



Thornton Place

LEED NC 2.2

LEED-Online Home Credit Scorecard & Status Project Summary Team Admin Documents CIR Detail Help Project Selector Sign Out

LEED-ONLINE HOME

DESIGN APPLICATION

Registration	Design Application	Design Review	Design Appeal	Design Appeal Review	Construction Application	Construction Review	Construction Appeal	Construction Appeal Review	Certification /Denial
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STEPS TO COMPLETE LEED-ONLINE CERTIFICATION

Below are the preliminary steps which must be completed prior to beginning the LEED application process. Completing these steps are an essential component of the certification process.


[Edit Project Summary](#)
[Edit Project Team](#)
[Begin Application](#)

ABOUT LEED-ONLINE

Welcome to LEED-Online. Whether you are a first time or repeat LEED-Online user, the below process details are useful in facilitating your project team's successful LEED submission.

Overview

At the time of Registration, the project team identifies a Project Administrator, who attaches team members to "Roles" that are in turn assigned to LEED credits in LEED-Online. The responsible team members upload the LEED Credit Templates and any other necessary documentation to LEED-Online. The Project Administrator can track the status of all attempted credits in "Credit Scorecard & Status" and submit the project for review at the appropriate time. The Project Administrator also has access to all of the attempted credit pages and Templates. USGBC Reviewers will review and adjudicate the LEED Certification application submittal; and then "submit" the review back to the Project Administrator within LEED-Online. The application has several options for project teams to receive support or clarification from USGBC, including CIRs, the online Reference Guide (www.usgbc.org), and a link to email support.

LEED CERTIFICATION PROCESS

For LEED certification, project teams have two options: submit Design then Construction Submittal or submit Design & Construction together.

Design Submittal (optional)

Credits marked as "Design" may be submitted and reviewed at the end of the design phase, defined as 100% Construction Documents. This is an optional review for those project teams that wish to have their design teams' work reviewed prior to completion of building construction. During the Design Phase Review project teams will be locked out of access to the Design credits that have been submitted for that review, but will still have access to incomplete Design and all Construction credits. The USGBC will review and mark each credit as either "Anticipated" or "Denied". You will receive a ruling on every credit that is submitted, with a brief explanation of why any credits were denied. Initially some credits may be marked "Denied" and flagged for clarification. Projects may still be eligible for these credits and their associated points, but the noted clarifications must be provided for USGBC to mark these credits as "Anticipated". **The certification review process will be documented in LEED-Online exclusively, and teams will have one design phase submittal opportunity (i.e. "Design" credits cannot be reviewed piecemeal throughout the design phase).** No building certification awards will be given in this review phase.

Construction Submittal with Certification Award

Credits marked as "Construction" and any "Design" credits not already accepted as "Denied" in a design phase review can be submitted and reviewed after the substantial completion of building construction. The USGBC will review and mark each credit as either "Achieved" or "Denied". You will receive a ruling on every credit that is submitted, with a brief explanation of why any credits were denied. As with the Design Submittal review, initially some credits may be marked "Denied" and flagged for clarification. Projects may still be eligible for these credits and their associated points, but the noted clarifications must be provided for USGBC to award points. The certification review process will be documented in the LEED-Online exclusively. If the project team accepted a "Design Submittal" and its associated credit rulings, then for those credits that received an "Anticipated" ruling at that stage, the project team must verify that no changes were made during construction that would impact achievement of these credits. If no such changes were made, no additional information or documentation is required and those credits are marked "Achieved". If changes were made between design and construction, the appropriate box should be checked. In these cases teams will indicate either that the project wishes to pursue the credit despite the changes and provide information that supports credit achievement based on different calculations or compliance paths, or that the project no longer meets the credits' requirements, and the points should be marked "Denied".

Design & Construction Submittal with Certification Award

Project teams have the option of not submitting Design & Construction Submittals separately. The project administrator can choose to submit both at the same time which removes the steps discussed in "Design Submittal" and in the second paragraph of "Construction Submittal with Certification Award" above. In this case, the project teams would follow steps outlined in the first paragraph of "Construction Submittal with Certification Award".

OTHER ELEMENTS OF CERTIFICATION

Credit Templates

Through a partnership with Adobe® Systems, USGBC has utilized Adobe LiveCycleT technology to produce interactive PDF forms which can be completed using AcrobatT Reader 7 or Professional 7. The Acrobat interface allows you to quickly download, edit and submit the LEED Letter Templates for use achieving your Certification. Also enabled by the LiveCycle technology is the ability for you to save your data in the downloaded Letter Templates for use offline without the requirement of Acrobat Professional. The free Acrobat Reader 7.0 or higher is located here.

Audit Procedure

Applies only to LEED for New Construction version 2.1 and LEED for Commercial Interiors 2.0 Projects may be selected for an audit for cause or as part of the USGBC's overall QA/QC program. An audit "for cause" may be triggered by various factors, including inconsistencies in project data and illogical combinations of credits. The audit will be conducted by the certification reviewer and in the form of requesting additional documentation.

Certification Award

The results of the credit rulings will be combined to determine the project's certification level (Certified, Silver, Gold, or Platinum). Notification of the project's LEED Rating will be provided via LEED-Online by USGBC certification staff. The project team may choose to accept the final rulings or appeal any number of credits.

Appeals

If the project team (Project Administrator) decides to appeal a certification ruling, the project will be assigned to a different USGBC Reviewer. The new USGBC Reviewer will examine the credit information provided in the LEED-Online and any additional information provided in the Appeal Notification. Within 30 days of the project's appeal submittal the Reviewer will rule on any appealed credits.


SYSTEM REQUIREMENTS**Windows**

Microsoft Windows 2000 with Service Pack 2, Windows XP Professional or Home Edition
Internet Explorer 6.0 or higher or Mozilla Firefox 1.0 or higher
Adobe Reader or Professional 7.0 or higher

Macintosh

Mac OS X 10.3 or higher
Safari 2.0 or higher or Mozilla Firefox 1.0 or higher
Adobe Reader or Professional 7.0 or higher

RESOURCES**Help**

In all sections of LEED-Online users will find help question-mark buttons, like this one  , that will launch description pop-ups.

USGBC Staff

If you need assistance, please contact leedinfo@usgbc.org or 202-828-7422.

CIRs

The main header "CIR Detail" is a great resource for searching previously submitted Credit Interpretation Requests.