

NEBB TAB Certified Professional Review Seminar



**March 3-5, 2014
Charleston, SC**



Introduction:

The course will be based on the materials covered in the NEBB Home Study Course. The review will cover general information, engineering principles, charts, diagrams, problem solving and techniques involved with TAB work. In addition to practical TAB experience, seminar attendees must have a minimum working capability in mathematics, including geometry and second-year high school algebra. **Enrollment is limited to 40 people. Available openings will be filled on a “first come-first served” basis.**

Seminar Date:
March 3-5, 2014

Arrival in Charleston, SC:
March 2, 2014

Location:

Holiday Inn Charleston Historic Downtown

425 Meeting Street, Charleston, South Carolina—29403
Tel: 1.843.718.2327



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:

- NEBB TAB Certified Professional candidates enrolled in the NEBB Home Study Course, taking the TAB exams on March 21, 2014.
- Candidate Firms that need a TAB CP in order to be a TAB Certified Firm.
- NEBB Certified Firms that want a stronger representation of Certified Professionals on staff
- Others with a strong background in HVAC and TAB work who consider that an extensive review in a classroom setting will enhance their technical education.

Attendees should be aware that this is a review seminar. The material will be presented as an overview of the engineering principles and field practices required of TAB Certified Professionals. This seminar, by itself, will not be sufficient to fully prepare a candidate for TAB CP certification.

Content:

The course will review HVAC principles involved with TAB work and basic test-taking, including:

- Test Preparation
- Fan Laws & Curves
- Air Systems
- Formulas and Their Use
- Psychrometrics
- Hydronic Systems
- Electricity
- Pump Laws & Curves
- Problem Solving

Seminar schedule:

March 3-4	8:00 AM	Registration
	8:00 AM - 5:00 PM	Fundamentals & Principles of Air TAB
March 5	7:30 AM - 5:00 PM	<ul style="list-style-type: none">Principles of Hydronics TAB & Procedural StandardsProblem Solving & Overview of the TAB Examination

Instructors (preliminary—subject to change):

Instructors will include members of the NEBB TAB Committee:

- Mike Vawter (Neudorfer Engineers, Inc., Portland, OR)
- Steve Clark (Clark Balancing, Ontario, Canada)

Required equipment:

Participants should bring a straight edge, hand calculator (with square, square root, cube and cube root functions), and pencils.

NEBB TAB Certified Professional Program:

Professionals who possess the knowledge, experience and overall ability necessary to competently perform TAB in accordance with industry standards can earn NEBB's Certified Professional credential, the industry's benchmark for performance. This third-party certification credential consists of a series of rigorous examinations – written and practical – designed to measure a professional's knowledge and ability to perform the various tasks associated with testing, adjusting and balancing of environmental systems. Once earned, this certification can be used to promote the recipient's qualifications to colleagues and clients alike. Having a TAB Certified Professional on staff is also a requirement for firms that want to achieve NEBB TAB Certified Firm status.

Candidates who plan to take the NEBB TAB CP certification examinations should contact their NEBB Chapter to determine the application cut-off date. All TAB CP candidates must meet NEBB education and experience requirements to be eligible for the program. Call your NEBB Chapter or NEBB for more information and to receive a copy of the TAB Certified Professional application. All TAB CP applications must be submitted for review by the appropriate NEBB Chapter.

For more information on TAB CP certification, please visit the NEBB Web site at http://www.nebb.org/certified/testing_adjusting_and_balancing_certification_requirements

Hotel information:

The seminar will be held at Holiday Inn Charleston Historic Downtown in Charleston, South Carolina. It will start on Monday, March 3 at 8:00 a.m. and will end on Wednesday, March 5 at 5:00 p.m. Housing and other costs are not covered by the registration fee. Reservations must be made directly with the Hotel. **Holiday Inn is holding a block of rooms for NEBB Seminar attendees with a negotiated room rate of \$129 plus taxes for single/double occupancy. Please ask for the NEBB group rate during reservation.**

Holiday Inn Charleston Historic Downtown

425 Meeting Street, Charleston, South Carolina—29403

Tel: 1.855.756.8701 and request group code NEB.

[Click here to reserve a room with NEBB rate](#)



Holiday Inn in Charleston Historic District is the a perfect blend of contemporary luxury with traditional southern hospitality. It is newly built and refreshing. Situated in downtown Charleston just one block from the Visitors Center and steps from the boutique shops and restaurants on King Street, it offers close proximity to the Charleston Market and historic district.



Transportation information:

- The nearest airport is Charleston, South Carolina (CHS).
- Taxis are available from the airport. Average taxi fare from the airport is \$20.
- Parking is available at the hotel.

Fees:

\$795 per person for NEBB Firms; \$1,195 per person for Non NEBB Firms. Registration fee does not cover optional study materials, travel and accommodation expenses. Lunches are provided.

Registration:

REGISTRATION DEADLINE: Monday, February 17, 2014. Complete attached Registration Form and send with payment to:

Elana Noel
NEBB
8575 Grovemont Circle
Gaithersburg, MD 20877
Tel: +1.301.977.3698
Fax: +1.301.977.9589

NEBB TAB Certified Professional Review Seminar Registration Form

I will attend the NEBB TAB CP Review Seminar, March 3-5, 2014

Name: _____ Nickname: _____
Company Name: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Chapter: _____
Email: _____ Dietary restriction: _____

All hotel reservations must be made directly by the seminar participant. Please refer to the Holiday Inn Charleston Historic Downtown information in this brochure.

Fees: (check all that apply)

- NEBB Tab Supervisor Review Seminar (Per person fee: \$795 for NEBB Firms; \$1,195 for Non NEBB Firms)
- Optional Study Material:
- \$ 550 TAB Supervisor Home Study Course (Includes the Procedural Standards for TAB)
 - \$35 Procedural Standards for the Testing, Adjusting, and Balancing of Environmental Systems

\$ _____ **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 Monday, February 17, 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 prior to August 26 regardless of reason, will be subject to a \$100 service charge. A refund of the pre-paid registration fees will be made less the \$100 service charge.
- Those who cancel between August 26 and September 8 (unless a replacement can be found) will forfeit the entire registration fee.
- No shows (those persons registered for the seminar) who do not cancel prior to September 8 and/or subsequently do not attend the course, will not receive any refund, regardless of the reason. They will also be responsible for their hotel room payment.
- NEBB reserves the right to cancel any seminar having insufficient registrants, in which case, all prepaid registration fees will be refunded in full. NEBB cannot be 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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www.nebb.org

January 2014