



National Environmental Balancing Bureau

8575 Grovemont Circle, Gaithersburg MD 20877-4121
(301) 977-3698 • FAX (301) 977-9589



NEBB Personnel Individual Certification

Eligibility Policy #120 (Pre-requisite Requirements)

ISO/IEC 17024:2014

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VERSION 2.0.0

CxPP Individual Certification

- A. The Certification Board has developed requirements for eligibility to ensure that the application process is fair and impartial for all Candidates.
- B. Eligibility requirements have been established to recognize individuals who have demonstrated the experience, knowledge, and skills necessary to provide competent environmental building systems services as defined for each discipline.
- C. Applicant professionals must demonstrate proficiency in the Applicant's chosen discipline(s) by the required examination(s), as specified and administered by the Certification Board.
- D. The Certification Board is committed to providing a fair and objective Personnel Certification process. All individuals who seek Personnel Certification must meet the established pre-requisite eligibility requirements and pass the required examination(s) for each discipline.

Certification Requirements

- A. Candidates must meet all of the pre-requisite eligibility requirements and pass the examination(s) required for each discipline to earn their Personnel Certification
- B. Affiliation with NEBB® or membership in any other organization is not a requirement for Personnel Certification.

Education and Training Requirements

- A. Education and/or training provided by NEBB® is not a requirement for Personnel Certification. The Certification Board does not approve, recommend, or endorse any educational programs offered by any organization to prepare individuals for the Personnel Certification examinations.

Application for Candidacy

- A. Certification is a process which can include self-study or attending pertinent courses applicable to the discipline to gain the knowledge, skills and abilities necessary or to hone those skills prior to scheduling and taking the examination(s).
 - a. The Recommended Readings will help further knowledge in the specific disciplines which can be found in the specific Candidate Handbook Appendix or the complete Certification Candidate Handbook.
- B. The first step in the certification process is to obtain the appropriate Application for Candidacy by emailing certification@nebb.org. This document gives overviews for both the Certified Professional and Certified Technician certification programs.



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Commissioning Process Professional (CxPP)

1. Candidates for the CxPP Personnel Certification must meet the following requirements:
 - a. Meet all the conditions in any **one** of the following categories in the chart.
 - b. Pass the written examinations for CxPP.

Category A	Category B	Category C	Category D
Licensed Architect or Professional Engineer	Bachelor's Degree in building sciences* or equivalent military training/experience	Associate/Technical/Vocational 2-year degree, non-building sciences bachelor's degree, or equivalent military training/experience	High school diploma or GED
AND	AND	AND	AND
3 years commissioning experience	5 years commissioning experience	8 years building industry experience	10 years building industry experience**, with 5 of those years in commissioning experience

* **Building science education** is defined as mechanical engineering, electrical engineering, construction science, construction management, architecture and other majors/fields of study designed to train people for careers in the building industry.

** **Building industry experience** is defined as design, construction, testing and commissioning, code enforcement and operations.

Associated CxPP Certification Costs

The cost associated with the CxPP certification are as follows:

- ✓ NEBB Affiliated/Non Affiliated non-refundable CxPP application fee: \$100.00
- ✓ CxPP Written Exam fee: \$500.00

Once the Candidate passes all the exams, he/she is required to complete the Application for Certification to finalize the certification. Additional fees include:

- ✓ CxPP Certification: \$50.00
- ✓ CxPP Certificate: \$30.00

Please email certification@nebb.org for the Application for Candidacy and to obtain other pertinent information.



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Eligibility Appeals

Candidates who have submitted a completed Application for Candidacy and who are notified that they do not meet the eligibility requirements may appeal this decision.

A. Eligibility Appeals Process

1. Candidates who are notified they do not meet the eligibility requirements may send a written notice of the appeal to the Director of Certification within 30 days of the eligibility decision.
2. Appeals that cannot be resolved to the Applicant's satisfaction will be forwarded by the Director of Certification to the Certification Chairperson for review along with any relevant information from the initial review of the application.
3. Written notice of the final decision will be sent to the Applicant within 30 days of the review.
4. Any appeals that are still not resolved after review by the Certification Board Chair will be directed to the entire Certification Board for a vote.
5. The decision of the Certification Board will be final.

B. Changes in Eligibility Requirements & Assessments

1. The Certification Board will periodically review the requirements for Personnel Certification to ensure that the requirements remain current and are appropriate for the purpose of the Personnel Certification.
2. From time to time the Certification Board may determine the need for changes to the eligibility requirements and/or may change the content of examinations.
3. When substantive changes are made to the eligibility requirements or examination content, the Certification Board will determine in advance the measures that will be required to bring previously certified individuals into compliance with the new requirements.
4. For example, if a change in educational requirements is made to the eligibility requirements, currently certified individuals may be required to include comparable education with their Recertification.
5. If a new content domain is added to an examination following a job task analysis, certified individuals may be required to include continuing education from that content domain with their Recertification.
6. Sufficient notice will be published in the case of any substantive changes to the eligibility requirements and examination content.
7. Changes will be publicized through NEBB® communication channels, published in the Candidate Handbook and on the NEBB® web site well in advance of the effective date of the changes, which will also be published.