



URBAN GREENHOUSE GAS INVENTORY SPECIALIST

Candidate Handbook

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The City Climate Planner program is administered by Green Business Certification Inc. in partnership with World Resources Institute and ICLEI Local Governments for Sustainability. The program was developed by the World Bank and global partners with funding from the Korea Green Growth Trust Fund.

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™, TRUE, and theGRESB® benchmark, which is used by institutional investors to improve the sustainability performance of the global property sector.

Urban Greenhouse Gas Inventory Specialist Candidate Handbook

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Information in this Candidate Handbook represents current policies and procedures for the Urban Greenhouse Gas Inventory Specialist credential. Information in this Candidate Handbook supersedes information contained in any previously published Candidate 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 name is 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 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 name in 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. Prometric is the exam delivery organization for GBCI exams. There are now 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) location of your choice using Prometric's ProProctor tool.
 - 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](#). Once you have verified your computer meets the minimum system requirements, you can [click here](#) to continue scheduling your remote 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 onscreen and you will also receive an automated email from Prometric with important details about your exam appointment – **please be sure to read the email in its entirety**.
8. Record your confirmation number. You will need this confirmation number to confirm, cancel, or reschedule your exam appointment through the Prometric website.
9. Once you have scheduled your exam, please print your confirmation notice from Prometric. Keep your

confirmation notice for any communication with Prometric about your exam. 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.

10. Once you register and pay for your exam, you have 12 months to schedule and take your exam session. 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, however, you must wait 90 days before submitting a new registration and payment to GBCI. Candidates must pay the exam registration fee for each exam attempt.
11. You can confirm, cancel, or reschedule an exam on the [Prometric website](#).
12. 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
13. Rescheduling and cancellation policy:
 - You may reschedule or cancel your exam up 30 days prior to your exam without incurring a rescheduling fee.
 - If you reschedule or cancel your exam fewer than 30 days but more than 3 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 3 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. If you do not, please [contact Prometric](#) immediately to confirm that your exam was rescheduled.

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 normal 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, a scribe and extended testing time. For remotely proctored online exams, Prometric may not be able to implement all accommodations since candidates are taking the exams in a remote location.

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 the completed forms along with your testing accommodation request to accommodations@gbci.org or by faxing it to +1.2020.545.370. There is no additional charge for testing accommodations. Each request will be evaluated individually.

GBCI will review this documentation and, if approved, will alert Prometric of the necessary accommodations. Once you have requested testing accommodations, you will not be able to schedule an appointment 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.

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 not only recognize the different elements of the problem, but must also 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.

All items are delivered randomly throughout the exam and candidates are not informed of an item's status, so candidates should respond to all the items on the exam.

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.

While taking your exam, you may come across test items on which you would like to leave comments. Please make sure to add your comments during the exam by clicking on the comment button located in the navigation bar on the screen. Be sure to [inform GBCI](#) that you have left comments on your exam, including the email address that you used when you signed up for the exam and the date that you took 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. The translated exam is presented with the English text on top and the translated text below. Please note the exam tutorial, non-disclosure agreement, and end of exam survey are 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?

One Month Before Your Exam (test center or remote proctored online delivery)

- Ensure that your given name (first name) and surname (last name) in your [City Climate Planner account](#) exactly matches the given name and surname on the identification you will present at the test center. (See [Identification Requirements](#) below.) **If the 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](#).

One Week Before Your Exam

- Confirm that the date, time and location of your exam is correct. If it is not, please visit prometric.com/gbcI for information about rescheduling or canceling your exam.

- For Remote Proctored Online Exams:
 - a. Review the [ProProctor User Guide](#) in preparation for your exam and adjust your testing environment accordingly. ProProctor User Guide link is also available in your exam confirmation email received after scheduling your remote proctored online exam.
 - b. Perform a [system readiness check](#) and ensure that your computer meets the minimum system requirements. 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.
 - Screen Resolution: 1920 x 1080 is the minimum resolution required for this exam
 - Operating System: Windows 7 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
 - Download Speed: 500 Kbps or greater
 - Upload Speed: 384 Kbps
 - 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
 - c. [Download and install](#) the ProProctor application.

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:

- Test questions and answers are the exclusive property of GBCI.
- 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.
- Future discussion or disclosure of the content of the exam, orally or in writing, or by any other means, is prohibited.
- Theft or attempted theft of exam items is punishable to the fullest extent of the law.
- Failure to comply with the agreement will prevent you from testing.

What to Expect at the Test Center

It is recommended that you arrive at the test center at least 30 minutes prior to your scheduled exam appointment. Candidates who arrive at the test site after their scheduled exam time will lose their seat.

You will be escorted to a workstation by test center staff. 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:

- You experience problems with your computer
- An error message appears on the computer screen (do not clear the message)
- You need to take a break (testing time will NOT be suspended)
- You need the test center staff for any other reason

During the exam, candidates may submit comments on any question(s) they believe to contain technical errors in content by using the comment button located in the navigation bar. In order to challenge an exam question, the candidate must have commented on the question and provided problematic details during the exam session.

What to Expect during Virtual Check-In

Plan to log on to the [Prometric site](#) 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 Prometric site, 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.

The security checks 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). Upon completion of the virtual security check-in, you may proceed to launch the remote proctored online exam and meet the Remote Proctor who will be proctoring the exam for its entire duration.

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 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 the course of 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.

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 of the following four elements:

1. your name, which must exactly match the name that you used to register for the exam

*Please note: The identification that you present to the test center must include your name printed in Roman characters and must **exactly** match the 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, 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 at least ten (10) business days prior to your testing date.*

2. a recent, recognizable photograph that looks like you
3. your signature
4. 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 all four required elements, you must provide a secondary identification (with the same first and last name) that includes the outstanding required elements. Remember, at the time your secondary identification was issued, the issuing authority must have laminated it.

- 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. A secondary form of ID could be an unexpired credit card with printed signature.

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

- a. ID without an expiration date or date of issue
- b. ID with the first and last name printed solely in non-Roman characters
- c. Photocopies or duplicates
- d. Social Security card
- e. Library card
- f. for India residents: Aadhaar cards

Prometric Regulations

You must abide by the [Prometric security rules](#) while at the test center or in the remote 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 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](#) 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 [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 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 remote 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; 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. 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. 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

[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.

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Green Business Certification Inc.

2101 L Street NW, Suite 500, Washington, DC 20037 | gbci.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.

