

NEBB Basic Building Systems Commissioning Certified Professional Seminar and Exams



**March 19-22, 2014
Atlanta, GA**



INTRODUCTION

Enrollment is limited. Available openings will be filled on a “first come-first serve” basis.

Seminar Date:
March 19-21, 2014

Arrival in Atlanta, GA:
March 18, 2014

Location:
Newcomb & Boyd
303 Peachtree Center Avenue # 525, Atlanta, GA 30303
Suntrust Garden Plaza Building—Suite 525. The front desk phone number is 404.730.8400

Please contact Elana Noel at 301.977.3698 to confirm that space is available prior to purchasing airline tickets, or committing to other expenses.

WHO SHOULD ATTEND

Candidates interested in attaining NEBB certification in Building Systems Commissioning and those seeking in-depth instruction in commissioning procedures who will play a key role in the commissioning process within their companies. Those attending should be management level persons who can qualify as a NEBB Building Systems Commissioning Certified Professional by already possessing the required commissioning experience and whose firm meets the criteria for the “NEBB Building Systems Commissioning Certification Requirements”.

SEMINAR CONTENT

The seminar will cover the following:

- Review of the NEBB Building Systems Technical Commissioning program
- Review of the Commissioning Process with emphasis on:
 - Development of Commissioning Plans
 - The Commissioning Schedule
 - Commissioning Communications
 - Marketing Commissioning Services
 - Estimating Commissioning Services
- Technology reviews of HVAC, Controls, Equipment and Control Components

INSTRUCTORS (*preliminary—subject to change*)



Jim Bochat

Jim Bochat President of Commissioning Concepts, has been involved in the Arizona Engineering and Construction industry for over forty years. His experience includes Mechanical Design, Mechanical Construction, Controls, Test & Balance, Commissioning and Retro Commissioning.

Jim is a former NEBB President. He is a Life Member of ASHRAE and serves on the GPC-30, GL1.2, PMP Project Committee and Certification committees. He also chairs the ASHRAE PMP Best Practices committee and recently served on the ABBA Whole Building Tightness Committee. He has been a NEBB Certified Professional since 1974 and has co-authored several standards regarding Commissioning for NEBB, ASHRAE and ABAA. He has taught the NEBB certification program throughout the United States and in Australia. Jim is a frequent lecturer who has presented commissioning topics for numerous organizations and events, including Greenbuild, ASHRAE, AHR Expo, PECE, NEBB, SMARCA, IFMA, Southwest Plant Engineers, RMA Chapter of APPA, Western Area Power Users, and AMCA of Australia regarding Commissioning.

Jim was presented with the George Hightower Award for his distinguished service to NEBB and the HVAC industry.



Steve Wiggins

Steve Wiggins is an Associate Partner at Newcomb & Boyd. He is the past President of NEBB and former chairman of NEBB's BSC committee. He has more than 30 years of experience in Building Systems Commissioning. He has been working in the built environment since 1975.

Steve owned a mechanical and electrical company for eight years.

Prior to that he worked for the United States Air Force at base level and headquarters AFCESA as the commissioning and retro-commissioning expert. He has master mechanical and electrical contractor licenses. He is a co-author of NEBB's *Design Phase Commissioning Handbook*.

SEMINAR SCHEDULE AND EXAMINATIONS

The NEBB Basic Building Systems Commissioning Seminar has been substantially revamped based on the latest Building Systems Commissioning Procedural Standards and industry trends.

- Seminar will begin at 8:00 am. each day. Topics will cover a review of the Commissioning process and the requirements of the NEBB BSC Procedural Standards and begin instruction on Building Systems Commissioning.
- The seminar continues with discussions covering the requirements for Building Systems Commissioning including the requirements covering Drawings and Forms and an introduction to Control Systems.
- The Basic Building Systems Commissioning seminar concludes with an extensive control systems review and discussion on marketing and estimating commissioning services.
- Attendees need to be prepared to take an examination on the NEBB BSC Procedural standard which will be given on the first day without review of the standard.
- Attendees need to be familiar with HVAC systems and HVAC control system basics and control system sequences of controls.
- There will be two certification tests administered on Saturday, March 22, 2014.
 - Test 1 will cover the NEBB Procedural Standard
 - Test 2 will cover HVAC Cx and Technology and Controls Cx and Technology

In arranging your travel plans, it is suggested that return flights be scheduled for after 5:00 p.m. on Saturday, March 22, 2014.

STUDENT PREPARATION PRIOR TO THE SEMINAR

All seminar participants need to have working knowledge of the NEBB *Procedural Standards for Whole Building Systems Technical Commissioning of New Construction*. Participants should also be familiar with the *NEBB Design Phase Commissioning Handbook for HVAC Systems* before attending the seminar. CP candidates are advised that this seminar, by itself, is not sufficient to fully prepare for the CP exams. Candidates are expected to have field experience and a working knowledge of NEBB Procedural Standard for *Whole Building Systems Technical Commissioning of New Construction*. It is recommended that each student bring both documents to the seminar for reference. Instruction is based on the assumption that all attendees have a thorough working knowledge of the requirements of these NEBB publications prior to attending the course. Students are required to bring a laptop with Windows operating system, Adobe Acrobat, Microsoft Word and Microsoft Excel and should be familiar with the software prior to attending the seminar.

REGISTRATION

Available seminar openings will be filled on a "first come, first serve" basis so please respond immediately. Complete attached registration form and send with payment to:

Elana Noel
NEBB
8575 Grovemont Circle
Gaithersburg, MD 20877-4121

REGISTRATION DEADLINE: Friday, March 14, 2014

FEES

- The Basic BSC seminar and exam registration fee is \$1,500.00, which includes the following:
- NEBB *Procedural Standards for Whole Building Systems Technical Commissioning of New Construction*
- The three-day (Wednesday through Friday) basic module covering the Commissioning Process, NEBB *Whole Building Systems Technical Commissioning of New Construction* Procedural Standards, HVAC Commissioning, Controls Commissioning and the two Commissioning Examinations that comprise the basic module. (Please note: The basic
- Seminar fee DOES NOT include the NEBB *Design Phase Commissioning Handbook for HVAC Systems*. Order this book with seminar registration.)
- Retest fee is \$250.00 for each exam. *Repeats only
 - Test 1 - NEBB BSC Procedural Standard
 - Test 2 - HVAC Cx and Technology and Controls Cx and Technology

HOTEL INFORMATION

Below are hotels in close proximity to Newcomb & Boyd and their Newcomb & Boyd negotiated rates.

Atlanta Hilton
Tel: 1.404.659.2000
Rate—\$162 plus taxes

Marriott Marquis
Tel: 1.404.521.0000
Rate—\$179 plus taxes

Hyatt Regency Atlanta
Tel: 1.404.577.1234
Rate code—Cr59703
Mention rate code to get the current rate.

NEBB Basic Building Systems Commissioning Certified Professional Seminar and Exams Registration Form

I will attend the NEBB Building Systems Commissioning Seminar, March 19-22, 2014, Atlanta, GA

Name: _____ Nickname: _____
Company Name: _____ Title: _____
Address: _____
City _____ State: _____ Zip: _____ Tel: _____ Dietary Restrictions: _____
Email: _____ Chapter: _____

All hotel reservations must be made directly with the hotel by the seminar participant.

Fees: (check all that apply)

- \$1,500.00 BSC SEMINAR AND EXAM REGISTRATION FEE (Wednesday—Saturday)
 - \$250.00 RETEST EXAM—NEBB BSC Procedural Standard
 - \$250 RETEST EXAM—HVAC Cx and Technology and Controls Cx and Technology
 - \$125.00 DESIGN PHASE COMMISSIONING HANDBOOK FOR HVAC SYSTEMS (For NEBB Firms)
 - \$150.00 DESIGN PHASE COMMISSIONING HANDBOOK FOR HVAC SYSTEMS (For non-NEBB Firms)
 - ADD \$10 for SHIPPING FOR CD AND \$14 FOR HARDCOVER. (Please call for international shipping costs).
- \$ _____ TOTAL AMOUNT** (Please call NEBB for International Shipping Charges)

Payment method:

- Check Enclosed made payable to NEBB for Seminar Registration Fee
- VISA MASTERCARD AMERICAN EXPRESS

Name on the Card _____
Credit Card Number _____ Expiration _____
Security Code _____ Signature _____

Form & check must reach the NEBB Office no later than Friday, March 14, 2014. RETURN TO:
Elana Noel, elana@nebb.org | NEBB | 8575 Grovemont Circle, Gaithersburg, Maryland 20877-4121

Conditions:

- Pre-registration and pre-payment of fees are necessary to ensure your participation in the seminar.
- Cancellation by registrants, regardless of reason, will be subject to a \$250 service charge to cover NEBB's expenses. A refund of the prepaid registration and examination fees will be made less the \$250 service charge. All publication sales are final.
- No shows or late cancellations (those persons registered for the seminar who do not cancel 14 days prior to the seminar and subsequently do not attend the course) will forfeit the entire registration fee and examination fee unless a replacement can be found.
- NEBB reserves the right to cancel any seminars having insufficient registrants, in which case, all prepaid registration and examination fees will be refunded in full.
- NEBB is not responsible for any losses resulting from cancellation of a seminar.

For NEBB use:

Registration Form Received by NEBB and Reservation Made as Requested Above.

Confirmed by: _____ Date: _____



National Environmental Balancing Bureau

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Gaithersburg, Maryland 20877
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