

# Pilot Certification

GUIDE TO THE BEE*NOW* CERTIFICATION WORKSHEETS

**BEE** *now*

Built  
Environment  
Education

## WELCOME!

We greatly appreciate the time and effort you are contributing to the development of the BEEnow Certification Program. Although the program has been peer reviewed by a number of schools, this is the first simulation of a school going through the actual application process. Consequently, we expect many questions and will be delighted to answer them. Some of these questions will be used to create a manual to help future schools applying for certification. Because one of the biggest questions facing us is the number of credits required for basic, silver, gold, and platinum levels of certification, we encourage you to acquire as many credits as possible. That will help us determine what are reasonable requirements. To be fair to smaller schools, the number of credits that a school must earn for each level of accreditation will be a function of school size. We are also eager to get suggestions and feedback on both the requirements and the certification process. Your effort at this stage will be very useful when the time comes for your school to make an actual application. Most if not all of the documentation prepared for this pilot program should be valid then. Once we determine how many credits a school your size must earn, we can either award you with certification or let you know how many credits will still be required for each level of certification.

If you would like to know more about the background and goals of BEEnow, please look at the "introduction" in our website: [www.beenow.org](http://www.beenow.org)

## OVERVIEW:

To give schools maximum flexibility, there is only one requirement – a survey of graduating students.

There is no restriction on which credits a school chooses to earn in order to reach the total necessary for the certification level being pursued (i.e. basic, silver, gold, or platinum).

The Certification Document (an excel spreadsheet) describes all of the credits with a multilevel number of headings (e.g. 1.1.1), title, description, and documentation requirement.

We suggest that set a completion deadline less than 2 months from the day you start the process.

## NAVIGATION:

**A.** Refer to the Google drive. In the excel file named "BEEnow Certification Worksheet.xlsx", you will find three worksheets that enclose:

ACADEMIC Category worksheet that includes guidelines and credit-items intended to address the full scope and range of work related to Curriculum, Scholarship, and Service in Built Environment Education.

INSTITUTIONAL Category worksheet that includes guidelines and credit-items intended to address the full scope and range of work related to Administrative Initiatives, Facility Management, and the Institution's Sustainability Commitment in Built Environment Education.

CERTIFICATION SCORECARD worksheet that includes a summary of the credit-items that can be earned through the BEEnow rating system.

**B.** In the worksheets, the credit-items are classified based on a multilevel number of headings. For example, the credit-item called "Studio" would be labeled "1.1.1", because it is in the ACADEMIC category (1.), CURRICULUM credit-unit (1.1), and is a credit-item called "Studio" (1.1.1):

BEEnow Certification Scorecard			Total Score
1. ACADEMIC			400
1.1 Curriculum		250	
1.1.1 Studio		60	

**C** ■ Each credit-item has a description in column G:

BEEnow Certification Scorecard			Total Score
1. ACADEMIC			400
1.1 Curriculum		250	
1.1.1 Studio		60	

**D** ■ The green boxes indicate number of credits that can be earned for each Category. Note that the numbers in the green boxes should not be altered, because they indicate the maximum number of credits that can be earned in that category:

BEEnow Certification Scorecard			Total Score
1. ACADEMIC		250	400
1.1 Curriculum		60	
1.1.1 Studio		60	

**E.** The maximum number of credits that can be earned for a credit-item is shown below (e.g. 60 credits for Studios):

BEEnow Certification Scorecard		Total Score	400
I. ACADEMIC			
1.1 Curriculum	1.1 Studio	360	250
1.2 Studio		60	

**F.** Under credit-unit 1.1 CURRICULUM, all credit-items have multiple FIELD TOPICS for which credits can be earned. See columns H and K that list these topics. Identify those selected for a credit-item and then assign their credit as explained in credit-item's description. The total credits you claim should not exceed the maximum number of credits listed for the credit-item:

1.1 CURRICULUM	Curriculum: General Credits: General Courses that have been taught for at least 1 year	H	K	M
1.1.1 Studio	1.1.1.1 Studio	1.1.1.1 Studio	1.1.1.1 Studio	1.1.1.1 Studio

**G.** The information on REQUIRED DOCUMENTATION can be found under columns K, L and M. These columns refer to the descriptions and documents to submit for each credit-item:

General Credits: General Courses that have been taught for at least 1 year	H	K	L	M
1.1.1 Studio	1.1.1.1 Studio	1.1.1.1 Studio	1.1.1.1 Studio	1.1.1.1 Studio

**H.** In your submission for satisfying the REQUIRED DOCUMENTATION of each credit-item being pursued, the relevant material must be highlighted in yellow, and the identification number must appear in large bold font on the submitted material. For those credit-items that also have FIELD TOPICS, the FIELD-TOPIC name must follow the identification number. Separate documentation is required for each credit-item being pursued. For example:

- For “1.1.1.”, which is a Studio credit-item, separate documentation is required for each FIELD-TOPIC selected and for each studio, if the TOPIC is claimed for more than one studio.
- For “2.2.1.”, which is for a Laboratory credit-item, separate documentation must be supplied for each lab, if a total of 12 credits are claimed (6 credits for each of the 2 labs).

## SUBMISSION:

1. Create a committee of at least 3 people from different areas of responsibility (i.e. lecture faculty, studio faculty, and administrator).
2. Decide on the credit-items to be pursued (i.e. rows chosen).
3. For each credit-item chosen, determine how many credits will be pursued out of the maximum available for that credit-item. Most credit-items allow for earning multiples of the base credit shown in column G for the maximum credits shown in column J (e.g. pursue 6 credits out of the maximum of 12 available for that credit-item).
4. Determine the documentation required for each credit-item.
5. Collect the documentation in PDF format.
6. Create a PDF file containing the documentation and a brief description explaining how the documentation supports that credit-item. As described in the notes above, circle in yellow the relevant material and add the credit-item number in an obvious place on the documentation. Under the CURRICULUM's credit-unit, also include the appropriate FIELD-TOPIC name. Please make it easy for the reviewers to determine that the requirements were met.
7. Each file name should start with the school's abbreviation followed by the credit item number (e.g. ASU-1.1.1), and where appropriate include FIELD-TOPIC name after the number.
8. This excel file must be submitted as a checklist along with the application package consisting of the supporting documents and other evidences which illustrate the School activities. Column L must show how many credits are claimed for each credit-item.
9. For this pilot project send the initial files created for each credit-item separately so that we can give immediate feedback to help with the rest of the process. Once the process is clear, the files can be sent in batches.
10. Send the questions to your BEEnow Liaison.
11. Upload the submission files to your assigned google drive - link which will be sent by your BEEnow Liaison.