IFC (International Finance Corporation), a member of the World Bank Group that focuses on private sector development, has contracted with Prometric Inc. to deliver its examination program for EDGE, a green building certification system for emerging markets. Prometric provides examinations through its network of test centers.

This candidate bulletin is your guide to the process of obtaining an EDGE certification.

The steps below summarize the EDGE exam.

To obtain your certification

1. Take the EDGE training course with EDGE local or global certifiers and obtain an EDGE Exam ID number.

2. Go to **www.prometric.com/edge** to schedule your appointment and pay the **$100** exam fee to Prometric.

3. Prepare for your exam. Be sure to review the exam content outlines—Page 8.

4. Present the required identification and take the exam—Page 5.

To get answers not provided in this bulletin

For questions about applications and certification:
EDGE
Website: **www.edgebuildings.com**
Email: **edgeexam@ifc.org**

For questions about exams:
Prometric
7941 Corporate Drive
Nottingham, MD 21236 USA
Phone: 800.343.6001
TDD User: 800.790.3926
www.prometric.com/edge

Submitting your exam application

Before scheduling an exam, you must complete EDGE training and obtain an EDGE Exam ID number from the EDGE local or global certifier with whom you have taken the training. You will be sent written notification from the EDGE Global Team via email regarding the procedures to schedule your exam appointment.

Scheduling an exam

After you receive notification from EDGE that you have been approved to sit for an exam, you must contact Prometric to:

1   Schedule an exam appointment.
2   Pay the **$100** exam fee.

Test center locations. You may take your exam at any Prometric test center in the world. A complete list of test center locations may be found by going to **www.prometric.com/edge** and clicking on the **"Locate a Test Center"** link. Alternatively, you may call +1 800.324.4715 to obtain test center locations.

Accommodations. If you require ADA accommodation, see "Testing Accommodations" on Page 3 before registering.

Holidays. Testing generally does not occur on the following holidays in the United States:

New Year's Day	Independence Day
Martin Luther King Jr. Day	Labor Day
Presidents' Day	Thanksgiving Day
Memorial Day	Christmas Day

Additional holidays may be observed in the location of your exam appointment.

To schedule an exam online

To schedule an exam online, go to **www.prometric.com/edge**. Click on the Schedule My Test link and follow the prompts.

To schedule an exam by phone

You may schedule your exam by calling +1 800.324.4715 between 8 a.m. and 9 p.m. (Eastern Time), Monday through Friday. Please have your Visa or MasterCard information available. At the end of the call, you will receive a number confirming your appointment. Record and keep this confirmation number for your records.

To schedule for Remote Proctored Locations

IFC (International Finance Corporation), a member of the World Bank Group and Prometric are pleased to announce the availability of the EDGE exam via Remotely Proctored testing using Prometric's ProProctor™ application.

This will allow candidates for whom travelling to a Prometric Test Center is not convenient or possible an opportunity to pursue the EDGE certification.

You may schedule your exam by calling +800.813.6779 between 8 a.m. and 5 p.m. (Eastern Time), Monday through Friday. Please have your Visa or MasterCard information available. At the end of the call, you will receive a number confirming your appointment. Record and keep this confirmation number for your records.

Remote Proctored locations.

You may take your exam at your home, or place of work. Your location must be

- Indoors, in a walled room, well-lit area with a closed door and free of noise and distractions.
- Alone
- At a table free of pens, paper, electronic devices and study materials.

You will be using your personal computer. Your computer must meet or exceed

- Windows 7
- Current version of Google Chrome
- .5 mbps internet connection
- Disconnected from a docking station, plugged directly into a power source
- Contain or be connected to a moveable web-camera

To see if your computer and network will allow testing through ProProctor™ visit **https://rpcandidate.prometric.com/** and complete the system check.

Important You have **2** months from the exam approval date to sit for the exam. After **2** months, you will need to reapply as a new candidate with EDGE and pay all applicable fees including training.

Testing Accommodations

If you require testing accommodations due to a documented disability, please call Prometric at +1 888.226.9406 to obtain an Accommodation Request Form. Acceptable testing accommodations are provided to allow candidates with documented disabilities recognized under the various international disability laws an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your application to help us determine the necessary testing arrangements. Thirty days advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

ESL note. If English is your second language, please note that a language barrier is not considered a disability.

Rescheduling an exam appointment

If you wish to reschedule or cancel your appointment, you may do so without fee 30 calendar days prior to the date of your scheduled appointment. From 29 to three calendar days before your appointment, you may reschedule or cancel, but there is a $25 fee. You may not reschedule if your appointment is two or fewer days in the future. You will not receive a refund if you cancel your appointment two or fewer days in the future. Refer to the following table to determine the **last day** you may reschedule or cancel an appointment.

Last day to reschedule with no fee

If your exam is on:	Call by end of day (EST) the previous:
Monday	Friday
Tuesday	Saturday
Wednesday	Sunday
Thursday	Monday
Friday	Tuesday
Saturday	Wednesday
Sunday	Thursday

To pay this fee by Visa or MasterCard and reschedule your appointment, call Prometric at +1 800.324.4715.

If absent or late for your appointment

If you miss your appointment, arrive late or with insufficient identification and are not permitted to test, you will forfeit you entire testing fee. You must re-apply with World Bank-IFC and obtain a new approval to take the exam.

If you are unable to attend your scheduled exam due to illness or emergency, call Prometric. Under certain circumstances, the fee to reschedule may be waived. Prometric reserves the right to request documentation to support any illness or emergency claim.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail; however, you may check for testing site closures by calling Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a test center is open for testing and you choose not to appear for your appointment, you will forfeit you entire testing fee. You must re-apply with World Bank-IFC and obtain a new approval to take the exam.

Taking your exam at a Prometric Test Center

Your exam will be administered by computer at a Prometric test center. You do not need any computer experience or typing skills to take your exam. Before starting the exam, you will receive a personalized introduction to the testing system. You can also take an introductory lesson on the exam computer.

Arrival. You should arrive at least **30 minutes before** your scheduled exam appointment. This allows time for you to sign in and for staff to verify your identification.

Identification required. You must present a valid form of identification before you can test. The identification document **must**:

- Be government-issued (e.g., driver's license, state-issued identification card, military identification card or passport).
- Contain **both** a current photo (or a physical description) and your signature.
- Have a name that exactly matches the name used to register for the exam (including designations such as "Jr." and "III").

Important Failure to provide appropriate identification at the time of the exam is considered a missed appointment.

If you cannot provide the identification listed above, contact Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

Taking your exam remotely

You do not need any computer experience or typing skills to take your exam. After you schedule an appointment, you will receive an e-mail confirmation, with:

- The appointment date and time
- ProProctor™ user guide
- ProProctor™ testing regulations
- Remote Proctoring Environment: Do's and Don'ts

You may complete the system check, and installation of the ProProctor™ application in advance of your test day. While you are not physically travelling to a test center, we recommend that you use the 30 minutes prior to your appointment to review the testing regulations and Environment Do's and Don'ts and prepare to Launch the Exam. The exam may not be launched more than 15 minutes prior to your appointment time, and may not be launched more than 15 minutes after your appointment time.

Identification required

Identification required. You must present a valid form of identification before you can test. The identification document **must**:

- Be government-issued (e.g., driver's license, state-issued identification card, military identification card or passport).
- Contain **both** a current photo (or a physical description) and your signature.
- Have a name that exactly matches the name used to register for the exam (including designations such as "Jr." and "III").

> **Important** Failure to provide appropriate identification at the time of the exam is considered a missed appointment.

If you cannot provide the identification listed above, contact Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

Test center regulations at a Prometric Test Center

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center. Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

Personal items

We recommend that you avoid bringing personal items to the test center. Note the following:

- Electronic equipment—cameras, tape recorders, cell phones, PDAs, pagers, etc.—is not permitted in the testing area.
- Other personal items—briefcases, backpacks, etc.—are not permitted in the testing area. Note: It is recommended that purses not be brought into the test center as access to purses will not be allowed during testing.

Breaks

- If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time.
- You are not allowed to use any electronic devices or phones during breaks.

Visitors

- No guests, visitors or family members are allowed in the testing area.

Misconduct or disruptive behavior

- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, sharing supplies, taking part in an act of impersonation, removing test materials or notes from the testing room, and/or using rude or offensive language and behavior that delays or interrupts testing.

Weapons

- Weapons are not allowed at the test center.

> **Important** Every time you enter the test room, you will be asked to turn your pockets inside out to confirm that you have no prohibited items. The test center administrator will collect any materials that violate the rules.

Copyrighted questions. All test questions are the property of Prometric and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

Remote testing regulations

Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

Personal items   We recommend clearing your testing area of personal items. Note the following:

- Electronic equipment—cameras, tape recorders, cell phones, PDAs, pagers, etc.—is not permitted in the testing area.

- Other personal items—briefcases, backpacks, etc.—are not permitted in the testing area.

Breaks
- No breaks are permitted.

Visitors
- No guests, visitors or family members are allowed in the testing area.

Misconduct or disruptive behavior
- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, sharing supplies, taking part in an act of impersonation, removing test materials or notes from the testing room, and/or using rude or offensive language and behavior that delays or interrupts testing.

Copyrighted questions. All test questions are the property of Prometric Inc. and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

Your exam results

At the end of your exam, you will receive a score report via email. The report indicates your overall score and grade, and how you performed by section. If you do not receive an email score report within 24 hours, you may download it from the Prometric Score Report Portal (**https://scorereports.prometric.com/**) You should provide this information via an email to your EDGE local or global certifier in order to process your EDGE licensing agreement. The exam results without the EDGE licensing agreement does not qualify you for EDGE certification.

Appeals process

Prometric's goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied and believe we can correct the problem, we would like to hear from you. Prometric provides an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you would like to submit an appeal concerning examination content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal by visiting **www.prometric.com/contactus**.

The Appeals Committee will review your concern and send you a written response within 20 business days of receipt.

Exam content outlines

Following is the content outline for the EDGE exam. It lists all topics covered in the exam and the percentage of questions asked about each topic. These outlines are the basis of the exams and list all subjects covered by each exam.

Each outline indicates the total number of questions on the exam and the maximum time allowed to take the exam. It also lists all topics covered in the exam and the percentage of questions asked about each topic.

All exams are closed-book. They consist of multiple-choice questions, with all questions weighted equally. Some questions may refer to a figure, drawing, table or chart in the exam booklet.

Exam reference. Each outline lists references used to develop the exams. Some of the exam questions will be based on field experience and knowledge of basic industry practices. Therefore, this reference material may **not** contain all the information needed to be competent in the industry or to pass the examination.

**EDGE
Test Specifications**

75 questions – 2.5 hour time limit

1.0 General Information on Green Buildings - 15%

1.1. **Materials**
  1.1.1. Embodied Energy in Materials
  1.1.2. How building materials selection impacts embodied energy in materials
1.2. **Energy**
  1.2.1. Basis of energy usage in buildings
  1.2.2 Basis of mechanical and electrical systems of buildings
1.3. **Water**
  1.3.1. Water use in buildings
  1.3.2. Water-saving measures
1.4. **Comfort**
  1.4.1. Thermal comfort
  1.4.2. Climate and comfort

1.5. **The inter-relationships among green measures (some of these crossing the boundaries among energy, water and materials).**
1.6. **The business case for green buildings**

2.0 EDGE Standard – Building Types, Saving Measures - 10%

2.1. **Definition of the EDGE standard**
2.2. **EDGE building types and design specifications for each**
  2.2.1. Definitions of building types
  2.2.2. Saving measures for specific building types
2.3. **Purpose of EDGE program**

3.0 Local Market Conditions – Elements of the Base Case, and Base Case vs. Improved Case - 15%

3.1. **Baseline assumptions**
3.2. **EDGE modeling system**
3.3. **Climate and resources**

3.4. Regulatory authorities

3.5. Country specific requirements in EDGE

3.6. EDGE certification and other regulatory systems, building permit, occupancy permit

3.7. Assumptions, standards and methodologies used to calculate the local market base case

4.0   EDGE Software - 25%

4.1. Design page
4.1.1. Defining the building's parameters
4.1.2. Building orientation
4.1.3. Adding a new city where it is not in EDGE
4.1.4. Default data and when to update the data

4.2. Energy consumption
4.2.1. Energy-saving measures
4.2.2. Virtual energy for comfort
4.2.3. Overall energy demand of buildings
4.2.4. Heating, ventilation and air conditioning (knowledge of technologies)
4.2.5. Energy demand for lighting
4.2.6. Energy demand for hot water

4.3. Water demand
4.3.1. Water-saving measures
4.3.2. Rainwater harvesting, recycling and other water conservation techniques
4.3.3. Base case water use in each building type
4.3.4. Water sources available, and the use of appropriate quality of water (mains-supplied, recovered, recycled, etc.)

4.4. Materials Embodied Energy (EE) usage
4.4.1. Materials EE measures
4.4.2. Base case definition

4.5. Results and outputs of EDGE
4.5.1. Baseline, utility savings, GHGs reduced
4.5.2. Financial outputs in results bar

4.6. Saving and sharing projects in EDGE
4.6.1. Output files from EDGE

4.7   How to provide feedback

5.0   Role and Responsibilities of the EDGE - 20%

5.1. What the EDGE must do
5.1.1. Performing desk audits
5.1.1.1. When and for which element are desk audits appropriate
5.1.2. Performing site audits
5.1.2.1. When, how often and for which elements site audits are necessary

5.2. What the EDGE must do
5.2.1. Difference between evaluating and consulting

5.2.2. Recognizing and avoiding conflicts of interest
5.2.3. How to report issues and problems

5.3. Relationships, responsibilities and communications among the EDGE, clients, project teams, local/global certifiers and IFC

5.4. Roles and responsibilities of designer, developer, owner, contractor and user of EDGE buildings

5.5. Ethical responsibilities of EDGE

5.6. Audit or Auditor, what happens if an Auditor fails in audits

5.7. Contracts EDGE client and EDGE certifier

5.8. Renewing/maintaining EDGE status

5.9. Pricing

6.0   EDGE Certification Process - 15%

6.1. Design and final certificate requirements, types of documentation that could be used to demonstrate compliance

6.2. Required steps in the certification process

6.3. Construction certification

6.4. Fees and means of payment

6.5. Renewing/maintaining EDGE certification

6.6. Stages of a project and relation of EDGE certification to them

6.7. EDGE checklist

6.8. Submission requirements at the design and construction stage and format of submission

6.9. Typical number of iterations to assume in pricing, can a final cert be offered without doing pre-cert

6.10. Documentation records – how long should records be kept, in which format can they be stored and who will need to access them