



CANDIDATE HANDBOOK
WELL APTM

Updated June 2016

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REGISTERING FOR YOUR EXAM

Registration

1. Log in to your [WELL Online](#) using your existing site user account or create a new account if you do not have one.
2. Verify that the name you enter in matches the name on the ID you will present at the test center. If it does not match, please update your name in your [site user account](#) “settings.” [Contact customer service](#) if you experience issues updating your name.*
3. Select the WELL AP exam under the credentials section and follow the instructions on the screen to complete the application.
4. You will be redirected to prometric.com/gbci to schedule your exam date and location.
5. When the exam appointment is scheduled, you will receive a confirmation number onscreen and from Prometric through an email.
6. Record your confirmation number. You will need this confirmation number to confirm, cancel, or reschedule your appointment through the Prometric website, prometric.com/gbci.
7. Once you have scheduled an exam, please print your confirmation notice from Prometric. Keep your confirmation notice for any communication with Prometric about your exam.

Once you register and pay for your exam, you have one year to schedule your exam session. Upon taking your exam, if your attempt was unsuccessful you may register again in the same way as initial registration. After three unsuccessful attempts however, you must wait 90 days before submitting a new registration to GBCI.

For information on [IWBI's exam refund/rescheduling policy](#), please visit wellcertified.com.

To schedule five or more candidates at one time, [contact customer service](#).

*If your native language utilizes non-roman characters, be sure to enter your name in roman characters when you register for the exam. Make sure to bring identification, such as a passport that includes your name in roman characters, to the test center.

Eligibility Requirements

GBCI recommends that candidates taking the WELL AP have exposure to concepts around health and wellness in the built environment through educational courses, volunteering, or work experience prior to testing.

Candidates must be 18 years old.

All candidates must also agree to the [Disciplinary and Exam Appeals Policy](#) and credentialing maintenance requirements, and, if audited, must be willing to provide requested information period.

Audits

GBCI reserves the right to conduct an audit at any time (including prior to application submission and after credential has been granted) of all current and past exam applications. Any information contained in your [WELL Online](#) account may be audited and a request for further documentation of any information or claims submitted by the WELL AP may be made at any time. GBCI further reserves the right to take disciplinary or legal action—including but not limited to revocation of credential(s)—in the event that any conduct discovered during such an audit violates the [Disciplinary and Exam Appeals Policy](#), GBCI policy, and/or law.

Special Testing Accommodations

If you have a documented disability that would prevent you from taking the WELL AP exam under normal testing conditions, you may request accommodations. GBCI complies with the provisions of the Americans with Disabilities Act (ADA). Under the ADA, entities that administer standardized examinations must offer the examinations in a place and manner that is accessible to candidates with disabilities. This may require reasonable modifications to the manner in which the test is administered. Prometric, GBCI's test delivery company, will provide candidates reasonable auxiliary aids and services, except where it may fundamentally alter the validity of the exam results. Available accommodations include, but are not limited to, a reader, a scribe, and extended testing time.

If you require special accommodations, you must indicate this when you register. To request accommodations, you and your health care provider will each need to complete one form, the [Candidate Form](#) and the [Provider Form](#), to document the disability and the need for accommodation. There is no additional charge for special accommodations. Each request will be evaluated individually.

GBCI will review this documentation, and, if approved, will alert Prometric of the necessary accommodations. Once you have requested special accommodations, you will not be able to schedule an appointment with Prometric until your request is approved. You will be contacted by email regarding the approval status of your special testing accommodations request.

Exam Fees

See the [exam](#) page on the WELL AP website for pricing.

THE EXAM

Exam Development

A WELL Accredited Professional (AP) is an individual who possesses the knowledge and skills necessary to support the WELL certification process. The development of a valid exam begins with a clear and concise definition of the knowledge, skills and abilities needed in order to successfully serve as a WELL AP. The WELL AP exam is developed by a global network of subject matter experts and meets the specifications of a job analysis. The test specifications are subject to rigorous validation by these experts, which ensures that the exam is valid, measuring what it is intended to measure. Once the exam is launched, the test questions are regularly monitored to ensure continued reliability.

The exam assesses candidates' abilities at three cognitive levels: Recall, Application, and Analysis.

- **Recall Items:** These items assess a candidate's ability to recall factual material that is presented in a similar context to the exam references.
- **Application Items:** These items provide the candidate with a novel problem or scenario that the candidate can solve using familiar principles or procedures described in the exam references.
- **Analysis Items:** These items assess a candidate's ability to break the problem down into its components to create a solution. The candidate must not only recognize the different elements of the problem, but must also evaluate the relationship or interactions of these elements.

Exam Format

The WELL AP exam has both scored and unscored items. All items are delivered randomly throughout the exam and candidates are not informed of an item's status, so candidates should respond to all the items on the exam. Unscored items are used to gather performance data to inform whether the item should be scored on future exams.

The exam is computer-based. Exam question and answer options are displayed on screen. The computer records your responses and times your exam. You are able to change your answers, skip questions, and flag questions for later review.

While taking your exam, you may come across test items on which you would like to leave comments. Please make sure to add your comments during the exam by clicking on the Comment button at the bottom of the screen. Be sure to [inform GBCI](#) that you have left comments on your exam, including the email address that you used when you signed up for the exam and the date that you took your exam. .

Be prepared to commit 2 hours 20 minutes for the exam. Total exam time is broken out as follows:

- An optional 10 minute tutorial, the 2 hour exam, and an optional 10 minute exit survey.
- Be aware that if a candidate exits the exam session, before completing the exam, the exam cannot be restarted and the exam session and fee are forfeited.

Exam Language

The primary language for the exam is English.

Updates to the Exam

The exam will be reviewed annually and updated as needed.

PRE-EXAM CHECKLIST

Are You Ready?

One Month Before Your Exam

Ensure that your given name (first name) and surname (last name) in your [WELL Online](#) account matches the given name and surname on the identification you will present at the test center. (See next page.) **If the names do not match, you will not be allowed to test and you will forfeit the exam fee.**

One Week Before Your Exam

Confirm that the date, time, and location of your exam is correct. If it is not, please visit your [WELL Online](#) account for information about rescheduling or missing your exam.

Test Security

To ensure the integrity of the WELL AP exam, you will be required to review and accept a nondisclosure agreement which prohibits any disclosure of exam content:

- Test questions and answers are the exclusive property of GBCI.
- The exam and the items (questions and answers) are protected by copyright law. The exam may not be copied or reproduced in part or in whole, by any means whatsoever, including memorization.
- Future discussion or disclosure of the content of the exam, orally or in writing, or by any other means, is prohibited.
- Theft or attempted theft of exam items is punishable to the fullest extent of the law.
- Failure to comply with the agreement will prevent you from testing.

What to Expect at the Test Center

It is recommended that you arrive at the test center at least 30 minutes prior to your scheduled exam appointment. Candidates who arrive at the test site after their scheduled exam times will lose their seat.

You will be escorted to a workstation by test center staff. You must remain in your seat during the exam except when authorized to leave by test center staff. Raise your hand to notify test center staff if:

- You experience problems with your computer
- An error message appears on the computer screen (do not clear the message)

- You need to take a break (testing time will NOT be suspended)
- You need the test center staff for any other reason

Identification Requirements

Candidates must provide valid, unexpired ID with a signature, a photograph that looks like the candidate, and an expiration date. Acceptable examples:

- 1 Non-Expired Government-issued photo ID with signature
- 1 Non-Expired Credit card photo ID with signature
- 1 Non-Expired photo ID without signature plus 1 credit card with signature—first and last names must match on both

Examples of acceptable forms of Non-Expired photo ID include but are not limited to:

- Driver's license
- Passport
- Military ID
- Alien ID/Resident Alien Card*

*If the ID has picture but no signature, it must be provided with a form of signature ID (Credit Card) in the same name.

See [Prometric's website](#) for more information.

Unacceptable forms of ID include, but are not limited to, an expired ID, an ID without an expiration date, and a Social Security Card.

Test Center Regulations

You must abide by Prometric's security rules while at the test center. See [Prometric's FAQs](#) for more information.

Grounds for Dismissal from the Test Center

Any candidate who engages in misconduct or does not comply with the test proctor's warning to discontinue inappropriate behavior may be dismissed from the test site, have exam results invalidated, or be subject to other sanctions. Fraud, deceit, dishonesty, or other irregular behavior in connection with taking the exam is strictly prohibited.

GBCI will make a ruling based on the consideration of both the candidate's report and Prometric's report of the incident. To appeal GBCI's ruling, [send an email](#) of your formal appeal to GBCI. At this stage, the Credentialing Steering Committee will review and make a final ruling on the case.

AFTER YOUR EXAM

Exam Results

The WELL AP exam is scored between 125 and 200. A score of 170 or higher is required to pass. Your exam score will be displayed on screen at the end of the exam and you will receive a printed report of your results from test center staff.

Within 72 hours of your appointment, your exam results will be processed, and your [Credentials](#) account will be updated.

Passing the Exam

Designating Your Credential

As soon as you have passed the WELL AP exam, you can use the title “WELL AP” and/or the logo. Please review the WELL AP section of the [IWBI Trademark Policy](#) for additional guidance.

Certificates

Once your exam results have been processed, you can download your certificate through your [WELL Online](#) account.

Credential Maintenance Program

For information on credential maintenance, see the [CMP Guide](#).

Exam Content Appeals

Following completion of the exam, candidates may submit comments on any question(s) they believe to contain technical errors in content. In your correspondence include your contact information, test date, the specific concerns about the question, as well as an indication of any comments left on the question during the exam. GBCI will review the question and you will be notified of the findings.

Because of the need for test security, GBCI will not release exam questions or answers to candidates. GBCI does not respond to complaints or challenges received more than 10 days after the test date and does not respond to complaints sent to organizations other than GBCI.

GBCI does not modify exam scores under any conditions. In the event of a successful exam content appeal, you will be given the opportunity to retest; your score will not be changed. The only way to become a WELL AP is to earn a 170 on the required exam.

Candidate Confidentiality

GBCI recognizes your rights to control personal information. GBCI policy is designed to safeguard this information from unauthorized disclosure. You can change your preference to be contacted by updating your personal preferences in [WELL Online](#).

To protect your rights to control score distribution, exam scores are released only to you, the test taker, and authorized GBCI staff. GBCI does not release test scores except for use in research studies that preserve your anonymity. Candidates' scores will always remain confidential unless released with written consent of a candidate.

EXAM SPECIFICATIONS

Specifications

The following outline provides a general description of exam content areas for the WELL AP exam.

Knowledge domains reflect the WELL Building Standard's Concepts and certification process. There are 15 pre-test questions.

► Knowledge Domains WELL AP

Air (13 questions)

a. Human Health

- i. impacts of air quality on human health and wellness
- ii. sources, vectors and routes of human exposure to airborne contaminants throughout the lifecycle of the buildings and products
- iii. risk levels associated with airborne contaminants
- iv. risk and protective factors around acute and chronic conditions related to airborne contaminants

b. Strategies

- i. strategies to prevent issues and improve indoor air quality at the design, construction, and operations stages
- ii. strategies for evaluating outside air quality (regional differences)
- iii. strategies for evaluating and maintaining indoor air quality over time (regional differences)
- iv. how to apply the principles of risk assessment to minimize human exposure to airborne contaminants
- v. material lifecycle, material specifications and material ingredient labeling conventions, including how to read a specifications sheet

c. Operations

- i. difference between source control and pollution elimination methods
- ii. how to manage key classes of pollutants and how they arise from building features (e.g., microbiologicals, gases, particulates)
- iii. causes and effects of building envelope leaks, floods, and condensation issues
- iv. improvement and maintenance of IAQ techniques and technology

Water (8 questions)

a. Human Health

- i. global burden of disease related to water quality and accessibility
- ii. risk factors associated with health outcomes caused by source water contaminants

b. Treatment & Management

- i. how to differentiate between source water, delivery water, and consideration of use onsite (e.g., drinking water, utility water)
- ii. risk factors in the distribution network
- iii. how to assess routes of exposure (e.g., infection, chemical exposure)
- iv. methods of drinkable water access
- v. water quality mitigation options
- vi. hazards and risks related to water (e.g., mold, legionella)
- vii. how to identify which fixtures are subject to which Feature(s)

Nourishment (8 questions)

a. Human Health

- i. global burden of disease related to nourishment (e.g., obesity, cardiovascular disease, diabetes)
- ii. body mass index, nutritional information, serving sizes
- iii. health implications of consuming processed foods, certain fats, artificial ingredients, sugar and sugar-sweetened beverages

b. Strategies

- i. strategies for food production (e.g., gardening)
- ii. strategies for encouraging healthy eating behaviors (e.g., culture, education, break room spaces, dinnerware sizes, transparency about food ingredients)
- iii. strategies for applying Features based on the project situation (e.g., cafeteria vs. no cafeteria, kitchen facilities, creating lease language in food court/concessions, individual restaurants, creating mindful eating spaces)
- iv. strategies for promoting healthy foods (e.g., circulation, ease of access, location)

c. Design, Operations, & Management

- i. food safety basics (e.g., sources of food contamination, preparation, responsible handling, storage)

- ii. implementation and operational requirements associated with control points (e.g., cold storage)
- iii. managing alternate paths (e.g., community supported agriculture, non-cafeteria vendors)

Light (11 questions)

a. Human Health

- i. link between melanopic lux and circadian functioning
- ii. difference between light for circadian functioning, psychological well-being, and vision
- iii. daylight as an energy effective way of delivering circadian and other well-being benefits
- iv. positive and negative impacts of light exposure
- v. mechanisms associated with disruption to the circadian system

b. Metrics & Technical

- i. how to use virtual models or other methodologies to evaluate lighting quality (e.g., contrast models, individual controls, adjustments strategies, glare control)
- ii. how to identify features of lighting quality (e.g., illumination, luminance balance, glare control, color quality, flicker, light adaptation, non-visual intensity)

c. Strategies

- i. validation methods for different daylighting features, including testing and performance
- ii. lighting tools (including traditional light meters vs. other measuring tools) and design software
- iii. design and validation strategies related to daylight and electric light

Fitness (8 questions)

a. Human Health

- i. global burden of disease caused by lack of physical activity
- ii. benefits of fitness, physical activity, and active lifestyle
- iii. deleterious effects of sedentariness and lack of physical activity in daily routine

b. Strategies

- i. strategies for engaging behavioral change with design features (e.g., adjustable desk, adjustable chair, office circulation/movement)

- ii. strategies for improving fitness through Feature optimization in each typography -- tenant improvements, whole building, core and shell
- iii. strategies for encouraging occupants to be active in and out of the workplace

Comfort (10 questions)

a. Acoustic

- i. relationships between physical/environmental stress (including interruptions) and impact on acoustic comfort
- ii. metrics relevant for acoustic comfort (e.g., NRC, NC, STC, reverberation time)
- iii. design strategies appropriate to diverse spaces and activities to maximize acoustic comfort and minimize noise complaints

b. Thermal

- i. positive and negative impacts of the built environment on thermal comfort
- ii. measurement of thermal parameters, thermal comfort, and interpretation of psychometric chart
- iii. strategies to enhance thermal comfort (e.g., occupant control at workspace, behavioral/move where occupant desires, apply adaptive thermal comfort model)

c. Ergonomics

- i. differences among interventions to improve occupant comfort
- ii. global burden of disease of musculoskeletal diseases related to poor ergonomics (e.g., seating, desk, standing)

Mind (9 questions)

a. Human Health

- i. global burden of disease related to mental health (e.g., stress, depression, anxiety, decreased productivity)
- ii. importance of psychological and social well-being to human health

b. Stress Reduction

- i. stress reduction strategies (e.g., self-monitoring, family support, sleep policy, job support) to increase peace of mind
- ii. how to develop policies aimed at promoting well-being (e.g., health benefits programs, family care policies)
- iii. sources and management of environmental stress and psychosocial stress (e.g., empowering with knowledge/education, awareness, materials and organizational transparency)

c. Transparency

- i. evaluating organization's transparency (social equity practices) to comply with ILFI's JUST program and/or GBI's Sustainability Reporting Framework
- ii. selecting appropriate interior finishes, systems furniture, and seating, including leveraging 3rd party disclosure (e.g., Declare Label, HPD) and making this information readily available to employees

d. Beautify & Biophilia

- i. the Beauty and Spirit Imperative of the Living Building Challenge (human delight, celebration of culture, celebration of spirit, celebration of place, and meaningful integration of public art)
- ii. concepts of biophilia and developing a biophilia plan to incorporate nature through environmental elements, lighting and space layout, incorporating nature's patterns throughout the design, and opportunities for human-nature interactions within the building and external spaces
- iii. writing narratives that describe how a particular plan incorporates beauty

e. Adaptable Spaces: Design & Policy

- i. design principles to reduce distracting stimuli and encourage privacy (e.g., designated zones, spacing, lighting, noise criteria)
- ii. how to integrate space and furniture options to provide workplace rest support
- iii. how to evaluate and/or recommend a healthy sleep policy that limits business obligations during reasonable sleep hours and subsidizes devices/software to monitor sleep-related behaviors

WELL Certification (10 questions)

a. Planning & Preparation

- i. structure of WELL Building Standard (e.g. – Concepts, Preconditions, Features, levels of WELL Certification and scoring)
- ii. codes and other rating systems (e.g., relationship between WELL and green building/ other building codes, other rating systems)
- iii. applicability of the WELL Building Standard to building sectors and project typologies
- iv. how to identify Preconditions and Features for different projects by typology and market
- v. Alternate Adherence Paths
- vi. value of performance verification in the certification process
- vii. tenant vs. building owner responsibilities

b. Execution for WELL Certification

- i. expertise a WELL project team would be comprised of and how to coordinate project team activities
- ii. how to hold a stakeholder charrette to identify strategic project goals, discussing needs of the occupants, developing a plan to implement targeted WELL concepts, and preparing operations and maintenance plans related to wellness
- iii. how to identify resources needed to complete the submittal process (e.g., WELL assessors, architects, interior designers, safety/environmental compliance officers, wellness coordinators, MEP engineers, acoustical consultants, indoor air quality testing labs, water testing labs)
- iv. calculating variables to meet WELL Features Standards (e.g., total vs. available optimizations, units of measure, spec sheets, metrics)
- v. how to identify Features that are subject to performance verification
- vi. how to identify Features that require measurable performance indicators beyond design (e.g., policies, education, behavior)
- vii. how to navigate the bid process to ensure WELL Features remain included
- viii. how to identify gaps between standard buildings and WELL buildings
- ix. how to respond to non-passing performance verification results and identifying appropriate steps for curative measures
- x. requirements to maintain building certification

c. Advocacy & Promotion for WELL

- i. the value of healthy built environments (e.g., project quality, consistency, building performance, staff retention, improved user outcomes, enhanced health and wellness of occupants, marketing/branding opportunities) and the strategies involved to communicate them to stakeholders
- ii. basic categories of incentive-types for clients to implement healthy building practices
- iii. how to use financial analyses to support WELL and green buildings (e.g., return on investment, triple bottom line, increased productivity, value proposition for implementing strategies)

Synergies (8 questions)

a. Conflicts & Tradeoffs

- i. Synergies between all concepts addressed in the WELL Building Standard (e.g., materials and air quality; comfort, energy, and light; fitness and mindful eating)

b. Application & Education

- i. the roles and responsibilities of the project team for individual WELL Building Standard Features
- ii. how to educate owners, project team, users, and other key stakeholders about the importance of WELL Features

References

The primary source for the WELL AP exam is the WELL Building Standard®. The following list of references are not meant to be comprehensive. When combined with the test specifications, the candidate has the material from which the exam is based.

WELL AP Exam

This exam is designed to test general knowledge of human health and wellness in the built environment and how to support other professionals working on WELL projects.

References

- [WELL Building Standard](#), version 1 - with September 2015 addenda, International WELL Building Institute (IWBI), 2015.
- [WELL Building Certification Guidebook](#), version 1 - September 2015 International WELL Building Institute (IWBI), 2015.
- [International WELL Building Institute](#)
- [Green Business Certification Inc.](#)

Sample Questions

Disclaimer: The exam questions (referred to as “items”) listed here were discarded in the process of creating items for new exams.

The items are provided for your convenience to allow you to better familiarize yourself with the format and general content of items.

The content of these items, while representative of the type of questions you can expect, does not necessarily mirror the content that will appear on the actual exam.

Furthermore, your ability to correctly answer these sample items does not in any way predict or guarantee your ability to successfully answer questions on the actual exam.

WELL AP Exam Questions

1. Which of the following is a Precondition that applies to all Core & Shell, New & Existing Interiors and New & Existing Building projects?

- (A) Feature 01, Air Quality Standards**
- (B) Feature 09, Cleaning Protocol
- (C) Feature 12, Moisture Management
- (D) Feature 14, Air Infiltration Management

Knowledge domain: WELL Certification, Planning & Preparation, structure of WELL building standard (e.g. – Concepts, Preconditions, Features, level of WELL Certification, scoring).

2. A project has implemented permanent entryway walk-off systems and entryway air seals in a project. How will these requirements be evaluated for compliance with Feature 08, Healthy Entrance?

- (A) The designer must submit annotated architectural drawings.
- (B) The architect must submit a letter of assurance.
- (C) The WELL assessor will perform a visual inspection.**
- (D) The WELL AP will perform a spot check.

Knowledge domain: Synergies, Application & Education, the roles and responsibilities of the project team for individual WELL Building Standard Features.

CONTACT

[WELL Online](#) is available 24 hours per day for WELL AP exam application and registration, and other WELL-related inquiries.

gbc.org/contact is available 24 hours per day for WELL AP exam and other WELL-related inquiries.

Call Center: 1-800-795-1746 (within the US) or +1-202-828-1145 (outside the US) Our call center is available Monday through Friday from 9:00 to 19:00 ET for questions regarding exam registration, and other WELL AP exam-related inquiries.

Prometric.com/gbc is available 24 hours per day for scheduling, rescheduling and confirming exam appointments. To schedule an exam, you will need to have first applied and registered with GBCI. To reschedule, cancel, or confirm, an exam appointment, you will need your Prometric issues 16 digit confirmation number.