



LEED® FELLOW™
HANDBOOK

LEED FELLOW HANDBOOK | TABLE OF CONTENTS

WELCOME

1. Introduction.....	3
Description of Mastery Elements.....	3
2. Application Period.....	4
Nomination Eligibility Requirements.....	4
Application Materials.....	4
3. Accessing the LEED Fellow Portal	5
4. Fee	6
5. Evaluation Process	6
What Evaluators Are Looking For.....	6
Mastery Elements: Guiding Statements	6
6. Duties of the LEED Fellow	8
7. Nominee Confidentiality.....	8
8. GBCI Contact Information.....	8

1. INTRODUCTION

LEED® Fellow™ is the most prestigious designation awarded by the Green Building Certification Institute. The LEED Fellow Program was established to recognize outstanding LEED AP®s who have demonstrated exceptional achievement in key mastery elements related to technical knowledge and skill; a history of exemplary leadership in green building; significant contributions in teaching, mentoring, or research with proven outcomes; and a history of highly impactful commitment, service, and advocacy for green building and sustainability. The program was developed to honor and recognize LEED APs who have made a significant contribution to green building and sustainability at a regional, national or global level.

DESCRIPTION OF MASTERY ELEMENTS

The criteria for assessing LEED Fellow nominees are based on five major dimensions of green building and sustainability practice that have been identified as mastery elements. The application process allows nominees to demonstrate that they have made exceptional and quantifiable contributions to the world of green building using their skills and abilities in four of the five mastery elements. One of the elements must be Technical Proficiency, and the nominee may choose the other three elements from Education and Mentoring, Leadership, Commitment and Service, and Advocacy.

Technical Proficiency

A LEED Fellow demonstrates expert-level technical proficiency. He or she is experienced and knowledgeable in the application of multiple LEED rating systems and has provided significant contributions to LEED projects. A LEED Fellow is adept at identifying technical or procedural solutions to green building challenges and has demonstrated a sustained level of accomplishment for at least ten years.

Education and Mentoring

A LEED Fellow provides education, training and mentoring—sharing knowledge about LEED, sustainability and green building with others, both inside and outside of his or her own organization. The Fellow demonstrates this through measurable outcomes.

Leadership

A LEED Fellow is a leader in his or her own organization and in the field of green building. He or she plays an important role in instituting and applying sustainability practices and procedures within his or her own organization as well as within clients' projects and the community, and can demonstrate the impact of this leadership.

Commitment and Service

A LEED Fellow demonstrates a history of commitment and service to green building. This can include contribution and service to GBCI® and USGBC® or other Green Building Councils, as well as community service that has furthered green building or sustainability.

Advocacy

A LEED Fellow is a longstanding advocate for sustainable ideas, concepts and technologies related to or promoting green building or sustainability. He or she delivers presentations and speeches and writes articles or books explaining green building and sustainability. A LEED Fellow also proactively encourages the adoption and use of LEED rating systems with clients, communities or government entities.

2. APPLICATION PERIOD

To apply for the LEED Fellow designation, the nominee must first submit information about themselves, their nominator, and all endorsers. If all eligibility requirements are met, the nominee can advance to submit their application. Application period deadlines are given in the [LEED Fellow Application Guide](#).

NOMINATION ELIGIBILITY REQUIREMENTS

In order to be eligible for the LEED Fellow designation, the nominee must:

- Be a LEED AP with specialty in good standing
- Have held a LEED AP credential for eight consecutive years as of January 1st of the year in which they are applying
- Have at least ten years of professional green building experience

The nominator must:

- Be a LEED AP with specialty in good standing
- Have at least ten years of professional green building experience

The remaining application team members must meet the following criteria:

- At least two endorsers must have a LEED AP with specialty credential in good standing.
- Only one of the mastery element endorsements may come from the nominee's own organization.
- An endorser may not also provide a Project Experience statement.
- USGBC/GBCI staff or current members of the USGBC/GBCI Board of Directors cannot be endorsers, nominators, or LEED Project experience statement writers.

Points of note:

- Educational experiences may not be counted toward professional green building experiences
- Nominators can only nominate one nominee per year and cannot be a current LEED Fellow candidate

APPLICATION MATERIALS

The nominee should upload all documents through the LEED Fellow portal. It is preferred that all components of the application be combined into a PDF file prior to uploading. Endorsement statements must be on company letterhead, and signed by the endorser prior to upload by the nominee.

Points of note:

- If you accept a LEED Fellow nomination, you are not permitted to be a nominator for that year. Likewise, if you choose to be a nominator, you are not permitted to be a nominee for that year.
- If you choose not to accept your nomination, please notify your nominator immediately, so they can choose another nominee.
- The nomination and application process is a team effort between the entire nomination team, who must agree to the program policies stated in this handbook.

- Failure to submit the entire application by the stated deadlines will result in the nominee's disqualification from the LEED Fellow Program. Nomination forms may be resubmitted during the next application process.

The required components of the application are:

A. Work History: The nominator and nominee must describe the breadth and depth of their work experience within the green building industry through their CV/resume. Both must be able to document at least 10 years of continued engagement with the green building industry. The nominee's work history document acts as a table of contents for the rest of the documents submitted, and is a key resource throughout the process. It should highlight the nominee's most outstanding projects and achievements by describing the nominee's role, qualitative and quantitative impact, challenges overcome or measurable outcomes.

B. Project Experience (LEED-certified project): The Project Administrator or other member of a LEED-certified project team describe the nominee's role and contributions to the project. The LEED-certified project selected should represent the nominee's most exceptional project, giving specific examples. Please note this does not count toward the Endorsement requirements, nor can the person providing the project experience statement also submit a Mastery Element Endorsement.

C. Personal Statement: A statement that describes the nominee's major achievements and accomplishments that would warrant his or her designation as LEED Fellow based on the four selected mastery elements.

D. Nominator Recommendation (by nominator): A statement showing exceptional contributions and accomplishments that distinguish the nominee based on the four selected mastery elements.

E. Mastery Element Endorsements: The nominee and nominator should work together to identify four endorsers representing a broad range of organizations and individuals, who will attest to the nominee's exceptionality in each of the four mastery elements. Each statement received from each endorser should focus on the nominee's specific accomplishments and their impact on LEED or the field of green building in relation to one of the mastery elements, giving specific examples. One endorser must attest to the nominee's technical proficiency; the remaining three may be chosen from the other four mastery elements. Only one endorsement per mastery element will be accepted. Do not include more than four (total) endorsements.

F. Attachments: Nominees may submit additional attachments such as images or publications that provide supplementary information about the achievements and impacts referenced in the application. Attachments can also be video narratives from the nominee or endorsers that provide additional context for the nominee's achievements and impacts. Attachments cannot be a new endorsement statement for the nominee. All attachments should be submitted by the nominee through the LEED Fellow portal as a separate file from the application.

3. ACCESSING THE LEED FELLOW PORTAL

To access the LEED Fellow portal, sign in to your [USGBC.org](https://www.usgbc.org) online account and go to your Credentials account.

4. FEE

Payment of a non-refundable application fee of \$225.00 USD falls under the responsibility of the **nominee** upon submittal of the application. Nominees should carefully review eligibility criteria prior to accessing the application package.

5. EVALUATION PROCESS

Nominees will be evaluated based on their accomplishments as demonstrated in their submitted application documents across four of the five mastery elements. The submitted documents should demonstrate a high level of exceptionality across the four selected mastery elements.

The evaluation committee consists of LEED Fellows who are divided into subgroups to review all application packets that are submitted. There are three stages in the evaluation process, during which each application packet is reviewed by the subgroups. Each evaluator will review the entire packet for each candidate and offer their most objective ratings for each mastery element that is demonstrated. The process begins with a blind paper review (first stage), after which there are two additional opportunities (second and final stages) for discussion and confirmation of the evaluation outcome.

During the review process, candidates not receiving unanimous votes will be notified with feedback about any deficiencies in their application, and given the opportunity to clarify details and submit additional supporting information. See the [LEED Fellow Application Guide](#) for relevant dates and deadlines. During the final round of review, candidates receiving unanimous votes from the committee in favor will earn the LEED Fellow designation.

WHAT EVALUATORS ARE LOOKING FOR

The number of LEED Fellow candidates selected is based on the quality and presentation of the application packet. To demonstrate exceptionality, it is essential to provide the following:

- A strong, specific nominator recommendation letter. The nominator should be very knowledgeable about the nominee's accomplishments. They should have the ability to speak directly and specifically of the nominee's achievements.
- Clear, concise personal statement. Restate claims from nominator's letter (both should address the same mastery elements). Demonstrating local work is okay, but it is important to also show broad influence and impact.
- Strong specific endorsement letters from references. Seek those with a direct connection who can speak directly about the nominee's work.
- Consistent impact in each mastery element over the past 10 years or more.

MASTERY ELEMENTS: GUIDING STATEMENTS

The information presented in the application packets are weighed against the mastery elements listed below. The following descriptors are provided as guidance; when completing the application packet, always demonstrate exceptionality across the mastery elements and descriptors.

a. Technical Proficiency (required)

The nominee who demonstrates exceptionality in this mastery element achieves the following:

- Takes a project from start to finish within a rating system;
- Has an in-depth understanding of the application of at least one LEED rating system and general understanding of multiple LEED rating systems;

- Demonstrates a long period of sustained high level contribution to the field;
- Is highly respected by peers; and
- Understands and can communicate challenges, issues, and benefits of green building.

b. Education and Mentorship

The nominee who demonstrates exceptionalism in this mastery element achieves the following:

- Expands the reach of his or her work by educating and inspiring others in the field;
- Uses experience and knowledge to prepare the next generation of leadership;
- Identifies internal and external education and training needs and provides the means for satisfying those needs;
- Engages in research that has added value to the built environment and contributes to the body of knowledge; and
- Gives speeches and lectures and contributes to or writes articles or books on issues related to LEED® and sustainability.

c. Leadership

The nominee who demonstrates exceptionalism in this mastery element achieves the following:

- Has a history of exemplary leadership and accomplishments that involves both advancing the body of knowledge and implementing it;
- Recognizes the opportunity to implement green technology and practices in his or her organization, within client's buildings or in the community;
- Has the ability to take the lead with a project team and facilitate the accomplishment of project vision and goals; and
- Has been actively engaged in the development of LEED.

d. Commitment and Service to Green Building

The nominee who demonstrates exceptionalism in this mastery element achieves the following:

- Is a longstanding USGBC and GBCI volunteer;
- Has green building values that are in line with those of USGBC and GBCI; and
- Has a history of public and community service related to promoting green building or sustainability.

e. Advocacy

The nominee who demonstrates exceptionalism in this mastery element achieves the following:

- Positively represents GBCI or USGBC regionally, nationally or internationally;
- Advocates for sustainable ideas, concepts, and technologies;
- Encourages the adoption and use of LEED rating systems with clients, communities and government; and
- Advocates for holistic approach to sustainability.

6. DUTIES OF THE LEED FELLOW

LEED Fellows are expected to fulfill the following expectations of involvement:

a. Ambassador

LEED Fellows are required to serve as an ambassador for green building and LEED. Duties under this role may include participating in public speaking engagements or acting as a spokesperson. The LEED Fellow is expected to act in a way that appropriately reflects the mission and values purported by GBCI, USGBC and his or her status as a LEED Fellow.

b. Maintain LEED AP with Specialty

LEED Fellows must maintain their LEED AP with Specialty credential(s) to remain in good standing. Project work, volunteer service, mentorship, presentations and other professional development activities performed by LEED Fellows may all contribute towards credential maintenance.

c. Share Knowledge and Experience

LEED Fellows are encouraged to share their knowledge and experience through publications, case studies and other materials.

d. Participate on Committees

LEED Fellows will be expected to participate on committees related to LEED. In particular, LEED Fellows are expected to serve rotations on the LEED Fellow Application Review Committee.

e. LEED Fellow Emeritus

Upon the professional retirement of a LEED Fellow, his or her status will change to Fellow Emeritus. A Fellow Emeritus may continue to participate in activities such as speaking events, publications, and so forth, but will not be able to participate on Fellow Committees.

f. Complete a Personal Profile on USGBC.org

LEED Fellows should have a complete and robust personal profile in the USGBC.org People Directory. The profiles should describe and demonstrate achievements related to the mastery elements.

7. NOMINEE CONFIDENTIALITY

GBCI recognizes your rights to control personal information. GBCI policy is designed to safeguard this information from unauthorized disclosure. GBCI does not release any account details to any third parties without the nominee's written permission.

Official statistics regarding the LEED Fellow application process, including all data, individual and demographic, will be considered confidential.

8. GBCI CONTACT INFORMATION

LEEDFellow@usgbc.org

LEED Fellow Hotline: 202-742-3272

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