



CERTIFIED TECHNICIAN CEC RE-CERTIFICATION SUBMISSION POLICY

1. NEBB Certified Technicians (CTs) must obtain 6 continuing education credits (CECs) within their current two-year cycle.
 - a. **A minimum of 3 of the 6 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. CTs with CECs exceeding the 6 CEC requirement within a two-year cycle cannot carry over CECs into their 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. 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 CEC	Documentation
Category 1 Live or Online Education Events (NEBB & Non-NEBB) <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 Webinars & online training programs	Up to 6 CECs per full day 1 CEC per 1 hour online	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: 3 CECs within a 2-year cycle must be submitted from attending NEBB events
Category 2 Technical, Community, or College Courses <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
Category 3 New Certifications <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
Category 4 Safety Training <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
Category 5 Vendor Lunch & Learns <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
Category 6 In-House Training Events <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