



CERTIFIED PROFESSIONAL CEC RE-CERTIFICATION SUBMISSION POLICY

1. NEBB Certified Professionals (CPs) must obtain 12 continuing education credits (CECs) within their current two-year cycle.
 - a. **A minimum of 6 of the 12 CECs must be submitted from NEBB events per two-year cycle.**
 - b. Payment of the non-refundable Certified Professional Renewal Fee is required for recertification.
2. CPs with CECs exceeding the 12 CEC requirement within a two-year cycle cannot carry over CECs into their next certification cycle.
3. CPs holding multiple certifications may combine CEC activity from any Category on the chart below to achieve 12 CECs and can apply CECs simultaneously to all active NEBB certifications if cycles overlap.
4. The CEC Recertification Submission Form must be completed and uploaded to the Certificant's online personal profile in Certelligence along with verification documentation for each category. See "Documentation."
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.
 - 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 document.

Category	Eligible Events	Eligible CECs	Documentation
Category 1 Live or Online Education Events <i>(NEBB & Non-NEBB)</i> <i>Up to 12 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; pre-approved events from other industry-related professional organizations	Up to 6.5 CECs per full day	Live: Submit Certificate of Completion or Proof of Attendance with course title, hours, dates, and location listed Webinars: Submit screen shot of title slide and ending slide with CEC form Reminder: 6 CECs within a 2-year cycle must be submitted from attending NEBB events
	Webinars and online training programs	1 CEC per 1 online hour	
Category 2 Technical, Community, or College Courses <i>Up to 3 CECs can be submitted from this category per 2-year cycle.</i>	Pertaining to building science, project management, construction, business, HVAC, OSHA, building science, commissioning, testing, adjusting, balancing or retro-commissioning, plumbing, fire protection, green building	3 CECs per 1 college credit	Submit transcripts, Certificate of Attendance or Completion with course dates, location and hours listed
Category 3 NEBB Leadership & Governance <i>Up to 6 CECs can be submitted from this category per 2-year cycle.</i>	Includes active participation on NEBB Discipline Committees, Exam Development Committee, Subject Matter Expert Sub-Committee, Board of Directors, Certification Board, Job Task Analysis Sub-Committees	1 CEC per 1 hour of participation	Submit formal letter verifying volunteer activity and dates of service; contact NEBB Directors or Committee Chairs for letter
Category 4 New Certifications <i>Up to 6 CECs can be submitted from this category per 2-year cycle.</i>	NEBB or other industry-related certifications related to engineering, commissioning, retro-commissioning, testing, balancing, adjusting, and sound, vibration, fume hood, cleanroom, building science, building testing, or other related fields.	6 CECs per Certification	Submit certificate or letter from organization outlining specifics of certification
Category 5 Speaking/Articles <i>Up to 6 CECs can be submitted from this category per 2-year cycle.</i>	Presenter / Co-Presenter: Presentation plus prep time (indicate discipline and conference)	1 CEC per 1 hour for presentation and prep	Speaking: Submit formal letter from Sponsor confirming teaching, duration of program, and info presented Article: Copy of published piece with publication date
	Technical Writings in a peer-reviewed industry publication must be related to design, construction, testing and commissioning, code enforcement and operations	3 CECs per article	
Category 6 Regulatory Work <i>Up to 6 CECs can be submitted from this category per 2-year cycle.</i>	Can include development or maintenance of regulatory standards, providing testimony, official review, writing local or national codes, serving on a NEBB, ASHRAE or other national industry-related committee involved with writing standards and guidelines	1 CEC per 1 hour of participation	Submit formal letter outlining and verifying volunteer activity and dates of service