions, you may request accommodations. GBCI complies with the provisions of the Americans with Disabilities Act (ADA). Under the ADA, entities that administer standardized examinations must offer the examinations in a place and manner that is accessible to candidates with

disabilities. This may require reasonable modifications to the manner in which the test is administered. Prometric, GBCI's test delivery company, will provide candidates reasonable auxiliary aids and services, except where it may fundamentally alter the validity of the exam results. Available accommodations include, but are not limited to, a reader, magnifying screen for the computer monitor, a scribe, additional breaks, and extended testing time. For remotely proctored online exams, Prometric may not be able accommodate all requests due to the testing environment security requirements.

If you require testing accommodations, you must indicate this during your registration process by checking the box that says "Yes, I need testing accommodations. To request accommodations, you and your health care provider will each need to complete one form, the [Candidate Form](#) and the [Provider Form](#), to document the disability and the need for accommodation. Please email both completed forms along with your testing accommodation request to [accomodations@gbci.org](mailto:accomodations@gbci.org) or by faxing it to 202-545-3708. GBCI will process your testing accommodations request once you submit **both** the Candidate and Healthcare Provider forms. There is no additional charge for testing accommodations. Each request will be evaluated individually. Once a testing accommodation request is approved, it is valid for 12 months. When registering for a new exam during your 12-month window, you must still check the box that says "Yes, I need testing accommodations." Please email [accomodations@gbci.org](mailto:accomodations@gbci.org) to request that your previously approved testing accommodations be applied to your new exam registration and state the date you originally sent your testing accommodations request. After 12 months from your original Candidate form and Healthcare Provider form approvals, you must submit a new set of Candidate and Provider forms to request your testing accommodations.

GBCI will review this documentation and, if approved, will alert Prometric of the necessary accommodations. Please allow up to 10 business days to receive a reply from GBCI following the submission of all your documentation. Please note that once you have requested testing accommodations, you will not be able to schedule your exam with Prometric until your request is approved. You will be contacted by email regarding the approval status of your testing accommodations request.

## Exam Fees

See the [exam](#) page on the website for pricing. Your paid exam fee is good for only one exam attempt within a 12-month period from the date your application was accepted. If you fail to complete your exam within the 12 months, you will forfeit your registration and must submit a new application and payment to GBCI.

# THE EXAM

## Exam Development

An Urban Greenhouse Gas Inventory Specialist coordinates with stakeholders, gathers and analyzes data, and calculates and reports community-scale greenhouse gas emissions in accordance with the Global Protocol for Community-Scale Greenhouse Gas Inventories (GPC) to help cities meet climate change mitigation objectives. The development of a valid exam begins with a clear and concise definition of the knowledge, skills and abilities needed in order to successfully perform the job of an Urban Greenhouse Gas Inventory Specialist. The Urban Greenhouse Gas Inventory Specialist exam is developed by a global network of Subject Matter Experts and meet the specifications of a job analysis. The test specifications are subject to rigorous validation by these experts, which ensures that the exam is valid, measuring what it is intended to measure. Once the exam is launched the test questions are regularly monitored to ensure continued reliability.

The exam assesses candidates' abilities at three cognitive levels: Recall, Application and Analysis.

- **Recall Items:** These items assess a candidate's ability to recall factual material that is presented in a similar context to the exam references.
- **Application Items:** These items provide the candidate with a novel problem or scenario that the candidate can solve using familiar principles or procedures described in the exam references.
- **Analysis Items:** These items assess a candidate's ability to break the problem down into its components to create a solution. The candidate must recognize the different elements of the problem and evaluate the relationship or interactions of these elements.

## Exam Format

The Urban Greenhouse Gas Inventory Specialist exam contains 80 randomly delivered multiple choice questions and must be completed in 90 minutes.

The exam has scored questions and unscored questions. All questions are placed randomly throughout the exam and candidates are not informed of a question's status, so the candidate should respond to all questions on the exam. Unscored questions are used to gather data regarding how the question performs. This data informs the use of the question on future exams.

The exam is computer-based. Exam questions and answer options are displayed on screen. The computer records your responses and times your exam. You are able to change your answers, skip questions and flag questions for later review.

During the exam, you may submit comments on any question(s) believed to contain a technical error in content by using the comment button located in the navigation bar. In order to challenge an exam question, you must have commented on the question and provided an explanation of your concerns. After the exam, within 10 business days [inform GBCI](#) that you have left comments on your exam; in your correspondence, be sure to note your questions and the email address used to sign up for the exam, as well as the date on which you took it. You must notify GBCI within 10 business days of your exam date that you have left a comment within your exam.

Be prepared to commit 110 minutes for the exam. Total exam time is broken out as follows:

- An optional 10 minute tutorial, the 90 minute exam and an optional 10 minute exit survey.

If you need to take a break before completing your exam in a test center, you may do so by raising your hand for assistance. Testing time is NOT suspended. Be aware that if you exit the test center or end the exam session by pressing "Finish" within your exam before completing the exam, the exam cannot be restarted and the exam session and fee are forfeited.

Please note that **breaks are not permitted during remotely proctored online exams**. It is strictly prohibited for you to be out of the webcam's field of vision at any point while taking the exam. If you leave your seat during the exam, except when authorized to leave by the Remote Proctor at the end of the exam, your exam session and fees are forfeited.

## Exam Language

The Urban Greenhouse Gas Inventory Specialist exam is available in English and Spanish. The primary language for the exam is English. In the case of any discrepancies between the original English content and translated content or challenges made to the exams, the English content will be used as the basis of consideration.

Translation is offered solely as an aid to non-native English speakers. Use of translators or



foreign-language dictionaries during the examination is not permitted. Additional time to complete the exam will not be provided. Please note that the non-disclosure agreement, exam tutorial, and end of exam survey are in English. Only the exam content will include your selected translated language. The translated exam is presented with the English text on top and the translated text below.

If you do not see the translated language once you enter the exam section, please immediately alert your exam proctor. For remotely proctored online exams, in addition to the non-disclosure agreement, exam tutorial and end of exam survey being in English, all interactions with the Readiness Agent during the virtual check-in process and with the Remote Proctor will be in English.

## Exam Maintenance

The Urban Greenhouse Gas Inventory Specialist exam goes through a periodic maintenance process where the questions are evaluated based on performance; poorly performing questions are removed and replaced. This is done to ensure that the exam remains statistically reliable and valid.

## PRE-EXAM CHECKLIST

### Are You Ready?

#### Two Months Before Your Exam (Test Center or Remotely Proctored Online Delivery)

- A. Ensure that your first name and last name in your City Climate Planner account **EXACTLY** match the first name and name on the identification you will present for your exam check-in. (see [Identification Requirements](#) below.) If your first and last names do not match, you will not be allowed to test and you will forfeit the exam registration fee. If you have any questions, please contact us.
- B. Confirm that the date, time, and location of your exam is correct. If it is not, please visit [prometric.com/gbci](http://prometric.com/gbci) for information about rescheduling or canceling your exam.
- C. For an additional fee, you have the option to experience the test delivery process that you will go through when you take the exam at one of Prometric's test centers or online via ProProctor. The **GBCI Test Drive** provides you an opportunity to familiarize yourself with Prometric's assessment platform, which will be used to deliver your exam. [Click here](#) for more information on how to pay and schedule a test drive at a test center or for a remotely proctored online exam.

#### For Remotely Proctored Online Exams: One Week Before Your Exam

- A. Download the ProProctor application at least one week in advance of your exam. To download the ProProctor application, you will need the 16-digit confirmation number included in your "Confirmation Appointment" email sent by Prometric. Check your spam filters, quarantine, clutter, and junk folder(s) to ensure you receive the automated email.
- B. Review the [ProProctor User Guide](#) in preparation for your exam and adjust your testing environment accordingly. If you fail to prepare your testing environment in accordance with the [ProProctor User Guide](#) guidelines you will risk being turned away and you will forfeit your exam registration fee. The ProProctor User Guide link is also available in the exam confirmation email you received after you scheduled your remotely proctored online exam. Review the [GBCI ProProctor Tips and Guidance document](#) which has useful information for a successful testing experience and the [ProProctor Exam Checklist](#) to help you prepare.

- C. If you are using an employer-issued computer, prior to scheduling your exam, check with your employer's IT department that you have the necessary permissions to make changes to your security settings (e.g. temporarily disable firewalls) and that you have permission to install Prometric's ProProctor application. Note, if you are taking your exam at your workplace using your employer's internet be aware that there may be back-end applications running that prevent the launch of ProProctor. GBCI recommends that test takers take their exam outside of their employers' internet. We strongly suggest that you send the [General Instructions for Corporate Computers](#), [ProProctor System Requirements](#), and the [ProProctor User Guide](#) to your IT department so that they fully understand what is required.
- D. Perform a [system readiness check](#) one week before your scheduled exam to ensure that your systems are compatible with ProProctor requirements. In addition, carefully review the ProProctor Software Installation guides ([Windows OS](#) and [Mac OS](#)). If the system readiness check fails, the page will alert you to the failed item and prompt you to troubleshoot the errors and complete the check again. Note that the system readiness check does not assess whether you have the necessary permission levels to install and launch the ProProctor application. You may need to temporarily disable your browser's ad blockers and computer's firewall and antivirus as per ProProctor's installation guides.
- Screen Resolution: 1024 x 768 is the minimum resolution required, 1920 x 1080 recommended. Minimum recommended screen scaling: 100%
  - Operating System: Windows 8.1 or higher | MacOS 10.13 or higher
  - Web Browser: Latest Google Chrome
  - WebCam Resolution: 640 X 480 pixels external for desktops, internal for laptops.
  - Microphone: Enabled. Bluetooth headsets are not supported
  - Internet Connection: Speed 1.0 Mbps or greater
  - Only a laptop or desktop computer can be used to take the exam
  - No dual-monitor configurations are permitted for testing (e.g. a desktop with two monitors or a laptop with a separate monitor)
  - Computers must be undocked and have a movable web-camera (internal or external)
- E. [Download and install](#) the ProProctor application.
- F. For best internet connectivity, GBCI recommends that you connect to the internet with an Ethernet cable for the duration of your exam rather than using a wireless connection. Wireless connections are less stable and can lead to sudden disconnections which can result in you being dropped from your exam. If this happens, you should relaunch ProProctor to resume your exam. (Note that you will be required to go through the security check again.) If you are disconnected from ProProctor three (3) times, you will be asked by the Remote Proctor to reschedule your exam. Please contact [gbc.org/contact](http://gbc.org/contact) for assistance with rescheduling your exam.
- G. If you are using a wireless connection, position your device where you receive the strongest signal. Make sure that there are no other devices (phones, tablets, gaming/video streaming devices or TVs) or users connected to your internet connection for the duration of your exam. Lack of internet bandwidth or inconsistent internet bandwidth during your exam are the most common causes of incomplete connection or lost connection with ProProctor.

## Test Security

To ensure the integrity of the Urban Greenhouse Gas Inventory Specialist exam, you will be required to review and accept a nondisclosure agreement that prohibits any disclosure of exam content:

- A. Test questions and answers are the exclusive property of GBCI.
- B. The exam and the items (questions and answers) are protected by copyright law. The exam may not be copied or reproduced in part or in whole, by any means whatsoever, including memorization.
- C. Future discussion or disclosure of the content of the exam, orally or in writing, or by any other means, is prohibited. This includes reading the questions out loud during your exam.
- D. Theft or attempted theft of exam items is punishable to the fullest extent of the law.
- E. Failure to comply with the agreement will prevent you from testing.

## What to Expect at the Test Center

Plan to arrive at the test center at least 30 minutes prior to your scheduled exam appointment. If you arrive at the test site after your scheduled exam time, you will lose your seat and forfeit your exam registration fee.

Upon arrival at the test center, you will be required to show acceptable form(s) of identification (see [Identification Requirements](#) below) and sign in. Next, you will be escorted to a locker to store your belongings. You will have access to your ID and your locker key for the duration of your exam. Then you will go through a security checkpoint, where you will be asked to empty your pockets; remove eyeglasses, roll down shirtsleeves, remove watches and fitness trackers/ monitors, remove jewelry\*, and roll up pant legs for inspection; and pass through a metal detector. Upon completion of the enhanced security check-in, you will be escorted to a workstation by test center staff.

*\*Religious jewelry and wedding rings are exempt.*

You must remain in your seat during the exam except when authorized to leave by test center staff. Raise your hand to notify test center staff if:

- A. You experience a problem with your computer
- B. An error message appears on the computer screen (do not clear the message)
- C. You need to take a break (testing time is NOT suspended)
- D. You need the test center staff for any other reason

Accessing personal effects during your exam is a security infraction and as a result, your exam session may be voided without refund. Prometric test centers are outfitted with cameras that record the check-in process and exam experience for each candidate. These recordings may be viewed by Prometric test center staff and GBCI in the case of suspected security infractions. If you have a medical condition that may necessitate access to medication (e.g., an insulin pump), you must submit a [Testing Accommodation](#) request for approval to GBCI during exam registration.

If you require a break (e.g., to use the restroom), you must abide by the aforementioned security policies, and you will be required to repeat the security check before you are permitted to reenter the exam room.

## What to Expect during Virtual Check-In

Plan to log on to the [ProProctor application](#) 30 minutes prior to your scheduled exam appointment. If you arrive to your virtual check-in after your scheduled exam time, you will forfeit your exam and exam registration fee.

Upon logging into the ProProctor application, you will be prompted to capture a facial image from your webcam, followed by an image of your government-issued ID. Once these steps are completed, you will proceed to meet with a Remote Readiness Agent who will guide you through all the security checks before your exam is launched.

Note that after logging into ProProctor, you should not have to wait more than 10-15 minutes (maximum) for a Readiness Agent to conduct the security check. Waiting longer than that is an indication that you may have an incomplete connection with ProProctor, and Prometric is unaware that you are waiting in the “lobby area” for your virtual check-in. If this happens, you should exit the application and relaunch ProProctor. If you continue to experience an extended wait time, visit the ProProctor help page and contact ProProctor technical support via chat (this is the fastest method for assistance).

The security check conducted by the Readiness Agent will include verifying acceptable form(s) of identification (see [Identification Requirements](#) below); followed by a comprehensive 360-degree webcam scan of the room and work surface area. Similar to being at a test center, the Readiness Agent will then ask you to raise your pants legs above the ankles, empty and turn all pockets inside-out and raise shirt sleeves above the wrists. If you are wearing eyeglasses, you will be required to remove them for visual inspection to ensure they don't contain a recording device. Large jewelry items must be removed due to concerns over concealed recording devices. If you have long hair that covers your ears, you will be asked to pull your hair back to ensure nothing is attached to your ear (such as a Bluetooth earpiece).

A digital notepad is available in ProProctor during the exam to use in lieu of the scratch sheets of paper. Scratch sheets of paper and a pen or pencil are not allowed during the remotely proctored online exam.

Upon completion of the virtual security check-in, you will be assigned to a Remote Proctor who will launch your exam and monitor you for the duration of your exam.

It is strictly prohibited for you to be out of the webcam's field of vision at any point while taking the exam. You must remain in your seat and visible to the Remote Proctor during the exam except when authorized to leave by the Remote Proctor. Contact the Remote Proctor via chat or audio if:

- A. You experience a problem with your computer
- B. An error message appears on the computer screen (do not clear the message)
- C. You need the Remote Proctor for any other reason.

Accessing personal effects during your exam is a security infraction and as a result, your exam session could be voided without refund. Audio, video, and chat messages are recorded throughout the entire duration of the exam. These recordings may be viewed by Prometric proctoring staff and GBCI in the case of suspected security infractions. Please remember that it is very important that you take your exam in a well-lit room with a door that you can close. If someone else comes into the room while you are taking your exam, privacy laws require that Prometric immediately shut down your exam, because the individual entering the room has not consented to be recorded. Your exam results will be voided, and you will forfeit the full exam fee.

## Identification Requirements

GBCI, along with Prometric, enforces a strict policy regarding acceptable identification to maintain the integrity and quality of the LEED Green Associate exam and to ensure all candidates have access to a consistent and fair exam check-in process. All IDs must be plasticized or laminated by the issuing authority at the time of issue. Your ID must be in the original form it was issued; duplicates or photocopies will not be accepted.

You are required to provide one form of valid government-issued identification that contains all the following four elements:

- A. Your name, which must **EXACTLY** match the name (in Roman characters) that you used to register for the exam
  - *Please note: The identification that you present during your exam check-in must include your name printed in Roman characters and must **EXACTLY** match the first name and last name that you used to register for the exam. IDs with names printed solely in non-Roman characters are not acceptable. If you legally only have one name, during registration enter 'No Name' during the exam registration in the first or last name fields as applicable. You must contact GBCI and notify them of the discrepancy between the name you used to register for your exam and the name printed on your legal documentation government issued ID. If you do not contact GBCI in advance and your legal ID does not **EXACTLY** match the first name and last name you entered when you registered for your exam, you will not be permitted to test and you will forfeit your exam registration fee.*
- B. A recent, recognizable photograph that looks like you
- C. Your signature
- D. Be unexpired and include an issue date and an expiration date

Examples of identification that typically comply with requirements include:

- A. Passport
- B. Driver's license with printed signature, including date issued and date of expiration
- C. Current government-issued photo ID with signature, including date issued and date of expiration
- D. Green card, permanent residence card, or H-1B visa
- E. Military ID that includes date issued and date of expiration

If your identification does not include a recent photograph, your signature, and an issue and expiration date, you must provide a secondary identification (with the same first and last name in Roman characters) that includes the outstanding required elements. Remember, at the time your secondary identification was issued, the issuing authority must have laminated it.

- A. For example, India residents presenting an India PAN card or India voter ID that does not include a date issued and/or an expiration date must also present a second form of identification (with the same first and last name and signature) which does include an expiration date. An unexpired credit card with a printed signature can only be used at a test center as a secondary form of ID.
- B. For remotely proctored online exams, due to security reasons, credit cards are not accepted as a form of identification during the check-in process. However, a library card, health insurance card or work-issued employee ID card may be presented as a secondary ID.

Unacceptable forms of ID include, but are not limited to:

- A. Photocopies or duplicates
- B. ID without an expiration date or date of issue
- C. ID with the first and last name printed solely in non-Roman characters
- D. Social Security card
- E. Library card (test centers only)
- F. For India residents: Aadhaar cards

## Prometric Regulations

You must abide by the [Prometric security rules](#) while at the test center or in the remotely proctored environment. We recommend that you review these carefully before your scheduled exam date, since you will be required to agree to them before starting your exam. See [Prometric's FAQs](#) for more information.

## Grounds for Dismissal

Any candidate who engages in misconduct or does not comply with the test proctor's warning to discontinue inappropriate behavior may be dismissed from the testing environment (test center or online), have exam results invalidated, or be subject to other sanctions. Fraud, deceit, dishonesty, or other irregular behavior in connection with taking the exam is strictly prohibited.

If you are dismissed from the testing environment, [inform GBCI](#) within 10 business days of your exam date and provide a reason for your behavior. GBCI reviews all instances of dismissal from the testing environment and makes a ruling based on the consideration of your rationale and the Prometric report of the incident. To appeal a GBCI ruling, [send](#) an email of your formal appeal to GBCI. At this stage, the Credentialing Steering Committee will review and make a final ruling on your case.

## AFTER YOUR EXAM

### Exam Results

The Urban Greenhouse Gas Inventory Specialist exam is scored between 125 and 200. **A score of 170 or higher is required to pass.** Your exam results will be displayed on screen at the end of the exam and you will receive a copy of your results via email.

Within 72 hours of your appointment, your exam results will be processed and your [account](#) will be updated.

### Passing the Exam

#### Designating Your Credential

As soon as you have passed the exam, you can use the "Urban Greenhouse Gas Inventory Specialist" professional designation.

## Certificates

Once your exam results have been processed, you can download a copy of your certificate through your [City Climate Planner account](#).

## Credential Renewal

The Urban Greenhouse Gas Inventory Specialist credential has a 5-year renewal cycle, or reporting period, starting when the credential is earned (based on exam date) and ending 5 years minus 1 day from the start date. For example:

Exam date/reporting period start date	Reporting period end date	Next reporting period start date	Next reporting period end date
October 15, 2017	October 14, 2022	October 15, 2022	October 14, 2027

At the end of the 5-year reporting period, Urban Greenhouse Gas Inventory Specialists are required to maintain their credential. If professionals do not complete and report their continuing education (CE) hours during the 5-year period, the credential expires.

The purpose of credential renewal is to encourage learning experiences that demonstrate continued competency and up-to-date industry knowledge. For more information, see the Credential Maintenance Program section of this Handbook.

## Exam-related Complaints and Exam Content Appeals

Because of the need for exam security, GBCI does not release exam questions or answers to candidates. GBCI does not respond to complaints or appeals received more than 10 business days after an individual's exam date and does not respond to complaints or appeals sent to any organizations other than GBCI.

If you experience any problems at the Prometric test center or during a remotely proctored online exam, you must inform test center personnel before leaving the test center or the Remote Proctor before ending your online exam session. Prometric will draft an Incident Report and make it available to GBCI.

If you wish to submit an exam content appeal, you must submit comments during the exam on any question(s) believed to contain a technical error in content. You can use the comment button located on the navigation bar. In order to challenge an exam question, you must comment on the question and provide a brief explanation of your concerns during the exam. After the exam, [inform GBCI](#) that you have left comments on your exam; in your correspondence, be sure to note your questions and the email address used to sign up for the exam, as well as the date on which you took it. GBCI reviews your concerns and notifies you of the findings.

GBCI does not modify exam scores under any conditions. In the event of a successful exam content complaint, you will be given the opportunity to retest at no charge; your score will not be changed. The only way to earn the Urban Greenhouse Gas Inventory Specialist credential is to earn a 170 on the exam.

## Candidate Confidentiality

GBCI recognizes your rights to control personal information. GBCI policy is designed to safeguard this information from unauthorized disclosure (see section 14 and 15 of [GBCI's Disciplinary and Exam Appeals Policy](#)). You can change your preference to be contacted by updating your personal preferences in your [account](#).

To protect your rights to control score distribution, exam scores are released only to you, the test taker, and authorized GBCI staff, except as required by law. GBCI does not release test

scores except for use in research studies that preserve your anonymity. Candidates' scores will always remain confidential unless released with written consent of a candidate.

Official statistics regarding the Urban Greenhouse Gas Inventory Specialist exam, including all item performance data, individual data and demographic data, will be considered confidential; however, GBCI may publish aggregate, non-identifying information based on such data.

## CREDENTIAL MAINTENANCE PROGRAM

Urban Greenhouse Gas Inventory Specialist credential holders may renew their credential in one of two ways:

1. Work experience and continuing education, or
2. Work experience and retake the examination

### Option 1: Work Experience and Continuing Education

**Work Experience:** requires either the development or updating of one GPC-compliant inventory that requires responsibility for managing all phases of inventory development. Inventory must be published and acknowledged as GPC compliant.

Alternatively, providing technical support in the development of four GPC-compliant inventories may count toward work experience. Inventories must be published and acknowledged as GPC-compliant. Technical support includes, but is not limited to:

- peer-to-peer technical advice
- review and training on data, methods, reporting

#### AND

**Continuing Education:** credential holders must complete 50 continuing education (CE) hours within the 5-year reporting period. Credit is awarded for receiving and delivering education activities. At least 5 CE hours must be completed in activities with global application. Global application is defined as, "education activities with a global scope, for example global standards, globally acceptable methodologies, etc." Education must be directly related to the content outline of the certification examination.

Credential holders must earn CE hours through activities that contribute to continued competence. Activity types may include the following options, but is not limited to: education (e-learning; conferences; training; academic course work; webinars) authorship, and volunteering.

#### Education

Education may include education/training received, and education/training delivered, and may be obtained from several sources.

Education obtained by receiving training/education received through continuing education and training must have learning objectives that are directly linked to the content outline of the certification examination. CE hours are calculated and awarded as 1 hour = 60 minutes of educational contact time.

Education received and delivered is awarded as follows:

- Within the 5-year certification cycle, credential holders can only take the same education activity (course, webinar, etc.) once per 5-year cycle
- Instructors, teachers and presenters may claim credit for each instance of delivering each continuing education activity



**Authorship**

Authorship must be related to the field and may be in electronic or printed medium. Only publications that are authored or co-authored by the credential holder are qualified for CE hours.

Authorship	
Activity	CE Hours Awarded
Published technical paper (must be peer-reviewed and published)	10 CE hours
Authoring a published book, manual or technical guideline (must apply to field and credit will be awarded at time of publication)	20 CE hours
Publishing in a journal, bulletin or magazine article	10 CE hours (peer-reviewed) 5 CE hours (non-peer-reviewed)
Authoring/co-authoring a whitepaper/position paper (may be digitally distributed and published)	10 CE hours
Authoring/co-authoring a chapter of a technical handbook (credit will be awarded when published)	5 CE hours

**Volunteering**

Volunteer activities that qualify for CE hours include participating in the following test development activities for the Urban Greenhouse Gas Inventory Specialist exam:

Activity	CE Hours Awarded
Job Task Analysis Study	10 CE hours
Item Writing	5 CE hours annually
Item Review	5 CE hours annually
Passing Score Study	10 CE hours annually

## Option 2: Work Experience and Retake the Examination

**Work Experience:**

Requires either the development or updating of one GPC-compliant inventory that requires responsibility for managing all phases of inventory development. Inventory must be published and acknowledged as GPC compliant.

Alternatively, providing technical support in the development of four (4) GPC-compliant inventories may count toward work experience. Inventories must be published and acknowledged as GPC-compliant. Technical support includes, but is not limited to:

- peer-to-peer technical advice
- review and training on data, methods, reporting

## **AND**

### **Retaking the Examination:**

Credential holders may take the Urban Greenhouse Gas Inventory Specialist examination within one year of the expiration of certification, but not sooner. The original certification cycle of 5 years will remain—cycles may not be shortened or lengthened.

## Reporting Credential Maintenance

To self-report CMP activities for Urban Greenhouse Gas Inventory Specialist, log into your account and select Report CMP Activity.

### **Renewal**

Renewal is available during year 5 of your reporting period after required CE hours have been completed. Even if all CE hours have been completed, renewal is not available until the final year of your reporting period. Within 24 hours of renewing, your next reporting period will appear on your account. You cannot earn or report CE hours until your new reporting period begins.

We aim to provide renewal notification, but credential maintenance is the responsibility of the individual credential holder. You have 90 days after the end of your reporting period to renew without penalty, but all CMP activities must be earned between the reporting period start and end dates.

### **To renew:**

1. Report your required CE hours for Urban Greenhouse Gas Inventory Specialist through your account, ensuring you have met all requirements.
2. Follow onscreen instructions.
3. Pay the nonrefundable renewal fee.

### **Fees**

GBCI credential holders are responsible for paying a quinquennial CMP renewal fee at the time of renewal. [Click here](#) for pricing details. Payment will be accepted only in US dollars.

### **Past Due**

Credential holders will have 30 days to renew and report hours previously earned within their reporting period, which starts after the reporting period has ended. You will not be able to earn hours during this time. If you do not report enough hours and successfully renew by the end of the past due period, your credential will expire.

### **Expiration**

GBCI professional credentials will expire if the credential holder fails to complete the CMP requirements. Renewal must be submitted no later than 30 days after their reporting period end date.

### **Reviews**

GBCI will audit a percentage of all credential holders at regular intervals to ensure that they have the documentation to substantiate their claims of continuing education. GBCI also reserves the right to review any reported CE hours at any time. If you are selected for an audit, we will ask you to verify your completed activities with the appropriate documentation. Please save documentation of hours earned. During this process, GBCI hopes to get a better sense of your experience pursuing CMP activities.

## Failure to Comply

Each Urban Greenhouse Gas Inventory Specialist credential holder is responsible for demonstrating full compliance with renewal guidelines. Unsupported, misstated or fraudulent reporting of CE hours is a violation of GBCI's [Disciplinary and Exam Appeals Policy](#). Such reporting is cause for action by GBCI and may be grounds for disciplinary action, up to and including revocation of the GBCI credential. See GBCI's Disciplinary and Exam Appeals Policy for more information.

Failure to fulfill and/or report the renewal requirements for the 5-year reporting period will result in expiration of the credential.

## Extensions

If unforeseen circumstances prevent you from being able to complete your credential maintenance in your 5-year reporting period, you may [request a waiver or extension](#). Situations that could be recognized by GBCI as hardship include:

- Long-term unemployment
- Military deployment
- Health problems
- Death in the family

This list is not exhaustive nor do these circumstances guarantee a waiver or extension. Written requests with supporting documentation must be received at least 30 days before the end of your reporting period. GBCI reviews requests on a case-by-case basis and only grants waivers or extensions in situations where you were prevented from completing your CMP.

## Reinstatement

To [regain a credential](#) after expiration, you must re-apply, pay all applicable fees and re-take and pass the exam.

# EXAM SPECIFICATIONS

The following outline provides a general description of exam content areas for the Urban Greenhouse Gas Inventory Specialist exam. Knowledge domains reflect what one needs to know.

## Urban Greenhouse Gas Inventory Specialist Exam

### Knowledge Domains

#### 1. Project Planning (5 Questions)

- A. Establish project goals and objectives
- B. Develop a project plan
- C. Establish quality control procedures

#### 2. Defining the Scope of an Emissions Inventory (8 Questions)

- A. Identify program authorities (e.g., covenant of mayors, national government, local policies) who might assist, require, and otherwise have a stake in the inventory
- B. Define program objectives
- C. Determine reporting framework or platform

D. Set inventory boundaries

E. Decide on methodologies

**3. Managing Data (35 Questions)**

A. Identify data needs

B. Identify data sources

C. Obtain stakeholder commitment

D. Collect activity data

E. Determine emissions factors

F. Determine other parameters (e.g., fuel economy, population)

G. Analyze data

**4. Calculating Emissions (16 Questions)**

A. Execute calculations

B. Calculate uncertainties

**5. Synthesizing Emission Inventory Results (8 Questions)**

A. Organize calculated results

B. Interpret results

**6. Reporting Activities (8 Questions)**

A. Generate reports

B. Manage internal results dissemination

## References

The primary source for the Urban Greenhouse Gas Inventory Specialist exam is the Global Protocol for Community-Scale Greenhouse Gas Inventories (GPC). When combined with the exam specifications, the candidate has the material from which the exam is based.

Greenhouse Gas Protocol. *Global Protocol for Community-Scale Greenhouse Gas Inventories*. World Resources Institute, C40 Cities, and ICLEI, 2014.

## Sample Questions

**Disclaimer:** The exam questions (referred to as “items”) listed here were discarded in the process of creating items for the exam.

The items are provided for your convenience to allow you to better familiarize yourself with the format and general content of items on exams.

The content of these items, while representative of the type of questions you can expect, does not necessarily mirror the content that will appear on the actual exams.

Furthermore, your ability to correctly answer these sample items does not in any way predict or guarantee your ability to successfully answer questions on the actual exams.

**Urban Greenhouse Gas Inventory Specialist Sample Questions**

1. When only regional or national data are available, what technique can be used to estimate emissions for a city?
  - A. Scaling
  - B. Verification
  - C. Interpolation
  - D. Extrapolation

*This question represents Domain 3: Managing Data.*

2. Which of the following creates the largest contribution to global warming?
  - A. 1 tonne of SF6
  - B. 78 tonnes of N2O
  - C. 2,200 tonnes of CH4
  - D. 4,000 tonnes of CO2

*This question represents Domain 4: Calculating Emissions.*

## CONTACT

**Prometric**

1501 South Clinton Street, Canton Crossing Tower, 14th Floor, Baltimore, MD 21224 | [prometric.com/gbci](http://prometric.com/gbci)

Prometric’s website is available for scheduling, rescheduling, canceling and confirming exam appointments 24 hours per day. Please see Registration above more information.

View the list of [Prometric Call Centers](#) for regional numbers to schedule, reschedule, or cancel your exam, or for general information.

North America	
Customer service: To schedule, reschedule, cancel and confirm appointments or for general testing information (Monday to Friday, 8:00 to 20:00 PM ET [GMT -5])	888 215 4154
Candidate care: For any problems encountered during your experience with Prometric (Monday to Friday, 8:00 to 21:00 ET; Saturday, 9:00 to 17:00 PM ET [GMT -5])	800 853 6769
Bulk Registration (five or more candidates)	800 774 1292
Special Conditions (Candidates with disabilities)	800 967 1139
Fax	800 853 6781

Latin America	
To schedule, reschedule, cancel and confirm appointments or for general testing information	+1 443 751 4995
Asia/Pacific	
China (Monday - Friday, 8:30 to 19:00 GMT +10:00)	+86 10 62799911
India (Monday - Friday, 9:00 to 17:30 GMT +05:30)	91 124 4147700
Japan (Monday - Friday, 8:30 to 19:00 GMT +10:00)	0120 347737
Korea (Monday - Friday, 8:30 to 19:00 GMT +10:00)	1566 0990
Australia, Hong Kong, Indonesia, Malaysia, New Zealand, Philippines, Singapore, Taiwan, Thailand and all other Asia/Pacific countries (Monday - Friday, 8:00 to 20:00 GMT +08:00)	603 7628 3333
Europe, Middle East, Africa	
Europe	31 320 239 540
Middle East (Sunday to Thursday)	31 320 239 530
North Africa (Sunday to Thursday)	31 320 239 530
Sub-Saharan Africa	31 320 239 593

### Green Business Certification Inc.

2101 L Street NW, Suite 600, Washington, DC 20037 | [gbc.org](http://gbc.org)

The [City Climate Planner](#) program website is available 24 hours per day for exam application and registration, information regarding the Urban Greenhouse Gas Inventory Specialist exam and access to your account.

Call Center: 1-800-795-1746 (within the US) or +1-202-742-3792 (outside the US) GBCI's call center is available Monday through Friday from 9:00 to 17:30 ET for questions regarding exam registration and other Urban Greenhouse Gas Inventory Specialist exam-related inquiries.

[GBCI staff](#) are available for questions, comments and concerns regarding certificates, Urban Greenhouse Gas Inventory Specialist exam records, exam complaints, exam development, exam scoring, exam format and all other exam policies and procedures.