



# **URBAN GREENHOUSE GAS INVENTORY SPECIALIST**

## **Candidate Handbook**

October 2017

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## EXAM APPLICATION & SCHEDULING

### Registration

1. Create a [new account](#).
2. Verify that the name you enter in matches the name on the ID you will present at the test center. If it does not match, please update your name in your [site user account](#) “settings.” This may be of special concern to candidates who use more than one name (e.g., individuals who use a nickname or those who use different names in different regions). Please update your name with GBCI at least 5 days prior to your exam. [Contact GBCI](#) if you experience issues updating your name.\*
3. Select the *Urban Greenhouse Gas Inventory Specialist* application and follow the instructions on the screen to complete the application.
4. Staff will review your application and you will be notified within 2 weeks of your eligibility.
5. If approved, you will be able to pay and schedule for the Urban Greenhouse Gas Inventory Specialist exam.
6. You will be directed to [prometric.com/gbci](http://prometric.com/gbci) to schedule your exam date and location.
7. When the exam appointment is scheduled, you will receive a confirmation number onscreen and from Prometric through an email.
8. Record your confirmation number. You will need this confirmation number to confirm, cancel or reschedule your appointment through the Prometric website, [prometric.com/gbci](http://prometric.com/gbci).
9. Once you have scheduled an exam, please print your confirmation notice from Prometric. Keep your confirmation notice for any communication with Prometric about your exam.

The 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 is 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.

Upon taking your exam, if your attempt was unsuccessful you may register again in the same way as initial registration. After three unsuccessful attempts, however, you must wait 90 days before submitting a new registration to GBCI. Candidates must pay the registration fee for each exam attempt.

Learn about [GBCI’s exam refund/rescheduling policy](#).

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

*\*If your native language utilizes non-Roman characters, be sure to enter your name in Roman characters when you register for the exam. Make sure to bring identification, such as a passport that includes your name in Roman characters, to the test center.*

### 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.

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

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

## 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.

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. 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.
- Be aware that if a candidate exits the exam session before completing the exam, the exam cannot be restarted and the exam session and fee are forfeited.

## Exam Language

The Urban Greenhouse Gas Inventory Specialist exam is currently only available in English.

## Exam Maintenance

Each year, the Urban Greenhouse Gas Inventory Specialist exam goes through a 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

Ensure that your given name (first name) and surname (last name) in your [account](#) matches the given name and surname on the identification you will present at the test center. (See next page.) **If the names do not match, you will not be allowed to test and you will forfeit the exam fee.**

One Week Before Your Exam

Confirm that the date, time and location of your exam is correct. If it is not, please visit the [website](#) for information about rescheduling or canceling your exam.

## 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.

### Identification Requirements

Candidates must provide a valid, unexpired ID with a signature, a photograph that looks like the candidate and an expiration date. Acceptable examples include:

- Current government-issued photo ID with signature
- Current credit card photo ID with signature
- Current photo ID without signature plus 1 credit card with signature—first and last names must match on both

Examples of acceptable forms of unexpired photo ID include, but are not limited to:

- Driver's license
- Passport
- Military ID
- Alien ID/Resident Alien Card\*

*\*If the ID has a picture but no signature, it must be provided with a form of signature ID (e.g., a credit card) in the same name.*

See [Prometric's website](#) for more information.

Unacceptable forms of ID include, but are not limited to, an expired ID, an ID without an expiration date and a Social Security Card.

### Test Center Regulations

You must abide by Prometric's security rules while at the test center. See [Prometric's FAQs](#) for more information.

## Grounds for Dismissal from the Test Center

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 test site, 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.

## Exam Complaints

Because of the need for test security, GBCI will not release exam questions or answers to candidates. GBCI does not respond to complaints sent to organizations other than GBCI.

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.

## 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. The purpose of credential renewal is to encourage learning experiences that demonstrate continued competency and up-to-date industry knowledge.

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.



### Credential Maintenance Program (CMP)

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 90 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 90 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, one must apply and take the exam again. Such individuals are responsible for all applicable fees.

## 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.

## EXAM SPECIFICATIONS

### 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 SF<sub>6</sub>
- B. 78 tonnes of N<sub>2</sub>O
- C. 2,200 tonnes of CH<sub>4</sub>
- D. 4,000 tonnes of CO<sub>2</sub>

*This question represents Domain 4: Calculating Emissions.*

## CONTACT

### Prometric

1501 South Clinton Street, Canton Crossing Tower, 14th Floor, Baltimore, MD 21224

[prometric.com/gbc](http://prometric.com/gbc)

Prometric's website is available for scheduling, rescheduling, cancelling and confirming exam appointments 24 hours per day. To schedule an exam, you will need to have first applied and registered with GBCI. To reschedule, cancel or confirm an exam appointment, you will need your Prometric-issued 16 digit confirmation number.

### Prometric Call Centers

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-Sahara Africa	31 320 239 593

## Green Business Certification Inc.

2101 L Street NW, Suite 500, 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.