How to self-report and submit your GBCI CE's to USGBC & GBCI

Quick Guide:

- Go to [http://usgbc.org/account/credentials](http://usgbc.org/account/credentials)
- Login to your account using the email and password for your credentialing
- Click on Credentials on left
- Click blue button that says “Report CE Hours”
- Complete form and hit submit. You are done

Visual Guide:

- Step #1: Go to [http://usgbc.org/account/credentials](http://usgbc.org/account/credentials)
- Step #2: Login to your account using the email and password for your credentialing
- Step #3: Click on Credentials on left
- Step #4: Click blue button that says “Report CE Hours”
• Step #5: Complete form
  o Leave ID blank if you don’t have one
  o Put title of event
  o Provided by: USGBC Florida Chapter
  o Date of event
  o Description of event provided in event registration – leave off presenters
  o Complete or leave URL blank
  o Complete if LEED specific and length of program (most are 1 hour)

• Step #6: Hit submit and you are done!
# Report CE hours Successful

Your CE hour activities have been successfully added to your account.

| Activity     |   
|--------------|---
| CE Hours     | 1.3 |

## Credentials

| Total Hours Reported | 265.7 | 76 |
|----------------------|-------|---
| CE/C specific hours  | 5 / 6 |   |
| Hours-specific hours | 1 / 6 |   |
| Reporting end date   | 31 Jul 2016 |   |