

Dear Certified Green Building Professional Training Attendee,

Thank you for registering! You are confirmed to attend **The Certified Green Building Professional (CGBP) Training on Tuesday, February 9 – Wednesday, February 10, 2010**, in **San Rafael, California**.

Please carefully review this email in its entirety. It contains important details about:

- Location of the Training
- Dates and Times
- CGBP Certification
- What to bring to the Training
- Driving Directions
- Parking Information
- Maps

LOCATION

This Certified Green Building Professional Training (CGBP) will be held at:

Marin Builders Association
Seminar Room
660 Las Gallinas Avenue
San Rafael, CA 94903
See directions below.

DATES AND TIMES

Tuesday, February 9: 8:00 – 5:00pm
Wednesday, February 10: 8:00 – 5:00pm

COURSE OVERVIEW

Network with other California building professionals while preparing for your green building certification during this two-day course on energy & resource conservation, indoor air quality and green building marketing techniques. Get the information and resources you need while learning tools and resources in green building. This course or an equivalent certification is a prerequisite for attending the GreenPoint Rater Training.

The 1-hour CGBP exam is included in the fee of the course and is given on the second day at 4:00 p.m. Successful completion of the CGBP training and exam will qualify you as a Certified Green Building Professional.

For more information about the Certified Green Building Professionals, the training or a course description, go to <http://www.builditgreen.org/cgbp>.

CGBP Certification & Attendance

Attendance at each day of the training and a passing grade on the final exam are mandatory to earn a Certified Green Building Professional certificate. Participants who miss a session must attend a make-up session at a future CGBP training (within 12 months) before they can take the final exam and become certified. Build It Green is not responsible for following up with anyone who has missed a training session. It is the responsibility of the participant to contact Build It Green to reschedule a makeup session.

A final exam on all four modules will occur on the last day of the training. If an attendee does not receive a passing grade (80%) on the final exam, they have the option to re-take the exam at the end of a future CGBP training session for a fee of \$50.00.

The CGBP Certification will be valid for two years. Continuing education credits will be required to keep the certification current. To learn more about recertification requirements please go to www.BuildItGreen.org/Recertification
For a complete CGBP Course Description, go to www.BuildItGreen.org/CGBP

ADDITIONAL INFORMATION

REFRESHMENTS

Beverages will be available throughout the day. An afternoon snack will be provided. Attendees will be responsible for their own breakfast and lunch. There are lots of restaurants in neighboring Northgate Mall.

REGISTRATION

Please plan to arrive 15 to 30 minutes early so that we can begin the course promptly.

BRING TO THE TRAINING

- 1) Writing instruments, highlighter.
- 2) A refillable water bottle or drink container, to limit disposable water bottle use.
- 3) BUSINESS CARDS, about 100, in order to network with other attendees.

CANCELLATION/REFUND POLICY

Participants will receive a 50% refund if cancellation is requested at least eight days before the training. No refunds will be given within seven days of the training. *All participants may receive a 100% credit toward a future Build It Green professional training as long as it is used within 12 months of the original registered training date.* Registered participants must notify Build It Green of their cancellation plans and whether they wish to apply credit to a future training. After 12 months the credit expires, and the full fee will be required in order to register for training.

* If you wish to reschedule less than eight days prior to the training, there will be a \$100.00 fee deducted from the credit.

* In the event that you do not show up for training and we haven't received prior communication from you, there will be a \$200.00 fee deducted from the credit.

PUBLIC TRANSIT

The Marin Builders Association is a 10 minute walk from a stop serving AC Transit routes 70 and 71.

Please check out 511.org for details from your point of departure.

PARKING INFORMATION

The Marin Builders Association has limited parking, but there's plenty of room at neighboring Northgate Mall.

DRIVING DIRECTIONS

From San Francisco:

Head north on US-101.

Take the N San Pedro Road exit.

Keep left at the fork, follow signs for San Pedro Rd. W, and merge onto N. San Pedro Road.

Veer slightly right at Los Ranchitos Road.

Continue onto Las Gallinas Ave.

The Marin Builders Association will be on the right.

From points north of San Rafael:

Head south on US-101.

Take the Terra Linda exit and go 0.3 miles.

Take a slight left at Del Presidio Blvd. and continue 500 feet.

Turn left at Las Gallinas.

The Marin Builders Association will be on the left.

HOST AGENCY

This training is hosted by The Marin Builders Association and the Workforce Investment Board of Marin.

For more information about the Marin Builders Association, please go to: www.marinba.org

You can find the main page for the Workforce Investment Board at: <http://www.marinemployment.org/>

QUESTIONS

Email Training@BuildItGreen.org or call 510- 845-0472 ext 603.