

FREQUENTLY ASKED QUESTIONS ON CERTIFIED GREEN MARK MANAGER / GREEN MARK PROFESSIONAL / GREEN MARK FACILITY MANAGER/ GREEN MARK FACILITY PROFESSIONAL

ABOUT THE SCHEME

Q1: If I would like to attend the Certification Course for Green Mark Manager/ Green Mark Professional / Green Mark Facility Manager / Green Mark Facility Professional, how should I go about it?

A1: For course details and other related enquiries, please refer to www.bcaa.edu.sg or call BCA Academy at 6248 9999.

Q2: What are the differences in the Certification Course for Green Mark Manager, Certification Course for Green Mark Professional and Certification Course for Green Mark Facility Managers?

A2: To meet the industry's needs, BCA Academy offers comprehensive training programmes to equip professionals in niche areas of green building specialisation for continued professional development and industry recognition.

They include:

- Certification Course for Green Mark Manger
- Certification Course for Green Mark Professional
- Certification Course for Green Mark Facility Manager
- Certification Course for Green Mark Facility Professional

Certification Course for Green Mark Manager (approx. 4½ days)

This 4½ days programme focuses on the regulatory framework on environmental sustainability, the Green Mark assessment system and underlying performance standards, green technologies, integration of passive designs and co-operation between disciplines in the design.

The course content is designed for professionals who are involved in new building projects. At the end of the course, participants will be able to:

- Gain a better understanding of Green Mark legislation criteria and framework
- Apply Green Mark criteria in the earlier life of project and compute assessment score
- Facilitate an integrated design and verify compliance to Green Mark standards
- Conduct cost-benefit analysis of options, explore innovative solutions to enhance scores
- Co-ordinate the documentation process necessary for smooth certification and implementation

This programme is suitable for architects, mechanical and electrical engineers, project managers, developers and building owners, and others who are responsible for the design and construction of new green buildings projects.

Certification Course for Green Mark Professional (approx. 26 days)

This is an advanced programme for individuals seeking BCA's Green Mark Professional certification. It is designed to provide an in-depth knowledge of a wide variety of subjects, green building technologies and familiarise on the use of building simulation tools to predict building performance. It is offered as a series of short modules. Participants are required to complete 6 core modules and 3 elective modules.

6 core modules (Compulsory)

- Certification Course for Green Mark Manager
- Energy Efficient Air-Conditioning for Commercial Buildings
- Energy Management & Audit
- Building Energy Modeling & Thermal Simulation
- Solar Modeling
- Efficient Building Envelope Design, ETTV & RETV

Elective Modules (Select any 3)

- Efficient Eco-Lighting Design for Buildings
- IAQ Solutions for Sustainable Buildings
- Maximising Green Design through Building Automation
- Green Architecture & the Integrated Design Process
- Energy Efficiency & Efficient Drives
- Sustainable Acoustics
- Computational Fluid Dynamics (CFD) on Airflow Modeling for Green Buildings
- Sustainable Hot Water & Heat Recovery Systems

It is noteworthy to highlight that the 4½ days Certification Course for Green Mark Manager is one of the core modules in the Certification Course for Green Mark Professional. The Certification Course for GMP programme is suitable for architects, mechanical & electrical engineers, and other built environment designers responsible for the design and construction of high performance green buildings. **The course content is designed for professionals who are involved in new building projects.**

Certification Course for Green Mark Facility Manager (approx. 42 hours)

This programme is meant to equip facility managers with the knowledge and skills to implement sustainable improvement practices and technology in an existing building to reduce its environmental impact over its functional life cycle. The course will also explain in greater detailed the Green Mark for Existing Building and Office Interior technical assessment criteria and specific requirements that facility managers should know to successfully manage projects for Green Mark certification and re-certification.

At the end of the course, participants will be able to:

- Understand the GM Criteria for Existing Buildings and including Baselines, Scores and the GM Assessment Process
- Provide Practical Strategies and Solutions to Maximise Energy, Water, Indoor Environment Quality, and Waste Reduction in Buildings
- Adopt Life-Cycle Cost Approach in Budgeting and Procurement
- Review Sustainable Practices during daily O&M and Refurbishment
- Execute Green Procurement, and Leasing of Premises
- Compare of Energy Norms with Existing Energy Consumption Levels
- Manage Existing Buildings for Green Mark Certification and/or GM Re-Certification

This programme is suitable for developers and building owners, facility and operational managers, managing agents as well as architects and engineers **who are involved with in the operation and maintenance of existing building projects or those who are doing the retrofitting works for existing buildings.**

Certification Course for Green Mark Facility Professional (approx. 20 days)

This is an advanced programme for individuals seeking BCA's Green Mark Facility Professional certification. It is tailored for Facility Management (FM) practitioners and other stakeholders working on existing buildings to advance their technical knowledge and skills in green building solutions so as to manage, maintain, retrofit and operate a building at optimal efficiency. It is offered as a series of short modules. Participants are required to complete 6 core modules and 2 elective modules.

6 core modules (Compulsory)

- Certification Course for Green Mark Facility Manager
- Energy Efficient Air-Conditioning for Commercial Buildings
- Energy Efficiency Through Management and Audit
- Measurement and Verification of Central Chilled Water Plant Efficiency
- Retro Commissioning and Performance Contracting
- Indoor Air Quality (IAQ) Management for Buildings

Elective Modules (Select any 2)

- Building Automation Concepts, Technologies and Practices for Green Buildings
- Sustainable Hot Water and Heat Recovery Systems
- Energy Efficiency for Electrical Systems
- Sustainable Lighting Design and Technology

Q3: What is the training roadmap for green building professionals?

A3: Green building professionals who are doing new building projects can opt to take on the GMM course followed by GMP course. For professionals who are managing and retrofitting existing building projects, you can opt to take GMFM/GMFP course followed by Singapore Certified Energy Manager (SCEM) programme. Please refer to www.bcaa.edu.sg or contact BCA Academy at 6248 9999 for the training details of GMM/ GMP/ GMFM/ GMFP courses and <http://app.e2singapore.gov.sg/> for the SCEM programme.

Q4: What can I be entitled to after the completion of the GMM/ GMP/ GMFM/GMFP course?

Q4: Participants who have successfully completed the GMM/ GMP/ GMFM/GMFP course will be presented with a "Certificate of Successful Completion". Please note that participants who have successfully completed the course are **not** entitled to call themselves GMM/ GMP/ GMFM/GMFP as there is no such title. "Certificate of Successful Completion" is different from being a Certified GMM/ GMP/ GMFM/GMFP as the latter would need to meet other entry requirements stipulated by BCA (please see Q5 and Q6). BCA will not hesitate to take actions against those who are found to have misled others.

In addition, please note that the onus is on the applicant to check if he will be able to meet the Certified GMM/ GMP/ GMFM/GMFP criteria before enrolling for the relevant courses, if he wishes to be certified after the course.

Q5: Do I still need to apply to be a Certified Green Mark Manager (GMM)/ Green Mark Professional (GMP)/ Green Mark Facility Manager (GMFM)/ Green Mark Facility Professional (GMFP) after successful completion of the relevant courses?

A5: Yes. Successful completion of the course does not mean that you become a Certified GMM/ GMP/ GMFM/GMFP automatically. Professionals who are interested to become Certified GMM/ GMP/ GMFM / GMFP have to download the application form and send in a hardcopy along with the necessary documents as stated in the form by post. Please also see Q6.

Q6: What are the requirements for the application of Certified GMM/ GMP/ GMFM/GMFP?

A6: The basic criteria for the application of Certified GMM/ GMP/ GMFM/GMFP are as tabulated.

Criteria	Certified GMM	Certified GMP	Certified GMFM	Certified GMFP
Entry requirements	Applicants should possess a building engineering or a building-related degree which is recognised locally with at least 3 years of relevant experience or 5 years for diploma holders.	Applicants should possess a building engineering or a building-related degree which is recognised locally with at least 5 years of relevant experience.	Applicants should possess a building engineering or a building-related degree which is recognised locally with at least 3 years of relevant experience or 5 years for diploma holders.	Applicants should possess a building engineering or a building-related degree with at least 5 years of relevant experience.
Attended and passed the course	Certification Course for GMM (approx. 4½ days)	Certification Course for GMP (approx. 25½ days)	Certification Course for GMFM (approx. 6 days)	Certification Course for GMFP (approx. 20 days)
Complete Green Mark project assessment at point of application*	<u>ONE</u> Green Mark Gold or above project (for <u>new</u> buildings) OR <u>TWO</u> Green Mark Gold or above projects (for <u>new</u> non-buildings e.g. office interior and parks)	<u>THREE</u> Green Mark Gold ^{PLUS} or above (for new buildings)	Provide evidence of involvement in sustainable practices related to Operation & Maintenance and/or GM(EB) projects for at least <u>ONE</u> <u>existing</u> building project	<u>TWO</u> Green Mark Gold or above project

Please refer to the criteria listed at http://www.bca.gov.sg/GreenMark/gm_manager.html for the application details and application form. Please ensure that **ALL** the basic criteria are met before submitting the application form and ensure that all sections are completed with the required supporting documents. For Certified GMP applications, please note that you are not allowed to use the same projects that have been used previously to support your Certified GMM application.

As the Certified GMM/ GMP/ GMFM/GMFP Scheme is to accord recognition to professionals who have attained a good foundation and knowledge and has the professional capacity to give advice in the designing, constructing and maintaining of environmental-friendly buildings, we accord stringent criteria to screen through all applications to ensure the high standard of all Certified GMM/ GMP/ GMFM/GMFPs. Please note that BCA's decision is final and we are not required to provide reasons for rejection cases.

Q7: Can I take up the Certification Course for GMM/ GMFM, even if I do not wish to be a Certified GMM/ GMFM?

A7: Yes, you can attend the relevant courses even if you do not wish to be a Certified GMM/ GMFM as course and certification are independent. The multi-faceted courses will be beneficial for general development as it provides an overview to the topic of green building design and technologies. In such instances, you can choose to opt out of the end-of-course assessments, which takes place in the form of a multiple choice examination and small group presentation if enrolment of courses are purely for knowledge.

Q8: Why is an endorsement/ testimonial letter from Client/ Developer/ Building Owner required as one of the supporting documents in the application of the Certified GMM/ GMP/ GMFM/GMFP?

A8: We require the applicant to show evidence that he has been directly involved in the project and has provided design solutions and enhancement to the project that has led to the achievement of the Green Mark rating. We believe the Client/ Developer/ Building Owner would be in the best position to provide such an endorsement/ testimonial letter. Endorsement/ testimonial letter from other parties would be considered on a case-by-case basis.

This endorsement letter should include the following information:

- Role of the applicant in the project team
- Contribution/ efforts in the project team leading to the Green Mark Award for the project.

Q9: Can a non-building engineering or building-related degree/ diploma be considered as a basic application?

A9: Applicants should possess either a building engineering or a building-related degree with at least 3 years of relevant experience, or 5 years of relevant experience for diploma holders.

Certified GMM / GMFM applicants should have a degree/ diploma which is awarded by a local university or polytechnic. Overseas degrees/ diplomas which are accepted by PSD can also be considered (www.careers.gov.sg/Useful+Links/accredit.htm). Courses conducted by distance learning will not be accepted unless accredited by PSD.

For Certified GMP applicants, the degree should be awarded by a local university. Overseas degrees which are accepted by BOA, PEB, SISV or PSD can also be considered. Courses conducted by distance learning will not be accepted unless accredited by BOA, PEB, SISV or PSD.

Q10: If I do not have a Green Mark Project to meet the Certification Requirements for GMM/ GMP/ GMFM/GMFP, can BCA help me to find one?

A10: No, BCA does not facilitate the arrangement of projects for applicants. Thus, it is important that applicants consider this aspect before signing up for the course. BCA does not have a timeline for applicants to seek Certification upon completion for the course. However, we do require the Green Mark project (submitted as part of the basic application criteria) to be completed within 3 years from the point of your application (*Note: Completion means that the Letter of Award, stating the Green Mark rating for the project, has already been awarded by BCA. It does not mean the physical completion of the project.*)

Q11: Can I use an overseas Green Mark project to support my Certified GMM/ GMP/ GMFM/ GMFP application?

A11: Yes, we can accept an overseas Green Mark project to support Certified GMM/ GMP/ GMFM applications, provided that the Full Award for the project has already been granted by BCA. Projects that have only been granted Provisional Award are not allowed.

Q12: How long is the processing time for application of certification?

A12: Approximately 2 months, if all documents submitted are complete and in order.

Q13: What can I look forward to upon getting successful certification as a Certified GMM/ GMP/ GMFM/GMFP?

A13: To encourage recognition and involvement of these green professionals, projects with one principal member that is a Certified GMM/ GMP/ GMFM/GMFP can earn Green Mark points if they are an active member in the project team. Please refer to the respective Green Mark criteria for the scoring methodology.

Q14: Will I be allowed to use the title of “Certified GMM/ GMP/ GMFM/GMFP” or print the Green Mark logo on my business card?

A14: To give further recognition to green collared professionals, the relevant title can be printed on the business card as long as your application for Certified GMM/ GMP/ GMFM has been endorsed by BCA. The wordings of the title to be printed on your business card have to strictly adhere to either “Certified GMM” or “Certified GMFM” or “Certified GMP”; in accordance to the certificate you have been awarded. Please note that there is no title called GMM/ GMP/ GMFM. Please also refer to Q4.

The usage of the Green Mark logo is only limited to Green Mark projects that have been successfully awarded the Green Mark rating and does not apply to individuals or companies. Please refer to http://www.bca.gov.sg/GreenMark/others/TC_logo.pdf for the terms and conditions governing the usage of the Green Mark logo.

Q15: When can one start counting relevant experience from? Is it after the passing of GMM/ GMP/ GMFM/ GMFP course?

A15: No, work experience accumulates from the day you start the relevant job. Please note that only work experience gathered through full time employment work will be considered. Work experience gathered through freelancing and internship shall not be allowed.

MAINTAINING CERTIFICATION

Q16: Is there a validity period for my Certification?

A16: Certified GMM/ GMFM are granted lifetime validity.

However, to maintain high standards of professional competency, the validity period of the Certified GMP will still be granted on a 3-yearly basis. For Certified GMP renewal, the applicant is required to complete (within 3 years) at the point of renewal of application (*Note: Completion means that the Letter of Award, stating the Green Mark rating for the project, has already been awarded by BCA. It does not mean the physical completion of the project*):

- i) Two Green Mark Gold ^{PLUS} or above new building projects or
- ii) One Green Mark Gold ^{PLUS} or above new building project + 30 hours of green-related training

Please note that you are not allowed to use the same projects used previously to support your Certified GMP application. Attendance at green-related trainings are to be backed up by certificate of attendance showing dates/ number of hours of courses and brief course content.

You are required to submit a fresh application for Certified GMP renewal. The same application form for new applications is to be used.

Q17: Why do I need to go through compulsory refresher training if I have already been Certified?

A17: To ensure that the Certified professionals remains relevant and up-to-date with the latest Green Mark criteria and requirements, Certified GMM / GMP/ GMFM have to undergo a half-day refresher training conducted by BCA Academy every 2 years from the date of being certified. Please note that the **onus is on the Certified GMM/ GMP/ GMFM/ GMFP to sign up for these refresher courses within 2 years of being certified, failing which the Certification will lapse** and you would need to reapply for certification again. Hence, it is compulsory to attend refresher training to claim Green Mark points for projects. A Certificate of Attendance will be issued upon completion of the refresher course.