



# How to Register for the SITES AP Exam Using a Promo Code

**Step 1.** Log into your SITES Online account by filling out your email address and password and clicking “Log in.”

**Step 1a.** If you do not have a SITES Online account, you will be redirected to the USGBC site to create one.

## Create a user account

### Account

First name	Last name
<input type="text"/>	<input type="text"/>
Email	Email (confirm)
<input type="text"/>	<input type="text"/>
Password (7 character minimum)	Password (confirm)
<input type="text"/>	<input type="text"/>
Phone	Country/Region
<input type="text"/>	<input type="text" value="United States"/>

I am a student.

### Connect to member organization (optional)

- Find organization by Member ID (recommended)
- Find organization by name

Search for your organization to connect your account.

### Subscribe to our insider emails (more options available in your account)

- General announcements, discounts & events
- Education (discounts, offerings & events)
- LEED Professional Credentials
- LEED Technical Updates

### Terms & conditions

Yes, I have read and agree to abide by the [Terms of Use](#)

### Captcha



What code is in the image? \*  
Enter the characters shown in the image.

**CREATE ACCOUNT** [Cancel](#)

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**Step 2.** Register for the exam by clicking “Register for an exam” under “SITES AP.”

A screenshot of a user dashboard. At the top, there is a section titled "Projects" with a blue button labeled "Register a project". Below this, it says "You currently do not have any registered projects." Further down is a section titled "SITES AP" with the text "You have not earned any SITES credentials." Below this section are two buttons: a blue button labeled "Register for an exam" and a grey button labeled "Learn more". A red arrow points to the "Register for an exam" button.

**Step 3.** Fill out information on SITES AP Exam Registration page. Be sure to include your ASLA member ID in the appropriate field.

A screenshot of the SITES AP exam registration page. The page has a dark header with the "Sustainable SITES Initiative" logo and navigation links for "MANAGE PROJECTS", "MANAGE RESOURCES", and "ACCOUNT". The main content area is titled "SITES AP exam registration" and includes instructions: "Please ensure the information submitted is accurate and matches with an official ID that you will be required to show at the examination center." and "For more information about exam registration, scheduling and cancellation please visit the FAQ section at sustainable.sites.org/faq." There are three input fields: "First name \*", "Last name \*", and "Country/Region where exam will be taken \*". To the right, there is an "Eligibility" section with text: "To be eligible for the exam, candidates must be 18 years of age or older. GBCE recommends that candidates have exposure to SITES concepts through educational courses, volunteering, or work experience prior to testing. Practitioner experience is critical to the SITES AP designation and, as such, project proficiency will be tested objectively within the SITES AP exam itself. All candidates must agree to the Disciplinary and Exam Appeals Policy." At the bottom of the eligibility section are two buttons: "Learn more" and "Contact GBCE".

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United States

Job title \*

Organization \*

### Organizational Membership

If your organization is a member of ASLA, please provide the corresponding membership ID below.

ASLA Member ID



Insert ASLA Member ID here

### Your address

Country/Region \*

United States

Address 1 \*

Address 2

City \*

State \*

- Select -

ZIP code \*

Phone number

Date of birth \*

Month Day Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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I have read and agree with the Disciplinary and Exam Appeals Policy \*

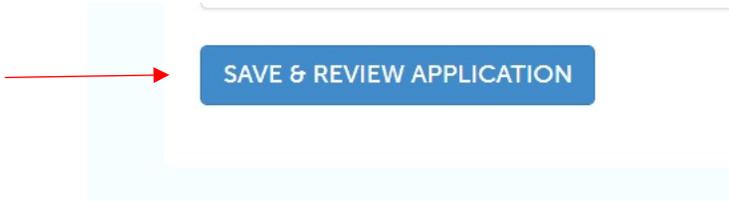
All candidates must agree to the [Disciplinary and Exam Appeals Policy](#).

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**Step 4.** Click “Save and review application.”



**Step 5.** Review your application to ensure all information is correct. If you need to change anything, click the green “Change” button to edit your application.

SITES AP exam registration

Please confirm the following information before submitting payment. Please ensure the information submitted is accurate and matches with an official ID that you will be required to show at the examination center.

First name	ZZ DEMO Caitlin
Last name	ZZ DEMO McGrellis
Date of birth	16 Dec 1985
Organization	ZZ DEMO

Total due: \$550.00

**Step 6.** When you have confirmed everything is correct, please select “Proceed to Payment.”

SITES AP exam registration

Please confirm the following information before submitting payment. Please ensure the information submitted is accurate and matches with an official ID that you will be required to show at the examination center.

First name	ZZ DEMO Caitlin
Last name	ZZ DEMO McGrellis
Date of birth	16 Dec 1985
Organization	ZZ DEMO

Total due: \$550.00

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# How to Register for the SITES AP Exam Using a Promo Code

## Step 7. Fill out your payment information.

**SITES AP Exam Registration**

**Exam\_registration:**  
SITES AP exam registration for ZZ DEMO Caittin ZZ DEMO McGrellis  
**Amount due:** \$550

Please indicate how you'd like to pay:

**Credit card**

Name on card

Card number  
 

Security code

Expiration Month:  Expiration Year:

Billing name

Billing email

Address

City

Country/Region

State

Zip code

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## How to Register for the SITES AP Exam Using a Promo Code

Step 8. When you get to the promo code section, type in **2018ASLAPROMO**. This will automatically change the price to \$300 USD.

A screenshot of a web form for entering a promo code. The form has a label "Promo code" above a text input field. The input field contains the text "2018ASLAPROMO". A red arrow points from the code to the input field. Below the input field are two buttons: a blue "Pay \$550" button and a white "Cancel" button.

Step 9. Click “Pay \$300.” This will charge your credit card and send your registration to Prometric for scheduling.

A screenshot of a web form for entering a promo code, identical to the one in Step 8. The input field contains "2018ASLAPROMO". A red arrow points from the code to the input field. Below the input field are two buttons: a blue "Pay \$550" button and a white "Cancel" button.

Step 10. Register for your exam using your 15-digit exam eligibility ID by clicking “Schedule/Reschedule exam with Prometric.” Please note that if you need to reschedule your exam you will need to reference this number.

A confirmation message box with a light gray background. The text inside reads: "Thank you for applying for your SITES AP Credential Exam. Your exam registration was successfully sent to Prometric. The auto-generated ID for your exam eligibility is: s5ad4e10e1fbbc. Your exam application will expire on 16 Apr 2019. If you have any questions, please contact GBCI at www.gbci.org/contact". At the bottom, there is a green button labeled "Schedule / Reschedule exam with Prometric" with a red arrow pointing to it, and a blue link "Back to home" below it.

If you have any questions during this process, please contact [sitesap@gbci.org](mailto:sitesap@gbci.org).