



# CERTIFIED TECHNICIAN (CT)

## CEC RE-CERTIFICATION SUBMISSION POLICY

1. **Recertification Process:** Annual certification fees are paid yearly; submission of required CECs is done every two years. Payment must be received and/or CECs uploaded to Certelligence by December 31 to avoid late fee charges compounded monthly from January through March.
2. NEBB Certified Technicians (CTs) must obtain 6 continuing education credits (CECs) within their current two-year cycle. A minimum of 3 of the 6 CECs must be submitted from NEBB events per two-year cycle.
  - a. CTs can submit 3 CECs every year or 6 CECs every two years. See chart below for complete details.
2. CECs exceeding the 6 CEC requirement within a two-year cycle cannot carry over into the next certification cycle.
3. CTs holding multiple certifications may combine CEC activity from any Category on the chart below to achieve 6 CECs and can apply CECs simultaneously to all active NEBB certifications if cycles overlap.
4. CEC Verification Documentation for each category must be uploaded to the Certificant's online personal profile in Certelligence by December 31. See Documentation Column below for complete details.
5. **Certificants outside of the continental US:**
  - a. Certificants can submit a pre-approval request on behalf of themselves to the NEBB Director of Certification for alternative industry training taken. Contact [certification@nebb.org](mailto:certification@nebb.org).
  - b. Certificants will be notified about pre-approved submissions by the Director of Certification.
  - c. Certificants outside the continental U.S. must follow submission procedures as stated within this Policy.

Category	Eligible Events	Eligible CEC	Documentation
<b>Category 1</b> <b>Live or Online</b> <b>Education Events</b> <b>(NEBB &amp; Non-NEBB)</b> <i>Up to 6 CECs can be submitted from this category per 2-year cycle.</i>	Annual NEBB Conference, training courses, discipline Seminars, NEBB Chapter meetings or Union-sponsored training; accepted non-NEBB professional organizations	Up to 6 CECs per full day	<b>Live:</b> Submit Certificate of Completion or Proof of Attendance w/ course title, hours, dates, & location  <b>Nebbinars:</b> Submit screen shot of title slide and ending slide with CEC form <b>Reminder:</b> 3 CECs within a 2-year cycle must be submitted from attending NEBB events
	Nebbinars	1 CEC per 1 hour online	
	ASHRAE/NEBB Webinars & online training programs	CECs as assigned / Submit Certificate of Completion	
<b>Category 2</b> <b>Technical, Community, or</b> <b>College Courses</b> <i>Up to 3 CECs can be submitted from this category per 2-year cycle.</i>	Community, Technical, College or Union Apprenticeship Courses pertaining, but not limited to construction, air conditioning, business, HVAC, OSHA, sheet-metal, CAD-drawing or any course related to topics specific to the certification	3 CECs per course or per year of apprenticeship	Submit transcripts, Certificate of Attendance or Completion with course dates, location and hours listed
<b>Category 3</b> <b>New Certifications</b> <i>Up to 3 CECs can be submitted from this category per 2-year cycle.</i>	NEBB or other certifications from related fields or applicable industries including, but not limited to: HVAC, air conditioning, testing, adjusting, balancing, sound, vibration, cleanroom	3 CECs per additional certification (per 2-year cycle)	Submit Certificate or letter from organization outlining specifics of certification
<b>Category 4</b> <b>Safety Training</b> <i>Up to 3 CECs can be submitted from this category per 2-year cycle.</i>	Safety Training Courses from OSHA or other industry-recognized and approved safety providers	2 CECs per 10-hour OSHA 3 CECs per 30-hour OSHA Supervisory Course	Submit Certificate of Completion or Proof of Attendance with course hours, dates and location listed
<b>Category 5</b> <b>Vendor Lunch &amp; Learns</b> <i>Limit of 1 CECs can be submitted from this category per 2-year cycle</i>	Vendor-sponsored Lunch & Learn Event can include, but are not limited to Vendor equipment shows, in-house equipment training	1 CEC per 1 Lunch & Learn Event	Submit Certificate of Completion or Proof of Attendance with course hours, dates and location listed
<b>Category 6</b> <b>In-House Training Events</b> <i>Limit of 1 CEC can be submitted from this category per 2-year cycle</i>	In-house company training Events can include but are not limited to testing, adjusting, balancing, commissioning, retro-commissioning, cleanroom performance testing, fume hood, sound, vibration, safety, business	1 CEC per 1 In-House Training Event	Submit Certificate of Completion from the company with training hours, dates, course description and location listed

# Procedure for Uploading Individual CECs & Validation Paperwork to Certelligence

All NEBB Certificants are required to upload CEC verification documentation for each event attended to their personal profile located in NEBB's online database system, Certelligence. The steps are as follows:

1. Log in using the user name and password that you received from [support@nebb.org](mailto:support@nebb.org)
  - a. If you have not received an email with your login details, please contact [certification@nebb.org](mailto:certification@nebb.org) and you will be sent an email to access your personal profile.
2. Once in your Certelligence personal profile, click on the "Individual Recertification" tab located on the left-hand side of the page.
3. **If you have not begun the CEC upload process:**
  - a. Select the correct certification "box:"
    - i. CP = Certified Professional
    - ii. CT = Certified Technician
    - iii. CxPP = Commissioning Process Professional
  - b. Click "Create New Application"
4. **If you have previously BEGUN the uploading process, and your submission is pending**, click on the blue "details" button to go back into your submission.
5. Reminder:
  - a. **12 CECs are required for Certified Professionals, 6 CECs for Certified Technicians, 34 for CxPPs**
  - b. Submit the CEC's in the correct category which you access via the drop-down menu in each category
  - c. **Compile all supporting validation documentation per CEC Policy Requirements; see "Documentation" on CEC Submission Form** [http://www.nebb.org/certified/continuing\\_education\\_credits\\_cecs/](http://www.nebb.org/certified/continuing_education_credits_cecs/)
  - d. Enter the correct CEC details AND upload the appropriate verification documentation for EACH category in which you are submitting.
    - i. Once you have uploaded all CEC Details go to step 6.
6. **Click on "Arbitration."** Download the form, sign, scan and upload it to your personal profile.
7. **Click on "Code of Ethics."** Download the form, sign, scan and upload it to your personal profile.
8. **Click on "Status/Review."**
  - a. At this point, the Certificant should see all **"green check marks (ticks)."**
  - b. If there are **red crosses**, that means something is missing from the CEC submission.
  - c. The Certificant must go back to rectify the issue or contact [certification@nebb.org](mailto:certification@nebb.org) if there are questions.
9. When the Certificant sees all **green check marks / ticks** by their submission, a new "Submit" tab will appear below "Status/Review."
  - a. **Click the Submit button to move the CEC submission to "Staff Review."**
    - i. When the CEC submission is in "Staff Review," it means the Certificant's submission is in the system and ready to be reviewed; Staff Review can take up to two weeks to process.
10. **Status Submission**
  - a. Certificants can check on their submission every few days.
    - i. The status will either read "Complete" or "Need More Information."
  - b. **If the Status Submission shows "Complete," there is nothing more the Certificant must do aside from paying their Individual annual certification fee.**
    - i. (US \$50 for a CP/ CxPP or US \$25 for a CT, paid via the online portal)
    - ii. Once the Certificant's submission is completed and the certification fee is paid, the Certificant will be issued their new recertification certificate.

- c. If the Status Submission shows “Need more information,” the Certificant return to their submission and review the comments.
  - i. The Comments will advise as to what needs to be done.
  - ii. Once the Certificant has added the extra information, press “Resubmit.”
  - iii. If the review comments are not clear, please contact [certification@nebb.org](mailto:certification@nebb.org) so the Certification Staff can review and advise as to what is still required.

**11. Until the Certificant clicks “Submit” the CEC Submission will not come through the Certelligence system for review and cannot be completed.**

- a. **If the status of the submission is “pending,” the process has not been completed.**

**When recertifying, the CP, CT or CxPP agrees to:**

- a. Be familiar with all Certification Program Policies, Procedures, Requirements and Rules
- b. Comply with and uphold all policies, procedures, guidelines, and requirements of the certification program
- c. Use the designation as authorized and only in the approved manner
- d. Acknowledge that the certificate and marks are the property of their respective owners
- e. Return the certificate and discontinue use of the designation and marks when required to do so.
- f. Provide accurate and complete information to NEBB concerning certification and recertification.
- g. Keep confidential all NEBB examination information; including preventing unauthorized disclosures of exam information.
- h. Cooperate with NEBB and the Certification Board regarding matters related to the Code of Ethics and complaint and/or disciplinary investigations.
- i. Accept responsibility for maintaining the credential through recertification and continuously uphold the Code of Ethics.

**Professional Performance**

- a. Recognize the limitations of one’s professional ability (based on education, knowledge, skills, experience, etc.) and provide services only when qualified to do so.
- b. Properly use professional titles, degrees and all credentials and provide accurate and truthful information regarding education, experience, qualifications, and the performance of services.
- c. Disclose any conflicts of interest or potential conflicts of interest and avoid conduct that could cause a conflict.

Questions? Contact [certification@nebb.org](mailto:certification@nebb.org)