



Administrative Note
LEED GA Online Training & Examination Program
September 11th, 2012- October 25th, 2012

The following is an administrative note detailing all logistical & administrative information necessary for all participants in the LEED GA Accreditation Program.

Online Training

1. The BCSI will register all qualified participants in the Green Step Online Training Program. This program takes place every Tuesday at 5:30 pm Eastern Standard Time via online webinar sessions from September 11th, 2012 – October 2nd, 2012.
2. All participants will receive their information packages for this program once the US \$175.00 contribution fee has been paid in full.
3. Participants registered with the Green Step online training program and will be entitled to benefit from;
 - i) LEED Pre- course materials
 - ii) LEED GA Comprehensive Study Guide
 - iii) LEED Study Score Card
 - iv) Two Green Step Practice Exams
 - v) Definitions Worksheet
4. All participants who receive their Green Step eligibility certificate on the successful completion of the online training program will be registered by the BCSI to take the LEED GA exam.

LEED GA Registration

1. All participants will be registered for the GA exam once they have successfully completed the online training component and they have paid their US \$175.00 contribution fee. This fee covers the partial cost of the online training and the application fee.
2. The cost of the program covers registration and scheduling for the LEED GA exam. All registration information once completed will be sent to the participants. This information is important and will be required on the specified testing date of October 25th, 2012.

LEED GA Examination & Testing

1. All participants taking part in this program will be required to take their LEED GA examination on October 25th, 2012 between the hours of 1:00 pm and 4:30pm at the Miami Prometric Testing site located at 8240 NW 52nd Terrace, Suite 400 Miami, Florida.
2. Any changes made to the examination date, testing facility and time will be promptly notified to the participants.
3. All participants must submit their examination results within 72 hours of having set the LEED GA exam and must submit certified copies of the results within a month of having set the exam to the Barbados Coalition of Service Industries Inc.

Travel, Accommodation & Living Expenses

1. All air and ground travel, local accommodation costs to and from Miami and local living expenses will be borne by the participants.

General

1. The BCSI will cover 73.2% of the overall program cost. This coverage includes the full cost of the participant's examination fee and covers the program materials, resources and practice examinations delivered in the online component. The US \$175.00 dollar contribution fee shall be paid in full to the BCSI on or before September 4th, 2012. All nationals or residents of Barbados can make this payment by cash or cheque to the Barbados Coalition of Service Industries Inc.

2. All nationals of the other CARIFORUM member states can make this payment via wire transfer or bank draft to the Barbados Coalition of Service Industries. Once completed verification of payment should be sent to mclarke@bcsi.org.bb copied to sclarke@bcsi.org.bb or sent via fax to telephone number 1(246) 429-5352 on or before September 5th, 2012.