



Policy # 125: Use of Individual Certification Marks, Logos, and Certificates Policy

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1 Relevant Standards

A. ANSI/ISO/IEC 17024 Standard 9.4.7

The Individual Certification body shall provide a certificate to all certified persons. The Individual Certification body shall maintain sole ownership of the certificates. The certificate shall take the form of a letter, card or other medium, signed or authorized by a responsible member of the Individual of the Individual Certification body.

B. ANSI/ISO/IEC 17024 Standard 9.4.8

The certificates shall contain, as a minimum, the following information:

- a) The name of the certified person;*
- b) A unique identification;*
- c) The name of the Individual Certification body;*
- d) A reference to the Individual Certification scheme, standard or other relevant documents, including issue date, if relevant;*
- e) The scope of the Individual Certification including, if applicable, validity conditions and limitations;*
- f) The effective date of Individual Certification and date of expiry.*

C. ANSI/ISO/IEC 17024 Standard 9.4.9

The certificate shall be designed to reduce the risks of counterfeiting.

D. ANSI/ISO/IEC 17024 Standard 9.7.1

An Individual Certification body that provides a Individual Certification mark or logo shall document the conditions for use and shall appropriately manage the rights for usage and representation.

E. ANSI/ISO/IEC 17024 Standard 9.7.3

An Individual Certification body shall address, by means of corrective measures, any misuse of its Individual Certification mark or logo.

2 Introduction

- A. After receiving notification of the official NEBB® CP, CT or CxPP certification, the credential(s) granted may be used only if the individual's Individual Certification remains valid and in good standing.
- B. Individuals may not use the credential(s) until they have received specific written notification that they have successfully completed all requirements, including passing the required exam(s).
- C. Certificants must comply with all recertification requirements to maintain use of the credential(s).
- D. The use and display of the official NEBB® acronyms or designation names, except as permitted by this policy, is prohibited. Individuals who fail to maintain Individual Certification, recertify or whose Individual Certification is

suspended or revoked must immediately discontinue use of the Individual Certification mark(s) and are prohibited from stating or implying that they hold the Individual Certification.

3 Acceptable Use

- A. Individuals who have earned the credential(s) may identify themselves as a “NEBB® Certified Professional,” “NEBB® Commissioning Process Professional,” or “NEBB® Certified Technician” for each discipline certified.
- B. NEBB® CPs and CxPPs do NOT have a right to receive a NEBB® stamp.
- C. NEBB® CPs who are not affiliated with a NEBB®-Certified Firm are NOT authorized to stamp reports or make claims regarding performing work in compliance with NEBB® Procedural Standards.
- D. Work performed by NEBB® CPs who are not affiliated with a NEBB®-Certified Firm is not covered by the NEBB® Quality Assurance Program.
- E. The name and official acronym may be used only if the Individual Certification is valid and in good standing.
- F. Individual Certification is a non-transferable, revocable, limited, non-exclusive license to use the Individual Certification designation and is subject to compliance with the policies and procedures of the Certification Board.
- G. Certified individuals may not make misleading, deceptive, or confusing statements regarding their Individual Certification status.
- H. Such individuals may also use the NEBB® certification marks “NEBB® CP,” “NEBB® CT,” or “NEBB® CxPP,” in their promotional materials and the promotional materials of NEBB® Certified Firms by which they are associated.
- I. The marks “NEBB® CP,” “NEBB® CT” and “NEBB® CxPP,” are certification marks registered by NEBB® with the United States Patent and Trademark Office and may not be used except as authorized and in the manner authorized by NEBB®.

4 Certification-specific Certificate

- A. Each Certificant will receive a certificate for each credential granted.
- B. Each certificate will include, at a minimum, the following information:
 - 1. Name of the credential
 - 2. Name of the certified individual
 - 3. Unique Individual Certification number
 - 4. Signature of the Certification Board Chairperson and signature the Director of Certification
 - 5. Reference to the scope and limitations of the Individual Certification, including:
 - a. Professional Individual Certification indicates that the individual has met all the requirements of the designated Individual Certification program.
 - b. Notification that projects covered under NEBB®’s Quality Assurance Program must be accompanied by NEBB® Firm Individual Certification.
 - c. This certificate plus a NEBB® Firm Individual Certification are REQUIRED for a NEBB® certified report.
 - 6. Effective date
 - 7. Expiration date

- 8. Disclaimer stating that the Certification Board retains sole ownership of the certificate.
- C. Individuals who renew their Individual Certification (recertify) will receive a new certificate.
- D. The care and issuing of sequentially numbered certificates shall be the responsibility of the Certification Manager.

5 Security

- A. Certificates include the Certification Board Chairperson's electronic signature and the Director of Certification's original signature.
- B. All certificates are produced on security paper with a unique Individual Certification number and a stamp with the NEBB® corporate seal to reduce the risk of fraud, forgery, and counterfeit.

6 Ownership

- A. The Certification Board retains sole ownership of all certificates.

7 Complaints and Investigations

- A. Incidents of alleged misuse of the name and/or Individual Certification acronyms by a Certificant or Candidate will be investigated by the Director of Certification and referred to the Certification Board Chairperson for action under the Compliance Policy as required.
- B. Individuals who are found to be in violation of this policy may be subject to Compliance action under the Compliance Policy.