

SITES

AP

CANDIDATE HANDBOOK

SITES[®] AP

Updated August 2022

ABOUT GREEN BUSINESS CERTIFICATION INC.

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

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

Sustainable Sites Initiative (SITES®) Candidate Handbook

COPYRIGHT 2022 Green Business Certification Inc.

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

All information and guidelines are subject to change.

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

| | |
|---|-----------|
| REGISTERING FOR YOUR EXAM..... | 4 |
| Registration Process | 4 |
| Eligibility Requirements..... | 6 |
| Audits | 6 |
| Testing Accommodations | 6 |
| Exam Registration Fees..... | 7 |
| THE EXAM..... | 8 |
| Exam Development | 8 |
| Exam Format | 8 |
| Exam Language | 9 |
| Exam Maintenance | 9 |
| PRE-EXAM CHECKLIST | 10 |
| Are You Ready? | 10 |
| Exam Security | 11 |
| What to Expect at a Test Center..... | 12 |
| What to Expect at the Virtual Check-In..... | 12 |
| Identification Requirements..... | 13 |
| Prometric Regulations..... | 14 |
| Grounds for Dismissal from the Test Center..... | 14 |
| AFTER YOUR EXAM | 16 |
| Exam Results | 16 |
| Passing the Exam..... | 16 |
| Exam-related Complaints and Exam Content Appeals..... | 16 |
| Candidate Confidentiality | 17 |
| EXAM SPECIFICATIONS | 18 |
| Exam Specifications..... | 18 |
| SITES AP Exam | 18 |
| References | 23 |
| Sample Questions | 24 |
| CONTACT..... | 25 |
| Green Business Certification Inc. | 25 |
| Prometric..... | 25 |

REGISTERING FOR YOUR EXAM

Registration Process

1. Log in to your [SITES® Online account](#) using your existing USGBC® site user account or [create a new account](#) if you do not have one.
 - a. When you register for your exam, make sure your first name (given name) and last name (surname) are entered **EXACTLY** as it appears on the legal ID that you will use when you take your exam. If your account name does not match your legal ID, please update your name in your [SITES® Online account](#) settings. We do not advise candidates to use a nickname when setting up the site user account.

If you legally have only one name, enter “No Name” in first or last name fields as applicable. At least 10 business days before your schedule exam date, you must notify [GBCI](#) that you only have one legal name and provide us with the names you used to register, the date and time of your exam, and if you are testing in-person at the test center location and GBCI will notify Prometric proctors that your legal ID has only one name. If you do not contact GBCI in advance and your legal ID does not match EXACTLY the first name and last name you entered when you registered for your exam, you will not be permitted to test and you will forfeit your exam registration fee.

- b. If your native language utilizes non-Roman characters, be sure to enter your name in Roman characters when you set up 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.
 - c. Please note that if the first name and last name in which you register for your exam does not match **EXACTLY** the ID, you will present when you check-in for your exam either at a Test Center or online for a remote proctored exam you will not be permitted to test. You must [contact GBCI](#) at least 10 business days before your exam date to change your registration, or you will risk being turned away, and you will forfeit your exam registration fee. ([See Identification Requirements below for additional details.](#))
2. Select the SITES AP exam under the “[SITES AP](#)” section and follow the instructions on the screen to complete the application.
3. Once you have completed the registration process, you are given a unique eligibility ID (EID) and may schedule your exam by visiting prometric.com/gbc. Prometric is the exam delivery organization for GBCI exams. There are now two ways to take your SITES AP exam. You have the option to take your exam either at a Prometric Test Center or through a remote proctored internet-enabled (online) exam using Prometric’s ProProctor application.
 - a. If you would like to schedule your exam in a physical test center, [click here](#).
 - b. If you would like to schedule a remote proctored online exam, you will first need to ensure that your computer meets the technical specifications (See [Pre-Exam Checklist](#) below) and space within which you intend to take your exam meets the [testing environment requirements](#). Please review the [GBCI ProProctor Tips and Guidance](#) document, the [ProProctor Exam Checklist](#) and [GBCI online FAQs](#) for useful information. Once you have verified your computer meets the minimum system requirements, you can [click here](#) to continue scheduling your remote proctored online exam.
4. 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 and the first four characters of the last name you used when you registered.

5. Once you have successfully scheduled your exam appointment, you will see a confirmation number on the screen, and you will receive an automated email from Prometric with important details about your exam appointment. Check your spam filters, quarantine, clutter, and junk folder(s) to ensure you received the automated email – **please be sure to read the email in its entirety**. Please print your confirmation notice and record your confirmation number. You will need this confirmation notice to confirm, cancel, or reschedule your exam appointment through the [Prometric website](#). The confirmation number will also be required to [download and install](#) the ProProctor application. You are not required to bring this information with you when you check-in for your exam, though it may help should you require any assistance.
6. Once you register and pay for your exam, you have 12 months to schedule and take your exam session. If you fail to complete your exam within the 12 months, you will forfeit your registration and must submit a new exam registration and payment to GBCI. If you fail your first attempt at taking the exam, you may register and pay again in the same way as the initial registration. After three unsuccessful attempts within a 12-month period, you must wait 90 calendar days before submitting a new registration and payment to GBCI. Candidates must pay the exam registration fee for each exam attempt.
7. You can confirm, cancel, or reschedule an exam on the [Prometric website](#).
8. In addition, if you have scheduled an exam at a test center and would like to reschedule it for a remote proctored online exam (or vice versa), you will first need to cancel your exam at the test center, and then follow the link to schedule a remotely proctored online exam. Applicable rescheduling or cancellation fees may apply.
9. Rescheduling and cancellation policy:
 - a. You may reschedule or cancel your exam up 30 calendar days prior to your exam without incurring a rescheduling fee.
 - b. If you reschedule or cancel your exam fewer than 30 days, but more than 4 calendar days before the scheduled date, you will be charged a \$50 fee.
 - c. 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.)
 - d. If you miss your exam date or fail to reschedule or cancel 3 calendar days prior to the exam, you forfeit the entire exam registration fee.
 - e. When you reschedule an exam, you will receive a new confirmation email from Prometric. Please check your spam filters, quarantine, clutter, and junk folder(s) to ensure you received the email from Prometric. If you do not, please [contact Prometric](#) immediately to confirm that your exam was rescheduled.
 - f. Due to circumstances outside of their control (e.g., weather related closures or due to COVID-19), Prometric may on occasion cancel a candidate's exam appointment. If this is the case, you will receive an automated cancellation email from Prometric and will have the option to schedule your exam either as a [remotely proctored online exam](#) or at a [Prometric test center](#). Please allow up to 5 business days for Prometric's scheduling system to process the cancellation updates. Once the system is update, you will be able to self-serve and [schedule your exam](#). Please use your current EID when rescheduling your exam.

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

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

Eligibility Requirements

GBCI recommends that you have exposure to SITES concepts through educational courses, volunteering, or work experience prior to testing.

To be eligible for the SITES AP exam credential, you must:

- a. Be 18 years of age or older.
- b. Agree to the [Disciplinary and Exam Appeals Policy](#) and [credential maintenance requirements](#).

Audits

GBCI reserves the right to conduct an audit at any time (including prior to application submission and after a credential has been granted) of all current and past exam applications. Any information contained in your [SITES Online account](#) may be audited, and a request for further documentation of any information or claims submitted by you 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 SITES professional [Disciplinary and Exam Appeals Policy](#), GBCI policy and/or the law.

Testing Accommodations

If you have a documented disability that would prevent you from taking a GBCI exam under standard testing conditions, you may request accommodations. GBCI complies with the provisions of the Americans with Disabilities Act (ADA). Under the ADA, entities that administer standardized examinations must offer the examinations in a place and manner that is accessible to candidates with disabilities. This may require reasonable modifications to the way the exam is administered. Prometric, GBCI's exam delivery company, will provide candidates reasonable auxiliary aids and services, except where it may fundamentally alter the validity of the exam results. Available accommodations include, but are not limited to, a reader, magnifying screen for the computer monitor, a scribe, additional breaks, and extended testing time. For remotely proctored online exams, Prometric may not be able to accommodate all requests due to testing environment security requirements.

If you require testing accommodations, you must first register for your SITES AP exam and contact accommodations@gbci.org with your request. To be eligible for accommodations, you and your health care provider each need to complete one form, the [Candidate Form](#), and the [Provider Form](#), to document your disability and need for accommodation. Please email **both** completed forms along with your testing accommodation request to accommodations@gbci.org or fax it to 202-545-3708. GBCI will process your testing accommodations request once you submit both the Candidate and Healthcare Provider forms. There is no additional charge for testing accommodations. Each request is evaluated individually. Once a testing accommodation request is approved, it is valid for 12 months. When registering for a new exam during the 12-month window, please email your testing accommodations

forms to accommodations@gbci.org to request that your previously approved testing accommodations be applied to your exam registration and state the date you originally sent in your testing accommodations request. After 12 months from your original Candidate and Healthcare Provider forms approval, you must submit a new set of Candidate and Provider forms to request your testing accommodations.

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

Exam Registration Fees

See the SITES [exam page](#) for pricing within a 12-month period from your registration date. If you fail to complete your exam within the 12 months, you will forfeit your registration and must submit a new exam registration and payment to GBCI. For USGBC members to receive member pricing for your exam, please [link your member status](#) to your USGBC account before registering for an exam.

THE EXAM

Exam Development

A SITES AP is an individual who possesses the knowledge and skills necessary to support the SITES certification process, including participating in the design and development process, supporting and encouraging integrated design, managing the application and certification process and providing advocacy and education for the adoption of SITES. The development of a valid exam begins with a clear and concise definition of the knowledge, skills and abilities needed to successfully perform the job of a SITES AP. The SITES AP exam is developed by a global network of Subject Matter Experts and meet the specifications of a job analysis. The exam specifications are subject to rigorous validation by these experts, which ensures that the exam is valid, and measures what it is intended to measure. Once the exam is launched the exam questions are regularly monitored to ensure continued reliability.

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

- **Recall Questions:** These questions assess your ability to recall factual material that is described in the exam references.
- **Application Questions:** These questions provide you with a novel problem or scenario to solve using familiar principles or procedures described in the exam references.
- **Analysis Questions:** These questions assess your ability to break the problem down into its components to create a solution. You must recognize the different elements of the problem and evaluate the relationship or interactions of these elements.

Exam Format

The SITES AP exam contains 100 randomly delivered multiple choice questions and must be completed in a 2-hour period. Each multiple-choice question will only have one correct answer option.

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

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

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

Be prepared to commit 2 hours 20 minutes for the exam. Total exam time is broken out as follows:

- An optional 10-minute tutorial, the 2-hour 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 exam registration fees are forfeited.

Exam Language

The SITES AP exam is currently only available in English.

Exam Maintenance

The SITES AP 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.

Please check the [References](#) section of this handbook for the most current list of exam references.

PRE-EXAM CHECKLIST

Are You Ready?

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

- Ensure that your first name and last name in your [SITES Online account](#) matches **EXACTLY** the first name and last name on the identification you will present at your exam check-in. (See [Identification Requirements](#) below.) **If the first and last names do not match, you will not be allowed to test, and you will forfeit the exam registration fee.** If you have any questions, please [contact us](#).
- 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 an additional fee, you have the option to experience the test delivery process that you will go through when you take the exam at one of Prometric’s test centers or online via ProProctor. The **GBCI Test Drive** provides you an opportunity to familiarize yourself with Prometric’s assessment platform, which will be used to deliver your exam. [Click here](#) for more information on how to pay and schedule a test drive at a test center or for a remotely proctored online exam.

For Remotely Proctored Online Exams: One week before the exam

- Download the [ProProctor application](#) at least one week in advance of your exam. To download the ProProctor application, you will need the 16-digit confirmation number included in your “Confirmation Appointment” email sent by Prometric. Check your spam filters, quarantine, clutter, and junk folder(s) to ensure you received the automated email.
- Review the [ProProctor User Guide](#) in preparation for your exam and adjust your testing environment accordingly. If you fail to prepare your testing environment in accordance with the [ProProctor user Guide](#) guidelines, you will risk being turned away and you will forfeit your exam registration fee. The [ProProctor User Guide](#) link is also available in the exam confirmation email you received after you scheduled your remotely proctored online exam. Review the [GBCI ProProctor Tips and Guidance](#) document which has useful information for a successful testing experience and the [ProProctor Exam Checklist](#) to help you prepare.
- If you are using an employer-issued computer, prior to scheduling your exam, check with your employer’s IT department that you have the necessary permissions to make changes to your security settings (e.g., temporarily disable firewalls) and that you have permission to install [Prometric’s ProProctor application](#). If you are taking your exam at your workplace using your employer’s internet, be aware that there may be back-end applications running that prevent the launch of ProProctor. GBCI recommends that test takers take their exam outside of their employers’ internet.

We strongly suggest that you send the [General Instructions for Corporate Computers](#), [ProProctor System Requirements](#), and the [ProProctor User Guide](#) to your IT department so that they fully understand what is required.

- Perform a [system readiness check](#) and ensure that your computer meets the minimum system requirements. In addition, carefully review the ProProctor Software Installation guides ([Windows OS](#) and [Mac OS](#)).

If the system readiness check fails, the page will alert you to the failed item and prompt you to troubleshoot the errors and complete the check again. Note that the system readiness check does not assess whether you have the necessary permission levels to install and launch the ProProctor application. You may need to temporarily disable your browser’s ad blockers and computer’s firewall and antivirus as per [ProProctor’s installation guides](#).

- Screen Resolution: 1024 x 768 is the minimum resolution required, 1920 x 1080 recommended. Minimum recommended screen scaling: 100%
 - Operating System: Windows 8.1 or higher | MacOS 10.13 or higher
 - Web Browser: Latest Google Chrome
 - Webcam Resolution: 640 X 480 pixels External for desktops, Internal for laptops.
 - Microphone: Enabled. Bluetooth headsets are not supported
 - Internet Connection: Speed 1.0 Mbps or greater
 - Only a laptop or desktop computer can be used to take the exam.
 - No dual-monitor configurations are permitted for testing (e.g., a desktop with two monitors or a laptop with a separate monitor).
 - Computers must be undocked and have a movable web-camera (internal or external)
 - [Download and install](#) the ProProctor application.
- e. For best internet connectivity, GBCI recommends that you connect to the internet with an Ethernet cable for the duration of your exam rather than using a wireless connection. Wireless connections are less stable and can lead to sudden disconnections which can result in you being dropped from your exam. If this happens, you should relaunch ProProctor to resume your exam. (Note that you will be required to go through the security check again.) If you are disconnected from ProProctor three (3) times, you will be asked by the Remote Proctor to reschedule your exam. Please contact gbc.org/contact for assistance with rescheduling your exam.
- f. If you are using a wireless connection, position your device where you receive the strongest signal. Make sure that there are no other devices (phones, tablets, gaming/video streaming devices or TVs) or users connected to your internet connection for the duration of your exam. Lack of internet bandwidth or inconsistent internet bandwidth during you exam are the most common causes of incomplete connection or lost connection with ProProctor.

Exam Security

To ensure the integrity of the SITES AP exam, you will be required to review and accept a nondisclosure agreement that prohibits any disclosure of exam content:

- a. Exam questions and answers are the exclusive property of GBCI.
- b. Exam, questions and answers are protected by copyright law. The exam may not be copied or reproduced in part or in whole, by any means whatsoever, including memorization.
- c. Future discussion or disclosure of the content of the exam, orally or in writing, or by any other means, is prohibited. This includes reading the questions out loud during your exam.
- d. Theft or attempted theft of exam questions is punishable to the fullest extent of the law.
- e. Failure to comply with the agreement will result in forfeiture of your credential.

What to Expect at a Test Center

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

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

*Religious jewelry and wedding rings are exempt.

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

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

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

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

What to Expect at the Virtual Check-In

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

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

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

The security check conducted by the Readiness Agent will include verifying acceptable form(s) of identification (see [Identification Requirements](#) below), followed by a comprehensive 360-degree

webcam scan of the room and work surface area. Similar to being at a test center, the Readiness Agent will then ask you to raise your pants legs above the ankles, empty and turn all pockets inside-out and raise shirt sleeves above the wrists. If you are wearing eyeglasses, you will be required to remove them for visual inspection to ensure they don't contain a recording device. Large jewelry items must be removed due to concerns over concealed recording devices. If you have long hair that covers your ears, you will be asked to pull your hair back to ensure nothing is attached to your ear (such as a Bluetooth earpiece).

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

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

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

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

Accessing personal effects during your exam is a security infraction, and as a result, your exam session could be voided without a 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 irregularities or suspected security infractions. Please remember that it is very important that you take your exam in a well-lit room with a door that you close. If someone else comes into the room while you are taking your exam, privacy laws require that Prometric immediately shut down your exam, because the individual enter the room has not consented to be recorded. Your exam results will be voided, and you will forfeit the full exam fee.

Identification Requirements

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

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

- a. Your name, which must **EXACTLY** match the name (in Roman characters) that you used to register for the exam

*Please note: The identification that you present during your exam check-in must include your name printed in Roman characters and must **EXACTLY** match the first name and last name that you used to register for the exam. IDs with names printed solely in non-Roman characters are not acceptable. If you legally only have one name, during registration enter 'No Name' in the first or last name fields as applicable. You must contact [GBCI](#) at least 10 business days prior to your testing date and notify them of the discrepancy between the name you used to register for your exam and the name printed on your legal documentation/government issued ID. If you do not contact GBCI in advance and your legal ID does not **EXACTLY** match your first name and last name you entered when you registered for your exam, you will not be permitted to test and you will forfeit your exam registration fee.*

- b. A recent, recognizable photograph that looks like you

- c. Your signature
- d. Be unexpired and includes an issue and expiration date

Examples of identification that typically comply with requirements include:

- a. Passport
- b. Driver's license with a printed signature, including date issued and date of expiration
- c. Current government-issued photo ID with signature, including date issued and date of expiration
- d. Green card, permanent residence card, or H-1B visa
- e. Military ID that includes date issued and date of expiration

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

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

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

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

Prometric Regulations

You must abide by [Prometric's security rules](#) while at the test center or in the remote proctored environment. 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 testing environment (testing 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 center, [inform GBCI](#) within 10 business days of your exam date and provide a reason for your behavior, GBCI reviews all instances of dismissal from a test center the testing environment and makes a ruling based on the consideration of your rationale and the Prometric report of the incident. To appeal a GBCI ruling, [send an email](#) of your formal appeal to GBCI. At this stage, the Credentialing Steering Committee will review and make a final ruling on your case.

AFTER YOUR EXAM

Exam Results

The SITES AP exam is scored between 125 and 200. **A score of 170 or higher is required to pass.** Your exam score is displayed on the screen at the end of the exam and a score report is emailed to you following your exam session.

Within 72 hours of your appointment, your exam results are processed, your [SITES Online account](#) is updated, and, if applicable, your credential is updated in the [Sustainable Sites directory](#).

Passing the Exam

Designating Your Credential

As soon as you have passed the SITES AP exam, you can use the title “SITES® AP” and/or the logo. Please review the [GBCI Trademark Policy and Branding Guidelines](#) for additional guidance.

Certificates

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

Credential Maintenance Program

You must fulfill the requirements to maintain your credential.

SITES AP professionals are required to maintain and renew their credential every **2 years** by earning and reporting continuing education (CE) hours within their 2-year cycle or [reporting period](#). The reporting period starts when the credential is earned (based on the exam date) and ends 2 years minus 1 day from the start date. During the 2-year reporting period, a credential holder is responsible for earning and reporting their credential maintenance activities in their [SITES Online Account](#). Once the required CE hours are met for the active reporting period, the SITES AP professional can proceed to renew their credential.

For information regarding how to maintain your credential, see GBCI's [CMP Guide](#).

Exam-related Complaints and Exam Content Appeals

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

If you experience any problems at the Prometric test center or during a 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 the 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 appeal, you will be given the opportunity to retest at no charge; your original exam score will not be changed.

The only way to earn the SITES AP credential is to earn a score of at least 170 or higher on the exam.

Candidate Confidentiality

GBCI recognizes your rights to control personal information. GBCI policy is designed to safeguard this information from unauthorized disclosure (See section 14 and 15 of [GBCI's Disciplinary and Exam Appeals Policy](#)).

To protect your rights to control score distribution, exam scores are released only to you, the exam taker, and authorized GBCI staff, except as required by law. GBCI does not release exam scores except for use in research studies that preserve your anonymity. Candidates' exam scores always remain confidential unless released with the written consent of a candidate.

Official statistics regarding the SITES AP exam, including all question 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

Exam Specifications

The following outline provides a general description of exam content areas for the SITES AP exam.

Knowledge domains reflect the SITES rating systems' credit categories and what one needs to know as a SITES AP.

SITES AP Exam

Knowledge Domains

1. Advocacy and Education for Adoption of SITES (7 Questions)

- A. Importance of ecosystem services from a global and local perspective (economic, social and environment benefits)
- B. Impacts of nature on human health and well-being
- C. Connection between landscape design and ecosystem services
- D. Importance of conserving and restoring healthy, functioning ecosystems
- E. Impacts of landscapes on water usage (e.g., irrigation), regional water supplies and energy consumption (e.g., treating, pumping and delivering water)
- F. Impacts of landscape construction and maintenance practices on local and regional priorities and issues (e.g., water quality)
- G. Importance of prioritizing the site/landscape early in design process
- H. Difference between conventional and integrative design process and the benefits of the integrated process
- I. Uniqueness of SITES approach/foundation when compared to LEED and other metrics
- J. Benefits of pursuing SITES certification (including cost/benefit analysis to project)

2. SITES Basis/Foundation (10 Questions)

- A. SITES framework and connection to ecosystem services
- B. SITES Guiding Principles, Decision-Making Hierarchy and four Goals
- C. Process for rating system development (e.g., interdisciplinary, multi-year consensus based, inclusive of multiple stakeholders/advisors, public comment periods, field-testing via pilot program)
- D. Similarities and differences between SITES and LEED in terms of framework,

development process, etc.

- E. Difference between prescriptive- and performance-based approach
- F. Sustainable design, construction and maintenance resources, including resources for project precedents (e.g., case studies)
- G. Integrated systems (e.g., water-energy, site water, soil, vegetation, ecosystems)
- H. Approaches to landscape performance planning, measurement, evaluation and documentation

3. SITES Process, Credit Connections and Synergies (11 Questions)

- A. Sustainability and program goals/benchmarks and how they relate to SITES credits
- B. SITES review and certification process
 - i. Strategies for creating contract documents and navigating the bid process to ensure SITES remains included throughout design and construction
 - ii. Team members and expertise needed to complete the certification submittal process
 - iii. SITES credits/prerequisites structure and documentation requirements (e.g., worksheets, calculators)
 - iv. Relationship or connection between related credits
- C. Benefits of integrative design team involvement throughout all stages of development
- D. Relationship between local codes and SITES credits
- E. Project eligibility requirements for SITES certification

4. Site Context and Pre-Design (14 Questions)

- A. Site Assessment and Planning
 - i. Importance of conducting a pre-design site assessment with the integrated design team
 - ii. Sources of regional ecosystem information and climate conditions
 - iii. Local priorities and issues (e.g., drought, CSOs, economic stress, social needs, regulations and laws) and how they relate to credits
 - iv. Impact project may have on larger regional context (e.g., watershed, flyways, habitat)
 - v. Site assessment process, including important features like identifying the reference soil and its connection to the rest of the SITES rating system

- vi. Vegetation and Soil Protection Zones (VSPZ) concept, including what is/is not allowed in a VSPZ and what is meant by minimal site impact development
- B. Integrative Design Process
- i. Disciplines and expertise an integrative project team would be comprised of and how to coordinate project team activities
 - ii. Communication system and strategies that promotes integrative design process
 - iii. Performance-based goal development (e.g., identifying what ecosystem services to protect and restore)
- C. Engage Users and Stakeholders
- i. Importance of engaging the larger community
 - ii. Process for identifying user groups and stakeholders
 - iii. Relevance and implications of the project for the community and user groups
 - iv. Obtaining local demographics and understanding how demographics can influence the site design (e.g., census, interviews, GIS, crowd sourcing)
 - v. Strategies for engaging the community

5. Site Design (21 Questions)

- A. Water
- i. Importance of conserving water resources and restoring ecosystems
 - ii. Percentile precipitation event and related calculations
 - iii. EPA WaterSense Water Budget tool and how to use it
 - iv. Strategies for retaining precipitation onsite versus treatment
 - v. Site water budget, including all water generated on site
 - vi. Sources of stormwater pollutants found in landscapes and their impacts on aquatic ecosystems and human health
 - vii. Identifying aquatic ecosystems and restoration strategies
 - viii. Expressing water systems as site amenities
- B. Soil and Vegetation
- i. Importance of conserving and restoring soil and vegetation
 - ii. Reference soil and how to identify and use for soil restoration
 - iii. Plants that are native, adapted or invasive
 - iv. Difference between native plant and native plant community (including restoration and conservation issues)

- v. Using vegetation to improve site conditions (e.g., heat islands, building energy load, fire risk)
 - vi. Cultural/historical benefits of vegetation (e.g., special status vegetation)
 - vii. Relationship of soil management plan to soil restoration during construction
 - viii. Attributes of invasive species management plans
 - ix. Impacts of landscape construction and maintenance practices on soil and vegetation health and productivity
 - x. Concept of optimizing biomass
- C. Materials and Selection
- iv. Importance of material/resource use and management in creating a sustainable landscape
 - v. Material life cycle and associated benefits and strategies
 - vi. Conservation and reuse strategies
 - vii. Purchasing and declarations strategies (e.g., eliminate use of threatened and endangered species, purchase recycled, regional and sustainably produced materials)
 - viii. Resource recovery strategies (e.g., design for disassembly, reuse and salvage materials)
 - ix. Materials that protect air/water quality
 - x. Connection between site assessment, construction and maintenance plan
- D. Human Health and Well-Being
- v. Benefits of being in natural environments/open-space, having views
 - vi. Protection and maintenance of cultural and historic places
 - vii. Strategies to promote safety, accessibility and wayfinding
 - viii. Strategies to promote mental restoration, social interaction, physical activity
 - ix. Strategies to promote social equity
 - x. Onsite food production and its connection to other credits (e.g., public health, irrigation)
 - xi. Strategies to reduce light pollution
 - xii. Strategies to promote use of fuel efficient and multimodal transportation access
 - xiii. Strategies to minimize exposure to air pollution, (e.g., tobacco smoke, automobile exhaust)

6. Construction (13 Questions)

- A. Construction and contractor's role in ensuring sustainability of project
- B. Construction punch list and relationship to other credits
- C. Construction management process
 - i. Construction specifications
 - ii. Construction operations as critical path and documentation
- D. Methods for controlling erosion, sedimentation and potential pollutants from construction
- E. Soils restoration criteria (e.g., organic matter, compaction, infiltration, soil chemical characteristics, soil biological function)
- F. Compliance with testing and specifications
- G. Exceptions to soil restoration requirements
- H. Waste stream study
- I. Recycling/composting plan and opportunities both on and offsite (e.g., vegetation, rocks and soils, hardscape)
- J. Components and ingredients of construction materials
- K. Air quality protection measures in construction documents

7. Post-Construction Plans and Commitments (9 Questions)

- A. Operations + Maintenance
 - i. Importance of maintenance and maintenance perspective to ensuring long term positive impacts
 - ii. Impacts of landscape maintenance on human health and well-being, resource conservation and pollution reduction
 - iii. Connection to site assessment and integrative design process (having maintenance expert early on in process)
 - iv. Components of site maintenance plan and its relationship with other credits
 - v. On and off-site recycling/composting plans (e.g., vegetation, rocks and soils, hardscape)
 - vi. Difference between integrated pest management (IPM) and plant health care (PHC)
- B. Performance Monitoring, Evaluation and Reporting
 - i. Importance of post-construction performance monitoring data

- ii. Components and criteria of a monitoring program/plan
 - iii. Strategies for collaboration (e.g., partnership scenarios with university)
 - iv. Performance evaluation process
 - v. Landscape performance measurements (e.g., basic tools, measuring techniques, data types and sources)
- C. Education
- i. Strategies and formats for communicating and educating about landscape sustainability on and off site to diverse audiences (e.g., interactive displays, tours, program)
 - ii. Relationship to other credits (e.g., education about sustainable processes and features on the site)
 - iii. Components and composition of a case study
 - iv. Strategies for communicating case study to wider audience

References

The primary source for the SITES AP exam is the SITES Reference Guide. The following list of references is not meant to be comprehensive. When combined with the exam specifications, the candidate has the material from which the exam is based.

References

- *SITES v2 Rating System: For Sustainable Land Design and Development*. Copyright ©2014 Green Business Certification Inc. All rights reserved. [Digital version available](#).
- *SITES v2 Reference Guide: For Sustainable Land Design and Development*. Copyright ©2014 Green Business Certification Inc. All rights reserved. [Digital version available](#).

Sample Questions

Disclaimer: The exam questions listed here were discarded in the process of creating questions for the exam.

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

The content of these questions, 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 questions does not in any way predict or guarantee your ability to successfully answer questions on the actual exams.

SITES AP Sample Questions

1. A city is redeveloping an existing paved parking lot into a pocket park that meets the needs of neighboring residents. The site will include shade trees, a community food garden, and a nature-based playground. The project team plans to pursue C4.8: Optimize biomass. According to this credit, what does the team use as the baseline condition from which to measure site improvements?

- A. Pre-Columbian condition
- B. Existing site condition (i.e., paved parking lot)**
- C. Same size park within 5 miles (8 kilometers)
- D. Closest greenfield/undeveloped site

This question represents Domain 5: Site Design and Knowledge Statement B.x: Concept of optimizing biomass.

2. In P7.3: Restore soils disturbed during construction, which of the following applications is required to comply with soil restoration criteria that is guided by a site's reference soil?

- A. Lawn and open space**
- B. Trails and bike paths
- C. Preserved natural forest
- D. Mulch-covered playground

This question represents Domain 6: Construction and Knowledge Statement G: Exceptions to soil restoration requirements.1

CONTACT

Green Business Certification Inc.

2101 L Street NW, Suite 600, Washington, DC 20037 | gbc.org

The Sustainable SITES Initiative (SITES) website is available 24 hours per day for exam application and registration, information regarding the SITES AP exam and access to your account.

GBCI staff are available for questions, comments and concerns regarding certificates, SITES AP exam records, exam content appeals, exam development, exam scoring, exam format and all other exam policies and procedures, please don't hesitate to reach out using our contact us form: gbc.org/contact.

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 SITES AP exam-related inquiries.

Prometric

1501 South Clinton Street, Canton Crossing Tower, 14th Floor, Baltimore, MD 21224 prometric.com/gbc

Prometric's website is available for scheduling, rescheduling, canceling and confirming exam appointments 24 hours per day. Please see Registration on page 4 for more information.

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