

Frequency Asked Questions

Scheme Administration	
Q1	Why is BCA transferring the administration of the Scheme to the Singapore Green Building Council (SGBC)?
	<p>The Construction Industry Transformation Map (ITM) was launched to streamline construction processes and create new, better jobs in the sector. Supported by BCA, SGBC is leading industry transformation in the area of green buildings, one of three key focus areas of the ITM.</p> <p>There is a need to continue building up our green building workforce to support and drive industry transformation in this area. With that, BCA is collaborating with SGBC to have them administer certification of the Green Mark specialists and refresh the scheme as the “Green Mark Professional Qualification Scheme”. Through enhancements to the Scheme, we hope to uplift, upskill and better recognise the competency of our industry for greater career progression.</p> <p>In addition, with SGBC’s existing certification processes for green building products and building services, this will be a natural extension of the industry-led organisation’s strategic functions to foster a robust, end-to-end eco-system for green buildings.</p>
Q2	When will SGBC start administering the refreshed scheme?
	SGBC will administer the Scheme from 1 st July 2019. All existing certified GMMs, GMFMs, GMPs and GMFPs, as well as GMPs and GMFPs whose certification have expired, will automatically be transitioned into the refreshed Scheme on 1 st July 2019.
Q3	How do I apply as a Green Mark Professional under the refreshed scheme? and when will courses be available for application?
	<p>For application under the Green Mark Professional Qualification Scheme, please visit https://gmp.sgbc.online on details of the application process.</p> <p>BCA Academy will continue running the certification courses for Green Mark AP, AAP, AP (FM) and AAP (FM).</p>
Q4	Why charge for applications and renewals under the Scheme? Is there discount if I renew multiple certifications?
	The application and/or renewal fee of \$107 (incl. GST) is used to cost recover the administration of the Scheme, including maintaining the individual accounts under the Scheme’s online portal.

	A single fee of \$107 (incl. GST) will cover the renewal of all your Green Mark Professional certifications each year.
Q5	Is there an avenue to feedback on the incompetency of a Green Mark Professional?
	Yes, the feedback may be addressed to enquiry@sgbc.sg . The Standing Committee which governs the Scheme will look into and review such feedback seriously.

Renaming of Scheme and Green Mark Specialists

Q6	What is the refreshed Scheme administered by SGBC called?												
	<p>SGBC will administer certification of all Green Mark specialists from 1st July 2019. The Scheme will be refreshed as the “Green Mark Professional Qualification Scheme”. The table below shows the enhanced naming convention of the Green Mark specialists under the refreshed Scheme.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">BCA Naming Convention (prior to 1st July 2019)</th> <th style="text-align: center;">Enhanced Naming Convention (from 1st July 2019)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Certified Green Mark Manager [Certified GMM]</td> <td style="text-align: center;">Green Mark Accredited Professional [Green Mark AP]</td> </tr> <tr> <td style="text-align: center;">Certified Green Mark Facilities Manager [Certified GMFM]</td> <td style="text-align: center;">Green Mark Accredited Professional (Facilities Management) [Green Mark AP (FM)]</td> </tr> <tr> <td style="text-align: center;">Certified Green Mark Professional [Certified GMP]</td> <td style="text-align: center;">Green Mark Advanced Accredited Professional [Green Mark AAP]</td> </tr> <tr> <td style="text-align: center;">Certified Green Mark Facilities Professional [Certified GMFP]</td> <td style="text-align: center;">Green Mark Advanced Accredited Professional (Facilities Management) [Green Mark AAP (FM)]</td> </tr> <tr> <td style="text-align: center;">Collective term for GMM, GMP, GMFM, GMFP: Green Mark Specialist</td> <td style="text-align: center;">Collective term for Green Mark AP, Green Mark AP (FM), Green Mark AAP, Green Mark AAP(FM): Green Mark Accredited Professional (GMAP)</td> </tr> </tbody> </table>	BCA Naming Convention (prior to 1 st July 2019)	Enhanced Naming Convention (from 1 st July 2019)	Certified Green Mark Manager [Certified GMM]	Green Mark Accredited Professional [Green Mark AP]	Certified Green Mark Facilities Manager [Certified GMFM]	Green Mark Accredited Professional (Facilities Management) [Green Mark AP (FM)]	Certified Green Mark Professional [Certified GMP]	Green Mark Advanced Accredited Professional [Green Mark AAP]	Certified Green Mark Facilities Professional [Certified GMFP]	Green Mark Advanced Accredited Professional (Facilities Management) [Green Mark AAP (FM)]	Collective term for GMM, GMP, GMFM, GMFP: Green Mark Specialist	Collective term for Green Mark AP, Green Mark AP (FM), Green Mark AAP, Green Mark AAP(FM): Green Mark Accredited Professional (GMAP)
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Q7	Why does the naming convention of Green Mark specialists need to be changed?												
	The enhanced naming convention (illustrated in Q4 above) serves to reinforce the Green Mark brand that represents Singapore’s expertise in green buildings. In addition, the term “Accredited Professional (AP)” is widely used globally (for example, BREEAM AP (UK), LEED AP (USA) and Green Star AP (Australia)) and will align our Green Mark Professionals with the global												

	community of Accredited Professionals. This will increase the recognition of our local professionals at international platforms and expand the inter-connectivity to international markets.
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Transitioning into the refreshed Green Mark Professional Qualification Scheme

Q8	Am I eligible for transition into the Green Mark Professional Qualification Scheme?
	<p>All existing certified GMMs, GMFMs, GMPs and GMFPs, including GMPs and GMFPs whose certification have expired, are eligible for the automatic transition into the Green Mark Professional Qualification scheme on 1st July 2019.</p> <p>Individuals whose GMP and GMFP certification have expired can approach SGBC with your past certificate to be eligible for the transition.</p>
Q9	When do we transit to the refreshed Green Mark Professional Qualification Scheme? Till then, are we still considered GMMs, GMFMs, GMPs, GMFPs?
	<p>The current Green Mark Specialist Scheme will transit fully into the refreshed Green Mark Professional Qualification Scheme, to be administered by SGBC, from 1st July 2019.</p> <p>All certified GMMs, GMFMs, GMPs and GMFPs will be recognised as such till 30 June 2019. Subsequently, you will be recognised as a Green Mark AP, Green Mark AP (FM), Green Mark AAP and Green Mark AAP (FM) respectively from 1st July 2019. <i>(refer to Q6 on enhanced naming convention)</i></p> <p>Nonetheless, BCA will continue to recognise GMM, GMFM, GMP and GMFP certificates for Green Mark projects during this transition period. In particular, for GMPs and GMFPs, BCA will recognise the certificates accordingly till the end of its validity.</p>
Q10	Can we still call ourselves a GMM and/or GMFM based on the current lifetime certification?
	<p>The current Green Mark Specialist Scheme will transit fully into the refreshed Green Mark Professional Qualification Scheme, to be administered by SGBC, from 1st July 2019.</p> <p>Certified GMMs and GMFMs will still be recognised as such till 30 June 2019; and subsequently recognised as a Green Mark AP / Green Mark AP (FM) from 1st July 2019. <i>(refer to Q6 on enhanced naming convention)</i></p>

	<p>The certification will be valid for one year until 30th June 2020. A Green Mark AP / Green Mark AP (FM) will have to accumulate 12 Continuing Professional Development (CPD) points in order to renew the certification validity for the next year. Certification renewal is required on an annual basis. <i>(refer to Q21 and Q24 on CPD points for annual review)</i></p> <p>For the assessment of Green Mark projects, BCA will continue to recognise GMM, GMFM, GMP and GMFP certificates during this transition period.</p>
Q11	Certified GMMs and GMFMs used to have lifetime certification. Why do these 2 groups now have to undertake annual renewal under the refreshed scheme?
	<p>The annual renewal through accumulation of CPD points is integral in ensuring that all our certified Green Mark Accredited Professionals (i.e. Green Mark AP, Green Mark AP (FM), Green Mark AAP and Green Mark AAP (FM)) continue to keep their knowledge and skills current with industry and regulatory developments. It equips our Green Mark Accredited Professionals with the ability to keep up with the fast-evolving industry and enhances the professionalism and value of these professionals within the industry.</p>
Q12	Is our existing GMP and GMFP certification still valid?
	<p>Yes, existing GMP and GMFP certification will still be valid and recognised during this transition period until the first 30th June after the expiry of the certification. In other words, for a GMP with a certificate that is valid until 3rd July 2020, SGBC will recognise the individual as a Green Mark AAP until 30th June 2021. Thereafter, certification renewal is required on an annual basis.</p> <p><i>(Note: The validity period of all certifications under the refreshed Scheme will be from 1st July to 30th June of the following year.)</i></p>
Q13	What should existing certified GMMs, GMFMs, GMPs and GMFPs take note of when transitioning into the Green Mark Professional Qualification Scheme?
	<p>For Existing Certified GMMs and GMFMs:</p> <ul style="list-style-type: none"> • An existing certified GMM / GMFM will automatically transition into the Green Mark Professional Qualification Scheme as a Green Mark AP / Green Mark AP (FM) from 1st July 2019. <i>(refer to Q6 on enhanced naming convention)</i> • The certification will be valid for one year until 30th June 2020. • A Green Mark AP / Green Mark AP (FM) will have to accumulate 12 CPD points in order to renew the certification validity for the next year. Certification renewal is required on an annual basis.

	<p><i>(refer to Q21 and Q24 on CPD points for annual review)</i></p> <p>For Existing Certified GMPs and GMFPs:</p> <ul style="list-style-type: none"> • An existing certified GMP / GMFP will automatically transition into the Green Mark Professional Qualification Scheme as a Green Mark AAP / Green Mark AAP (FM) from 1st July 2019. <i>(refer to Q6 on enhanced naming convention)</i> • SGBC will recognise the current GMP / GMFP certification validity, and extend the validity till the first 30th June after the expiry of the certification. <i>(note: the validity period of all certifications under the refreshed Scheme will be from 1st July to 30th June of the following year.)</i> In other words, for a GMP with a certificate that is valid until 3rd July 2020, SGBC will recognise the individual as a Green Mark AAP until 30th June 2021. Thereafter, certification renewal is required on an annual basis. • A Green Mark AAP / Green Mark AAP (FM) will have to accumulate 18 CPD points in the final year prior to expiry of the current certification (i.e. 30th June 2021 for the example cited above) in order to renew the certification validity for the next year. <i>(refer to Q21 and Q24 on CPD points for annual review)</i>
Q14	Can I still get myself certified as GMM, GMFM, GMFP or GMP before the new scheme commences?
	<p>Yes, BCA will accept applications for the certification of GMM, GMFM, GMFP and GMP until 30th June 2019.</p> <p>Applications lodged after 1st July 2019 will be processed by SGBC under the refreshed Green Mark Professional Qualification Scheme.</p>
Q15	Are there any changes to the requirements for new applications under the refreshed Green Mark Professional Qualification Scheme?
	There are no changes from the current requirements for new applications.
Q16	How long will my certificate be valid for as a newly certified Green Mark Accredited Professional under the Green Mark Professional Qualification Scheme?
	<p>The certification cycle will begin from 1st July and will end on 30th June the following year.</p> <p>As a newly certified Green Mark Accredited Professional (Green Mark AP), your certification will be valid till the end of the subsequent certification cycle. To illustrate,</p> <ul style="list-style-type: none"> • Example 1: Your certification as a Green Mark AP was approved on 15th November 2019. It will be valid until 30th June 2021.

	<ul style="list-style-type: none"> Example 2: Your certification as a Green Mark AP was approved on 25th June 2020. It will also be valid until 30th June 2021 as it was applied within the same certification cycle period as Example 1.
<h2 style="text-align: center;">Renewal Period and Continuing Professional Development (CPD) Requirements</h2>	
Q17	When do I need to apply for renewal?
	<p>The annual CPD accumulation cycle will begin from 1st June to 31st May of the following year. All certified Green Mark Accredited Professionals are to apply for renewal via the Scheme's online portal by 31st May every year (https://gmp.sgbc.online). This allows sufficient time for review and successful renewal of the certification before it expires. The validity period of all certifications will be from 1st July to 30th June of the following year.</p> <p>Reminders will be sent out periodically during the renewal period. Late fees will be imposed if you apply for renewal after 31st May.</p> <p>You may also apply for renewal at any time during the year once you have accumulated the minimum CPD points required.</p>
Q18	When can I start accumulating CPD points for renewal?
	<p>You may begin accumulating CPD points from 1st June every year and submit for renewal by 31st May of the following year.</p> <p>During this first year of transition, you may begin accumulating CPD points from May 2019 for renewal submissions by 31st May 2020.</p> <p>Do keep a look out for events or training courses from BCA Academy and SGBC that award CPD points. The Scheme's online portal's events page (https://gmp.sgbc.online) will be a platform where you can view the list of CPD-qualified events and training sessions available.</p>
Q19	My GMP / GMFP certificate was issued on 1st June 2019 and it is valid till 30th May 2022. With that, when do I start accumulating CPD points and submit it to SGBC for certificate renewal?
	<p>The validity period of all certifications will be from 1st July to 30th June of the following year. In this case, your certificate validity will be extended to 30th June 2022. You will be required to start accumulating CPD points on 1st June 2021 and submit for renewal by 31st May 2022. You may also apply for renewal before 31st May 2022 once you have accumulated the sufficient CPD points required.</p>
Q20	What are the types of CPD activities that I can participate to accumulate CPD points for renewal?

	<p>There are various activities where Green Mark Accredited Professionals can accumulate their CPD points:</p> <ol style="list-style-type: none"> 1. Industry events and seminars 2. Courses 3. Green Mark Projects 4. Learning Journeys 5. Contribution to relevant technical committees convened by government agencies, professional bodies and relevant trade associations. <p>Participation (physical attendance/ e-learning) at events accredited by respective Green Building Councils (currently GBC Australia and Hong Kong GBC) are also recognised.</p> <p>Do keep a look out for events or training courses from BCA Academy and SGBC that award CPD points. You can also visit the events page of the Scheme's online portal (https://gmp.sgbc.online) to view the list of CPD-qualified events and training courses/ sessions available.</p>
Q21	How do I determine the number of CPD points I can attain from the various CPD platforms?
	<p>The Courses, industry events and learning journeys shall be assessed by the Professional Development Advisory Committee and CPD points will be awarded. Please refer to the Appendix 1 for the CPD Renewal Framework.</p> <p>Note: The annual CPD accumulation cycle will begin from 1st June to 31st May of the following year. You may also apply for renewal at any time during the year once you have accumulated the minimum CPD points required.</p>
Q22	What is the overseas / regional Green Building Councils' CPD recognition about? How does it work?
	<p>SGBC will accept the CPD points accrued from events or e-Learning programmes organised by approved overseas / regional Green Building Councils (GBCs) – currently GBC Australia and Hong Kong GBC.</p> <p>The number of CPD points recognised will be based on the number of CPD points awarded by the respective overseas / regional GBCs.</p>
Q23	How do I accumulate CPD points if I am based overseas?
	<p>CPD points can be attained through various platforms including:</p> <ul style="list-style-type: none"> • Overseas Green Mark projects with valid Letter of Award (LOA) • Attending events and e-Learning programmes courses organised by approved overseas / regional GBCs (currently GBC Australia and Hong Kong GBC)

Q24	How many CPD points do I need for renewal? What if there is a shortfall?
	<p>Green Mark AP / Green Mark AP (FM) require <u>12 CPD points per year</u>. Green Mark AAP / Green Mark AAP (FM) require <u>18 CPD points per year</u>.</p> <p>If you have insufficient points for renewal, you will be permitted to apply for renewal provided that you have at least a minimum of half the required CPD points. You will have to make up the shortfall of CPD points in the following year.</p> <p>You will only be allowed to apply for renewal with a shortfall of CPD points for a maximum period of 2 consecutive years. If you apply for renewal with a shortfall of CPD points 3 years in a row, the third renewal will not be successful and your certification will be delisted.</p> <p>The requirements for re-qualification are the same as a new application.</p> <p>To illustrate,</p> <ul style="list-style-type: none"> • Mr V is a certified Green Mark AAP. His requirement for renewal is 18 CPD points per year. • Year 1: Mr V accumulated only 9 CPD points for renewal, with a shortfall of 9 CPD points. Renewal is granted, with the condition to make up the shortfall of 9 CPD points in Year 2. • Year 2: Mr V is required to submit 9 CPD points (to make up for Year 1's shortfall) and 18 CPD points his Year 2 renewal (total 27 CPD points). However, Mr V submitted only 18 CPD points. There is a shortfall of 9 CPD points. Renewal is again granted, with the condition to make up the shortfall of 9 CPD points in Year 3. • Year 3: Mr V is required to submit 9 CPD points (to make up for Year 2's shortfall) and 18 CPD points for his Year 3 renewal (total 27 CPD points). Mr V submitted only 20 CPD points. Mr V's renewal application will not be successful and he will be de-listed as a Green Mark AAP. • Mr V will have to submit a new application to re-qualify as a Green Mark AAP.
Q25	Am I able to carry forward CPD points?
	<p>You are allowed to carry forward a maximum of 1 years' worth of CPD points each year:</p> <ul style="list-style-type: none"> • Green Mark AP / Green Mark AP (FM): maximum of 12 CPD points per year • Green Mark AAP / Green Mark AAP (FM): maximum of 18 CPD points per year <p>Excess points accumulated will not be carried forward.</p>

Q26	How many CPD points do I need to fulfil if I have 2 certifications or more?
	<p>You will only need to fulfil the CPD requirements for the higher certification if you have multiple certifications.</p> <p>To illustrate,</p> <ol style="list-style-type: none"> 1. <u>I am a certified Green Mark AAP and Green Mark AP(FM)</u> Higher certification: Green Mark AAP Required CPD points for renewal: 18 . 2. <u>I am a certified Green Mark AP and Green Mark AP(FM)</u> Same level of certification. Required CPD points for renewal: 12 3. <u>I am a certified Green Mark AAP and Green Mark AP</u> Higher certification: Green Mark AAP Required CPD points for renewal: 18 4. <u>I am a certified Green Mark AAP and Green Mark AAP (FM)</u> Same level of certification. Required CPD points for renewal: 18
Q27	Can I submit ongoing Green Mark projects for CPD points? How many times can a project be used for CPD renewal as each project may last a few years?
	<p>CPD points can be claimed for Green Mark projects only if the Letter of Award (LOA) is within 3 years at the point of your Green Mark Accredited Professional certification renewal.</p> <p>Green Mark projects can only be used once for CPD points submission. You can plan ahead on how you wish to use the Green Mark project for CPD renewal.</p>
Q28	Can I just provide evidence of courses / seminars that I have attended to get CPD points for renewal?
	<p>Activities will have to be reviewed and approved by the Scheme's Professional Development Advisory Committee before they can be considered a qualified CPD activity and awarded CPD points accordingly.</p>
Q29	How do I re-qualify myself after I have been delisted?
	<p>The requirements for re-qualification are the same as a new application.</p>

SGBC – GMAP Online Portal

Q30	Will the portal be in the form of handphone or tablet app?
	It will be web browser based that is mobile friendly. Each Green Mark Accredited Professional will have a personal account where he can register and track his CPD points.
Q31	Will the portal be able to capture Green Mark Project certification as well?
	The portal can be used to record your involvement in Green Mark Projects and score the CPD points. However, please note that application of Green Mark projects for assessment will still be done at the BCA Green Mark Online.
Q32	Can points scored at BCAA, SGBC, IES, SIA etc organisations be auto-updated at the portal?
	<p>Organisations will have to apply for SGBC-GMAP CPD for their event. The Professional Development Advisory Committee will assess and award the SGBC-GMAP CPD points accordingly.</p> <p>Please ensure your attendance is taken by the event organiser for the SGBC-GMAP CPD points and it will be updated on your dashboard after we have process the attendance.</p>

Appendix: 1 Continuing Professional Development (CPD) Renewal Framework

No.	Activities	
Part 1: Courses		
	Lectures, short courses, conferences, workshops	1 CPD point for 1 contact hour Maximum of 6 points if course duration more than 1 day.
Part 2: Industry Events		
	Industry Seminars and Lunch & Learn	1 CPD point for 1 contact hour
Part 3: Learning Journeys		
	Industry site visits for learning journeys	1 CPD point for 1 contact hour
Part 4: Events & E-learning by other Green Building Councils (GBCs)		
	Physical events & e-learning	CPD points as accredited by respective GBCs
Part 5: Green Mark Projects		
a.	Green Mark Gold and above for New Building Project	12 CPD points
b.	Green Mark Gold and above for Existing Building Project	12 CPD points
c.	Recertification for Green Mark Gold and above Building Projects	12 CPD points
d.	Green Mark Gold and above for Occupant-Centric	6 CPD points
Part 6: Involvement in Committees		
	Contribution to relevant technical committees convened by government agencies, professional bodies and relevant trade associations.	Up to 2 CPD points