

Workflow Checklist



REGISTRATION

Project registration is the first step towards earning LEED Certification for your project. A project becomes active in LEED-Online once the online registration form has been submitted and payment of the registration fee has been processed. By default, the person who submits the online registration form will become the project administrator. During the registration phase, a project administrator can access the 'Project Summary', 'Team Admin', 'CIR Detail', and 'Help' sections of LEED Online. These pages can be accessed throughout the certification process. When ready, a project administrator can enter the 'Credit Scorecard and Status' page and press the 'Begin LEED Certification Process' button to move into the next phase, Design Application.



DESIGN APPLICATION

During the design application phase, the project administrator can attempt LEED Credits and assign team roles to those LEED credits that have been attempted. Via the 'Credit Scorecard and Status' page, project team members can access credit specific pages, from which LEED Letter Templates and supporting documentation can be downloaded. Only individuals whose team role has been assigned to a particular credit may edit letter templates, add or remove supporting documentation, defer a credit, or mark a credit as complete. From the Design Application phase, a project administrator can initiate either a Design Review or a Construction Review.



DESIGN APPLICATION REVIEW

The Design Review is optional, and should only be pursued by project teams that wish to undergo a split review. Project teams that do not seek a separate Design Review should instead pursue a combined review.

Once all design credits have been marked as either complete or deferred, the project administrator may elect to initiate a Design Review. During a Design Review, the LEED Review Team will examine letter templates and supporting documentation for any Design credits or Design prerequisites that have been attempted and marked as complete during the Design Application phase. A Design Review does not commence until the Design Review fee has been received and processed by USGBC.

Within 25 business days of review commencement, USGBC will deliver preliminary review comments for all credits that submitted for Design Review. Each credit/prerequisite that is reviewed will be marked as 'Anticipated' or 'Denied'; some credits may require clarification. The project will then re-enter the Design Application phase, where project teams will have 25 business days to provide any requested clarifications. Note that project teams should not attempt additional design credits at this time (additional design credits may be added during the Construction Application). Within 15 business days following the receipt of all requested clarifications (submitted via LEED-Online), USGBC will issue final Design review comments, which a project administrator can accept or appeal. If the final Design Review is accepted, the project will move into the Construction Application phase. If the final Design Review is appealed, the project will move into the Design Appeal phase.



DESIGN APPLICATION APPEAL

A project team may elect to appeal the final ruling of any credit or prerequisite reviewed during the Design Review. Note that rulings from the Design Review may be appealed in either the Design Appeal phase OR the Construction Appeal phase. Each appealed credit carries an appeal fee. During the Design Appeal phase, the project administrator will select any credits that are to be appealed; the responsible party will then add or change documentation as necessary, marking appealed credits as complete when documentation has been sufficiently revised.



DESIGN APPEAL REVIEW

Once all appealed design credits have been marked as complete, the project administrator may pay the Design appeal fee and initiate the Design Appeal Review. A Design Appeal Review does not commence until the Design appeal fee has been received and processed by USGBC. During a Design Appeal Review, the LEED Review Team will examine letter templates and supporting documentation for any design credits or Design prerequisites that have been attempted and marked as complete during the Design Appeal phase. Within 25 business days of review commencement, USGBC will deliver Appeal review comments for all credits that were submitted for Design Review. Each reviewed credit will be marked as 'Anticipated' or 'Denied.' There is no clarification round for appealed credits. A project administrator can accept or appeal the review comments. If the Design Appeal Review is accepted, the project will move into the Construction Application phase. If the final Design Review is appealed, the project will move back into the Design Appeal phase.

 CONSTRUCTION APPLICATION

Following confirmation of Design credits, a project will enter the Construction Application phase. During the Construction Application phase, the project administrator can attempt LEED Credits (both Design and Construction) and assign team roles to those LEED credits that have been attempted. Via the 'Credit Scorecard and Status' page, project team members can access credit specific pages, from which LEED Letter Templates and supporting documentation can be downloaded. Only individuals whose team role has been assigned to a particular credit may edit letter templates, add or remove supporting documentation, or mark a credit as complete. From the Construction Application phase, a project administrator can initiate a Construction Review.

 CONSTRUCTION APPLICATION REVIEW

A Construction Review can only be initiated if the project administrator has attempted ALL prerequisites and the minimum number of credits required for certification. Additionally, all attempted credits and prerequisites must be marked as complete in order to proceed. Once all attempted credits and prerequisites must be marked as complete, the project team administrator can submit the Construction Review fee and enter the Construction Review phase.

A Construction Review does not commence until the Construction Review fee has been received and processed by USGBC.

Within 25 business days of review commencement, USGBC will deliver preliminary review comments for all credits that submitted for Construction Review. Each credit/prerequisite that is reviewed will be marked as 'Anticipated' or 'Denied'; some credits may require clarification. The project will then re-enter the Construction Application phase, where project teams will have 25 business days to provide any requested clarifications. Within 15 business days following the receipt of all requested clarifications (submitted via LEED-Online), USGBC will issue final Construction Review comments, which a project administrator can accept or appeal. If the final Construction Review comments are accepted, the project will move into Certification/Denial phase. If the final Construction Review comments are appealed, the project will move into the Construction Appeal phase.

 CONSTRUCTION APPLICATION APPEAL

A project administrator may elect to appeal the final ruling of any credit or prerequisite reviewed during the Construction Review. Each appealed credit carries an appeal fee. During the Construction Appeal phase, the project administrator will select any credits that are to be appealed; the responsible party will then add or change documentation as necessary, marking appealed credits as complete when documentation has been sufficiently revised.

 CONSTRUCTION APPEAL REVIEW

Once all appealed credits have been marked as complete, the project administrator may pay the appeal fee and initiate the Construction Appeal Review. A Construction Appeal Review does not commence until the appeal fee has been received and processed by USGBC. During a Construction Appeal Review, the LEED Review Team will examine letter templates and supporting documentation for any credits or prerequisites that have been attempted and marked as complete during the Construction Appeal phase. Within 25 business days of review commencement, USGBC will deliver Appeal review comments for all credits that were submitted for review. Each reviewed credit will be marked as 'Anticipated' or 'Denied.' There is no clarification round for appealed credits. A project administrator can accept or appeal the review comments. If the Construction Appeal Review comments are accepted, the project will move into the Certification/Denial phase. If the final Construction Review is appealed, the project will move back into the Construction Appeal phase.

 CERTIFIED/DENIED

Once the final Construction Review comments have been accepted, the project will either be LEED Certified (Certified, Silver, Gold, or Platinum status will be determined by the number of points earned and the project's Rating System) or denied. Projects that earn Certification (at any level) will be contacted by USGBC via email with instructions regarding the LEED Plaque, Certificates, etc. Projects that are denied certification will be closed and are no longer eligible for review (projects should NOT accept a final review if they wish to appeal).

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