



Green Globes® Assessor Program

GGA Personnel Certification Program Overview

Assessor Candidate Application Process

1. Applicants select the Assessor designation(s) for application-NC, CIEB, or both
2. Applicants register online, upload a completed application and resume, and pay the application or certification package fee(s) for the designation(s) sought

Assessor Candidate Selection Process

1. Applications are screened for completion, minimum qualifications and experience requirements appropriate for each credential
2. Assessor candidates are further screened and ranked based on
 - Overall qualifications and experience
 - Proof of applied sustainability practice with commercial buildings
 - Specific expertise with sustainability categories, building types
 - GBI geographical, numerical and assessor type needs
 - Other educational, professional, or environmental achievements
 - Cost (Hourly Rate)
3. Applications from the top group of candidates are presented to the GBI technical advisory committee.
4. The GBI technical advisory committee individually reviews the applications and resumes of the Assessor candidates and either approves, wait-lists, or rejects the candidates.
5. References are checked for the top group of candidates that have been selected for approval by the GBI technical advisory committee.
6. Candidates will be notified within 2 weeks of any application status change.

Assessor Candidate Training, Testing, and Certification Process

Once Selected, Assessor Candidates:

1. Are given the opportunity to purchase the appropriate training, testing, and credentialing package for the Assessor designation(s) approved by the GBI technical committee.
2. Complete the introductory GGP online training program and test.
3. Complete and participate in the specific supplemental training event, online training, and/or webinars that are specific to assessor designation(s) being pursued.
4. Complete the assessor supplemental test either online or at a designated testing center whereupon they are granted the Green Globes Assessor credential(s) (NC, CIEB or both designations).

5. Upon passing the test, candidates previously approved for an active assessor designation are provided with a GBI contractor services agreement and policies/procedures documentation for signature.
6. When a suitable project becomes available, are assigned a probationary assignment and a current Green Globes Assessor who will mentor them, evaluate their performance.
7. During their probationary assignment, are evaluated by their assigned mentor through: a) a pre-site visit preparatory call b) a post-site visit call to review data obtained, c) a thorough quality assurance review of the candidates rating results and deliverables (letter/report) d) improvement feedback.
8. Upon satisfactory completion of the probationary assignment(s), may accept additional assignments from GBI as they become available and are offered.

Process for Wait-listed (Approved Inactive Status) Candidates

- Assignment of the wait listed (Approved Inactive) status for Assessor candidates means that the GBI has approved your qualifications to become an assessor; and you may go through the process and obtain the GGA credential; however the GBI does not at the current time project the ability to offer paid assignments within your indicated area.
- Wait-listed candidates may:
 - 1) Elect to continue the credentialing process (Steps 2 -4 from above for approved candidates) and obtain the full GGA certification upon completion in an Inactive Status
 - 2) Remain on the Assessor wait list until GBI notifies you that your application has been approved in an active status and then proceed with the process for approved active candidates from above.
 - 3) Withdraw their application to become an Assessor, make an application to become a Green Globes Professional, and have their application fee applied to GGP certification fees.
- As additional Assessor capacity is needed to support client-based building certification demand, GBI will continue the Assessor selection process (listed above) with equal consideration to activate GGA certified - Inactive status candidates, or approved wait-listed, and new candidates.

Process for Denied, and/or Rejected Candidates

- Candidates that have provided incomplete applications will be notified and given the opportunity to complete their application.
- Denied or Rejected Assessor candidates may make application to the GBI to become a Green Globes Professional and have application fees paid applied to the GGP certification fees.