



## National Environmental Balancing Bureau

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



### NEBB Individual Certification Pre-Requisite Requirements & Fees Eligibility Policy #120

ISO/IEC 17024:2014  
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VERSION 3.0.0

#### Individual Certification CP, CxPP, and CT Overview

- 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 Individual Certification process. All individuals who seek Individual 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 the pre-requisite eligibility requirements and pass the examination(s) required for each discipline to earn their Individual Certification
- B. Affiliation with NEBB® or membership in any other organization is not a requirement for Individual Certification.

#### Education and Training Requirements

- A. Education and/or training provided by NEBB® is not a requirement for Individual Certification. The Certification Board does not approve, recommend, or endorse any educational programs offered by any organization to prepare individuals for the Individual 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](mailto:certification@nebb.org). This document gives overviews for both the Certified Professional and Certified Technician certification programs.



## NEBB® Certified Professional (CP) Certification Requirements

### BUILDING ENCLOSURE TESTING CERTIFIED PROFESSIONAL (BET CP) PRE-REQUISITE REQUIREMENTS

Candidates for the BET CP Individual Certification must:

- Meet the pre-requisite requirements in one of the following categories listed in the chart below
- Pass the written and practical examinations for the BET CP
- The Written and Practical Exams may be taken in any order
- Candidate must successfully pass the exams prior to being awarded certification

**BET CP Pre-Requisite Eligibility Chart**

Category A	Category B	Category C	Category D	Category D
Bachelor of Science Degree in Engineering or Architectural Degree from an accredited college or university	Associate Degree in Engineering Technology or Construction Technology Degree from an accredited community college	Minimum two years' experience in the design or installation of air barriers	Minimum four years' experience in building enclosure testing	Hold the NEBB® Testing, Adjusting and Balancing Certified Professional (TAB CP) certification
<b>AND</b>	<b>AND</b>	<b>AND</b>	<b>AND</b>	<b>AND</b>
Witnessed or performed a minimum of two building enclosure tests	Witnessed or performed a minimum of four building enclosure tests	Witnessed or performed a minimum of four building enclosure tests	Witnessed or performed minimum of four building enclosure tests	Successful completion of a NEBB® seminar or equivalent seminar for building enclosure testing

#### Associated Certification Costs

The cost associated with the BET CP certification are as follows:

- ✓ NEBB Affiliated/Non-Affiliated BET CP non-refundable application fee: \$100.00
- ✓ NEBB BET CP Written Exam fee: \$400.00
- ✓ NEBB BET CP Practical Exam fee: \$400.00

Once the Candidate passes the exams, he/she is required to complete the Application for Certification to finalize the certification.

Additional fees include:

- ✓ BET CP Certification: \$50.00
- ✓ BET CP Certificate: \$30.00

Please email [certification@nebb.org](mailto:certification@nebb.org) for the Application for Candidacy and to obtain other pertinent information.



**BUILDING SYSTEMS COMMISSIONING CERTIFIED PROFESSIONAL (BSC CP)  
 PRE-REQUISITE REQUIREMENTS**

Candidates for the BSC CP Individual Certification must:

- Meet the pre-requisite requirements in **one** of the following categories listed in the chart below
- Pass the BSC Procedural Standards Exam
- Pass the BSC HVAC & Controls Exams
- The Written and Practical Exams may be taken in any order
- Candidate must successfully pass the exams prior to being awarded certification

**BSC CP Pre-Requisite Eligibility Chart**

Category A	Category B	Category C	Category D
Bachelor of Science Degree in Engineering from an accredited college or university	Associate Degree in Engineering Technology from an accredited community college	Minimum four years' experience in performing building systems design, building systems installation, building systems commissioning, systems testing, systems operations or testing, adjusting and balancing	Minimum four years' building systems design, operations, or installation related experience (which could include accredited apprenticeship)
<b>AND</b>	<b>AND</b>	<b>AND</b>	<b>AND</b>
Minimum two years' supervisory experience in building systems design, building systems installation, building systems commissioning, building systems testing, systems operations or testing, adjusting and balancing.	Minimum four years' experience in performing building systems design, building systems installation, BSC, systems testing, systems operations or testing, adjusting and balancing	Minimum four years' supervisory experience in building systems design, building systems installation, building system commissioning, systems testing, systems operations or testing, adjusting and balancing.  <b>Eight years' total experience</b>	Minimum two years' experience performing building systems design, building systems installation, building systems commissioning, systems testing, systems operations, or testing, adjusting and balancing
	Minimum two years' supervisory experience in building systems design, building systems installation, building systems commissioning, building systems testing, systems operations, or testing, adjusting and balancing. <b>6 years' total experience</b>		Minimum four years' supervisory experience in building systems design, building systems installation, building systems commissioning, systems testing, systems operations, or testing, adjusting and balancing. <b>Ten years' total experience</b>



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### Associated Certification Costs

The cost associated with the BSC CP certification are as follows:

- ✓ NEBB Affiliated/Non-Affiliated non-refundable BSC CP application fee: \$100.00
- ✓ BSC CP Procedural Standards Exam fee: \$350.00
- ✓ BSC CP Technical Exam fee: \$450.00

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

Additional fees include:

- ✓ BSC CP Certification: \$50.00
- ✓ BSC CP Certificate: \$30.00

Please email [certification@nebb.org](mailto:certification@nebb.org) for the Application for Candidacy and to obtain other pertinent information.

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## CLEANROOM PERFORMANCE TESTING CERTIFIED PROFESSIONAL (CPT CP) PRE-REQUISITE REQUIREMENTS

Candidates for the CPT CP Individual Certification must:

- a. The CPT Certified Technician certification is a pre-requisite requirement for the CPT Certified Professional. The CPT CT certification must be fully completed BEFORE applying for the CPT Certified Professional certification.
- b. Meet the pre-requisite requirements in **one** of the following categories listed in the chart below
- c. Pass the CPT CP written examination
- d. Pass the CPT CP Practical examination
- e. The Written Exam must be taken before the Practical Exam
- f. Candidate must pass all exams prior to being awarded certification

**CPT CP Pre-Requisite Eligibility Chart**

Category A	Category B	Category C
Bachelor of Science Degree in Engineering from an accredited college or equivalent military training/experience 1. Advanced knowledge of geometry and algebra	Associate Degree in Engineering from an accredited community college equivalent military training/experience 1. Advanced knowledge of geometry and algebra	High School Diploma or GED equivalent 1. Advanced knowledge of geometry and algebra
<b>AND</b>	<b>AND</b>	<b>AND</b>
Hold the NEBB® Cleanroom Performance Testing Certified Technician (CPT CT) certification	Hold the NEBB® Cleanroom Performance Testing Certified Technician (CPT CT) certification	Hold the NEBB® Cleanroom Performance Testing Certified Technician (CPT CT) certification
<b>AND</b>	<b>AND</b>	<b>AND</b>
Minimum two years' experience in cleanroom performance testing	Minimum three years' experience in cleanroom performance testing	Minimum four years' experience in cleanroom performance testing



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## Associated Certification Costs

The cost associated with the CPT CP certification are as follows:

- ✓ NEBB Affiliated/Non-Affiliated non-refundable CPT CP application fee: \$100.00
- ✓ CPT CP General Knowledge Exam fee: \$350.00
- ✓ CPT CP Report Prep Exam fee: \$800.00

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

Additional fees include:

- ✓ CPT CP Certification: \$50.00
- ✓ CPT CP Certificate: \$30.00

Please email [certification@nebb.org](mailto:certification@nebb.org) for the Application for Candidacy and to obtain other pertinent information.

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## COMMISSIONING PROCESS PROFESSIONAL (CXPP) PRE-REQUISITE REQUIREMENTS (ANSI ACCREDITED)



Candidates for the CxPP Individual Certification must:

- a. Meet the pre-requisite requirements in one of the following categories listed in the chart below
- b. Pass the written examination for CxPP
- c. Candidate must pass the exam prior to being awarded certification

**CxPP Pre-Requisite Eligibility Chart**

Category A	Category B	Category C	Category D
Licensed Architect or Professional Engineer PE/RA # State	Bachelor's Degree in building sciences* from an accredited community college or equivalent military training / experience	Associate/Technical/Vocational two-year degree, non-building sciences Associate Degree from an accredited college or university, or equivalent military training/experience	High school diploma or GED
<b>AND</b>	<b>AND</b>	<b>AND</b>	<b>AND</b>
Three years' commissioning experience	Five years' commissioning experience	Eight years' building industry experience**with five of those years in commissioning	Ten 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.



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## Associated 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](mailto:certification@nebb.org) for the Application for Candidacy and to obtain other pertinent information.

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## FUME HOOD TESTING CERTIFIED PROFESSIONAL (FHT CP) PRE-REQUISITE REQUIREMENTS

Candidates for the FHT CP Individual Certification must:

- a. Meet the pre-requisite requirements in one of the following categories listed in the chart below.
- b. Pass the FHT Written examination.
- c. Pass the FHT Practical examination.
- d. The Written and Practical Exams may be taken in any order.
- e. Candidate must pass all exams prior to being awarded certification.

**FHT CP Pre-Requisite Eligibility Chart**

Category A	Category B	Category C	Category D
Bachelor of Science Degree in Engineering from an accredited college or university	Associate Degree in Engineering Technology from an accredited community college	High School Diploma or GED equivalent  1. Competency in Excel workbook and formula calculations	High School Diploma or GED equivalent  1. Competency in Excel workbook and formula calculations
<b>AND</b>	<b>AND</b>	<b>AND</b>	<b>AND</b>
Minimum two years' supervisory experience in fume hood testing including knowledge of laboratory safety practices	Minimum three years' supervisory experience in fume hood testing including knowledge of laboratory safety practices	Minimum four years' supervisory experience in fume hood testing including knowledge of laboratory safety practices	Minimum two years' supervisory experience in fume hood testing including knowledge of laboratory safety practices
		<b>AND</b>	<b>AND</b>
			Successful completion of NEBB seminar for fume hood testing



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### Associated Certification Costs

The cost associated with the FHT CP certification are as follows:

- ✓ NEBB Affiliated/Non-Affiliated non-refundable FHT CP application fee: \$100.00
- ✓ FHT CP Written Exam fee: \$400.00
- ✓ FHT CP Practical Exam fee: \$600.00
- ✓ FHT CP Face-to-Face Report Error Finding Exam (Report Generation) \$200.00

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

Additional fees include:

- ✓ FHT CP Certification: \$50.00
- ✓ FHT CP Certificate: \$30.00

Please email [certification@nebb.org](mailto:certification@nebb.org) for the Application for Candidacy and to obtain other pertinent information.

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### RETRO-COMMISSIONING CERTIFIED PROFESSIONAL (RCX-EB CP) PRE-REQUISITE REQUIREMENTS

Candidates for the RCx-EB CP Individual Certification must:

- a. Meet the pre-requisite requirements in one of the following categories listed in the chart below.
- b. Pass the NEBB® RCx-EB examinations.
- c. Candidate must pass the exams prior to being awarded certification.

**RCx-EB CP Pre-Requisite Eligibility Chart**

Category A	Category B	Category C	Category D
Bachelor of Science Degree in Engineering from an accredited college or university.	Associate Degree in Engineering Technology from an accredited community college.	Minimum four years' experience in performing building systems design, building systems installation, building systems commissioning, systems testing, systems operations, or testing, adjusting and balancing.	Minimum four years' building systems design or installation related experience (which could include accredited apprenticeship).
Competency in Algebra	Competency in Algebra	Competency in Algebra	Competency in Algebra
Plus verifiable knowledge of: <ol style="list-style-type: none"> <li>1. Building construction MEP system operations</li> <li>2. Energy analysis and modelling</li> <li>3. Business &amp; marketing skills</li> <li>4. Safety practices</li> </ol>	Plus verifiable knowledge of: <ol style="list-style-type: none"> <li>1. Local and national codes and regulations</li> <li>2. Building construction operations</li> <li>3. MEP system operations</li> <li>4. Energy analysis &amp; modelling</li> </ol>	Plus verifiable knowledge of: <ol style="list-style-type: none"> <li>1. Local and national codes and regulations</li> <li>2. Building construction</li> </ol>	Plus verifiable knowledge of: <ol style="list-style-type: none"> <li>1. local and national codes &amp; regulations</li> <li>2. Building Construction</li> </ol>



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	5. Business and marketing skills 6. Safety practices.	3. MEP system operations 4. Energy analysis and modelling 5. Business & marketing skills 6. Safety practices	3. MEP system operations 4. Energy analysis & modelling 5. Business & marketing skills 6. Safety practices
<b>AND</b>	<b>AND</b>	<b>AND</b>	<b>AND</b>
Minimum two years' supervisory experience in building systems design, building systems installation, building systems commissioning, building systems testing, systems operations or testing, adjusting and balancing.	Minimum four years' experience in performing building systems design, building systems installation, building systems commissioning, systems testing, systems operations or testing, adjusting and balancing.	Minimum four years' supervisory experience in building systems design, building systems installation, BSC, systems testing, systems operations or testing, adjusting and balancing.  <b><i>Eight years' total experience</i></b>	Minimum two years' experience in building systems design, building systems installation, building systems commissioning, systems testing, systems operations or testing, adjusting and balancing.
	<b>AND</b>		<b>AND</b>
	Minimum two years' supervisory experience in building systems design, building systems installation, building systems commissioning, building systems testing, systems operations or testing, adjusting and balancing.  <b><i>Six years' total experience.</i></b>		Minimum four years' supervisory experience in: building systems design, building systems installation, building systems commissioning, systems testing, systems operations or testing, adjusting and balancing.  <b><i>Ten years' total experience</i></b>

### Associated Certification Costs

The cost associated with the RCx-EB CP certification are as follows:

- ✓ NEBB Affiliated/Non-Affiliated non-refundable RCx-EB CP application fee: \$100.00
- ✓ NEBB RCx-EB CP Process Management Exam fee: \$350.00
- ✓ NEBB RCx-EB CP Technical Exam fee: \$450.00

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

Additional fees include:

- ✓ RCx-EB CP Certification: \$50.00
- ✓ RCx-EB CP Certificate: \$30.00

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## SOUND MEASUREMENT CERTIFIED PROFESSIONAL (SM CP) PRE-REQUISITE REQUIREMENTS

Candidates for the SM CP Individual Certification must:

- Meet the pre-requisite requirements in **one** of the following categories in the chart below
- Pass the Sound Measurement Written Exam
- Pass the Sound Measurement Practical exam
- The Written and Practical Exams may be taken in any order
- Candidate must pass all exams prior to being awarded certification

### Sound Measurement CP Pre-Requisite Eligibility Chart

Category A	Category B	Category C	Category D
Bachelor of Science Degree in Engineering from an accredited college or university	Associate Degree in Engineering Technology from an accredited community college	Minimum four years' experience in testing, adjusting and balancing	Minimum four years' HVAC system installation or service experience <b>OR</b> Successful completion of approved training session directly related to sound measurement
<b>AND</b>	<b>AND</b>	<b>AND</b>	<b>AND</b>
Minimum two years' supervisory experience in sound measurement	Minimum four years' supervisory experience in sound measurement	Minimum four years' supervisory experience in sound measurement	Minimum six years' experience in sound measurement with a minimum of four years' in supervisory position

### Associated Certification Costs

The cost associated with the SM CP certification are as follows:

- ✓ NEBB Affiliated/Non-Affiliated non-refundable SM CP application fee: \$100.00
- ✓ NEBB SM CP Written Exam fee: \$350.00
- ✓ NEBB SM CP Practical Exam fee: \$400.00

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

Additional fees include:

- ✓ SM CP Certification: \$50.00
- ✓ SM CP Certificate: \$30.00

Please email [certification@nebb.org](mailto:certification@nebb.org) for the Application for Candidacy and to obtain other pertinent information.



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## TESTING, ADJUSTING AND BALANCING CERTIFIED PROFESSIONAL (TAB CP) CERTIFICATION PRE-REQUISITE REQUIREMENTS

Candidates for the TAB CP Individual Certification must:

- a. Meet the pre-requisite requirements in **one** of the following categories listed in the chart below.
- b. Pass the TAB Written Exam
- c. Pass the two TAB online exams (Report Writing & Error Finding)
- d. Pass the TAB CP Practical exams (Air & Hydronics)
- e. The Written, Online and Practical Exams may be taken in any order
- f. Candidate must pass all exams prior to being awarded certification.

### TAB CP Pre-Requisite Eligibility Chart

Category A	Category B	Category C	Category D
Bachelor of Science Degree in Engineering from an accredited college or university  Plus verifiable experience in the following areas: 1. Developing and planning TAB work 2. Handling report preparation 3. Recommending corrective action for deficiencies during TAB process 4. Maintaining instruments and calibration program 5. Sequences of operation, control systems equipment and software 6. Knowledge of local codes and regulations 7. Knowledge of basic algebra	Associate Degree in Engineering Technology from an accredited community college  Plus verifiable experience in the following areas: 1. Developing and planning TAB work 2. Handling report preparation 3. Recommending corrective action for deficiencies during TAB process 4. Maintaining instruments and calibration program 5. Sequences of operation, control systems equipment and software 6. Knowledge of local codes and regulations 7. Knowledge of basic algebra	Minimum four years' experience in testing, adjusting and balancing  Plus verifiable experience in the following areas: 1. Developing and planning TAB work 2. Handling report preparation 3. Recommending corrective action for deficiencies during TAB process 4. Maintaining instruments and calibration program 5. Sequences of operation, control systems equipment and software 6. Knowledge of local codes and regulations 7. Knowledge of basic algebra	Minimum four years HVAC system installation or service experience  Plus verifiable experience in the following areas: 1. Developing and planning TAB work 2. Handling report preparation 3. Recommending corrective action for deficiencies during TAB process 4. Maintaining instruments and calibration program 5. Sequences of operation, control systems equipment and software 6. Knowledge of local codes and regulations 7. Knowledge of basic algebra
<b>AND</b>	<b>AND</b>	<b>AND</b>	<b>OR</b>



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Minimum two years' leadership experience in testing, adjusting and balancing	Minimum four years' leadership experience in testing, adjusting and balancing	Minimum four years' leadership experience in testing, adjusting and balancing	Attended approved training seminar directly related to testing, adjusting and balancing (Provide Certificate of Attendance)
			<b>AND</b>
			Minimum six years' experience in testing, adjusting and balancing with a minimum four of those years in a leadership position

### Associated Certification Costs

The cost associated with the TAB CP certification are as follows:

- ✓ NEBB Affiliated/Non-Affiliated non-refundable TAB CP application fee: \$100.00
- ✓ NEBB TAB CP Written Exam fee: \$500.00
- ✓ TAB CP Pre-Field Report and Error Finding Online Exams: \$325.00 each
- ✓ NEBB TAB CP Practical Exam: See below
  - i. TAB CP Practical Exams are offered via the Candidate's local chapter.
  - ii. Practical Exam Fees and exam dates are obtained from the Chapter Coordinator.
  - iii. Practical Exams are scheduled directly with the Chapter Coordinator.
  - iv. Visit [http://www.nebb.org/about/nebb\\_chapter\\_directory/](http://www.nebb.org/about/nebb_chapter_directory/) for Practical Exam sites and locations.

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

Additional fees include:

- ✓ TAB CP Certification: \$50.00
- ✓ TAB CP Certificate: \$30.00

Please email [certification@nebb.org](mailto:certification@nebb.org) for the Application for Candidacy and to obtain other pertinent information.



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### Vibration Measurement Certified Professional (VM CP) Pre-Requisite Requirements

Candidates for the VM CP Individual Certification must:

- Meet the pre-requisite requirements in **one** of the following categories listed in the chart below.
- Pass the Vibration Measurement Written Exam
- Pass the Vibration Measurement Practical Exam
- The Written and Practical Exams may be taken in any order
- Candidate must pass all exams prior to being awarded certification.

#### Vibration Measurement CP Pre-Requisite Eligibility Chart

Category A	Category B	Category C	Category D
Bachelor of Science Degree in Engineering from an accredited college or university	Associate Degree in Engineering Technology from an accredited community college	Minimum four years' experience in testing, adjusting and balancing	Minimum four years' HVAC system installation or service experience <b>OR</b> Successful completion of approved seminar directly related to vibration measurement
<b>AND</b>	<b>AND</b>	<b>AND</b>	<b>AND</b>
Minimum two years' supervisory experience in vibration measurement	Minimum four years' supervisory experience in vibration measurement	Minimum four years' supervisory experience in vibration measurement	Minimum six years' experience in vibration measurement with a minimum of four years in a supervisory position.

#### Associated Certification Costs

The cost associated with the VM CP certification are as follows:

- ✓ NEBB Affiliated/Non-Affiliated non-refundable VM CP application fee: \$100.00
- ✓ NEBB VM CP Written Exam fee: \$350.00
- ✓ NEBB VM Practical Exam fee: \$400.00

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

Additional fees include:

- ✓ VM CP Certification: \$50.00
- ✓ VM CP Certificate: \$30.00

Please email [certification@nebb.org](mailto:certification@nebb.org) for the Application for Candidacy and to obtain other pertinent information.



## NEBB® Certified Technician Certification Requirements

### Building Systems Commissioning Certified Technician (BSC CxCT) Pre-Requisite Requirements

Candidates for BSC CxCT Individual Certification must:

- a. Meet the pre-requisite requirements in **one** of the following categories listed in the chart below.
- b. Pass the BSC CxCT Written exam
- c. Candidate must pass all exams prior to being awarded certification.

**BSC CxCT Pre-Requisite Eligibility Chart**

Category A	Category B
High school diploma or GED equivalent  Competency in: <ol style="list-style-type: none"> <li>1. Preliminary BSC Procedures</li> <li>2. Basic BSC Measurements</li> <li>3. Building Systems Commissioning Procedures</li> <li>4. Completing BSC Forms and Reports</li> <li>5. Proper use, application, care of instruments used for BSC work</li> <li>6. Reading and interpreting prints and submittals</li> <li>7. Ability to identify deficiencies and other factors that prevent proper completion of BSC work</li> </ol>	High school diploma or GED equivalent  Competency in: <ol style="list-style-type: none"> <li>1. Preliminary BSC Procedures</li> <li>2. Basic BSC Measurements</li> <li>3. Building Systems Commissioning Procedures</li> <li>4. Completing BSC Forms and Reports</li> <li>5. Proper use, application, care of instruments used for BSC work</li> <li>6. Reading and interpreting prints and submittals</li> <li>7. Ability to identify deficiencies and other factors that prevent proper completion of BSC work</li> </ol>
<b>AND</b>	<b>AND</b>
Minimum four years' experience in: building systems design; building systems installation, building systems commissioning, building systems testing and operations, or testing, adjusting, balancing work	Minimum two years' building systems commissioning field test experience or NEBB TAB CT certification.

#### Associated Certification Costs

The cost associated with the BSC CxCT certification are as follows:

- ✓ NEBB Affiliated/Non-Affiliated non-refundable CxCT application fee: \$50.00
- ✓ NEBB CxCT Written Exam fee: \$225.00

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

Additional fees include:

- ✓ CxCT Certification: \$25.00
- ✓ CxCT Certificate: \$30.00

Please email [certification@nebb.org](mailto:certification@nebb.org) for the Application for Candidacy and to obtain other pertinent information.



**Cleanroom Performance Testing Certified Technician (CPT CT)  
 Pre-Requisite Requirements**

Candidates for CPT CT Individual Certification must:

- a. Meet the pre-requisite requirements in **one** of the following categories listed in the chart below
- b. Pass the CPT CT written examination
- c. Candidate must pass the certification exam prior to being awarded certification.

**CPT CT Pre-Requisite Eligibility Chart**

Category A	Category B	Category C
High School Diploma or GED equivalent	High School Diploma or GED equivalent	High School Diploma or GED equivalent
<b>AND</b>	<b>AND</b>	<b>AND</b>
Minimum 18 months' experience in cleanroom performance testing <b>OR</b> Minimum 6 months cleanroom performance testing experience	Minimum two years' experience in cleanroom performance testing <b>OR</b> Minimum one-year cleanroom performance testing experience	Minimum three years' experience in cleanroom performance testing <b>OR</b> Minimum two years' cleanroom performance testing experience
<b>AND</b>	<b>AND</b>	<b>AND</b>
Hold the NEBB Testing, Adjusting and Balancing Certified Technician (TAB CT) certification	Hold the NEBB Testing, Adjusting and Balancing Certified Technician (TAB CT) certification	Hold the NEBB Testing, Adjusting and Balancing Certified Technician (TAB CT) certification
<b>AND</b>	<b>AND</b>	<b>AND</b>
Successfully pass the NEBB® Study Course for Cleanroom Performance Testing	Successful completion of a minimum two-day seminar on cleanroom performance testing	Successfully pass the NEBB® Study Course for Cleanroom Performance Testing

**Associated Certification Costs**

The cost associated with the CPT CT certification are as follows:

- ✓ NEBB Affiliated/Non-Affiliated non-refundable CPT CT application fee: \$50.00
- ✓ NEBB CPT CT Written Exam fee: \$450.00

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

- ✓ CPT CT Certification: \$25.00
- ✓ CPT CT Certificate: \$30.00

Please email [certification@nebb.org](mailto:certification@nebb.org) for the Application for Candidacy and to obtain other pertinent information.



# National Environmental Balancing Bureau

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(301) 977-3698 • FAX (301) 977-9589



## Sound Measurement Certified Technician (SM CT) Pre-Requisite Requirements

Candidates for SM CT Individual Certification must:

- a. Meet the pre-requisite requirements in the category listed in the chart below
- b. Pass the Sound Measurement Certified Technician Written Exam
- c. Sound Measurement Certified Technician Practical Exam
- d. The Written and Practical Exams may be taken in any order
- e. Candidate must pass all exams prior to being awarded certification.

### Sound Measurement CT Pre-Requisite Eligibility Chart

<b>Category A</b>
High School Diploma or GED equivalent
<b>AND</b>
Minimum two years' experience with a sound testing firm
<b>AND</b>
Successful completion of an industry seminar related to sound measurement testing

### Associated Certification Costs

The cost associated with the SM CT certification are as follows:

- ✓ NEBB Affiliated/Non-Affiliated non-refundable SM CT application fee: \$50.00
- ✓ SM CT Written Exam fee: \$350.00
- ✓ SM CT Practical Exam fee: \$400.00

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

Additional fees include:

- ✓ SM CT Certification: \$25.00
- ✓ SM CT Certificate: \$30.00

Please email [certification@nebb.org](mailto:certification@nebb.org) for the Application for Candidacy and to obtain other pertinent information.



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## Testing, Adjusting and Balancing Certified Technician (TAB CT) Individual Certification Pre-Requisite Requirements

Candidates for the TAB CT Individual Certification must:

- a. Meet all the pre-requisite requirements in **one** of the following categories listed in the chart below
- b. Pass the TAB Certified Technician Written Exam
- c. Candidate must pass the exam prior to being awarded certification

**TAB CT Pre-Requisite Eligibility Chart**

Category A	Category B	Category C
High School Diploma or GED equivalent  Including: 1. Complete knowledge and understanding of Algebra 2. Knowledge of local codes and regulations 3. Preliminary TAB Procedures 4. Basic TAB measurements 5. Air & Hydronic Systems TAB Procedures 6. Completing TAB forms and reports 7. Proper use, application and care of instruments used for TAB work 8. Reading and interpreting prints & submittals 9. Identify deficiencies and other factors that prevent proper completion of TAB work	High School Diploma or GED equivalent  Including: 1. Complete knowledge and understanding of Algebra 2. Knowledge of local codes and regulations 3. Preliminary TAB Procedures 4. Basic TAB measurements 5. Air & Hydronic Systems TAB Procedures 6. Completing TAB forms and reports 7. Proper use, application and care of instruments used for TAB work 8. Reading and interpreting prints & submittals 9. Identify deficiencies and other factors that prevent proper completion of TAB work	High School Diploma or GED equivalent  Including: 1. Complete knowledge and understanding of Algebra 2. Knowledge of local codes and regulations 3. Preliminary TAB Procedures 4. Basic TAB measurements 5. Air & Hydronic Systems TAB Procedures 6. Completing TAB forms and reports 7. Proper use, application and care of instruments used for TAB work 8. Reading and interpreting prints & submittals 9. Identify deficiencies and other factors that prevent proper completion of TAB work
<b>AND</b>	<b>AND</b>	<b>AND</b>
Minimum four years' (1000 hours minimum per year) documented testing, adjusting and balancing fieldwork	Minimum two years' (1000 hours minimum per year) testing, adjusting and balancing fieldwork	Minimum two years' (1000 hours minimum per year) testing, adjusting and balancing fieldwork
<b>AND</b>	<b>AND</b>	<b>AND</b>
	Successful completion of the NEBB® TAB Technician Course (provide Certificate of Attendance)	Successful completion of a training program equivalent to NEBB®'s TAB Technician Home Study Course. (Provide Certificate of Attendance)





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### Associated Certification Costs

The cost associated with the TAB CT certification are as follows:

- ✓ NEBB Affiliated/Non-Affiliated non-refundable TAB CT application fee: \$50.00
- ✓ TAB CT Written Exam fee: \$225.00

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

Additional fees include:

- ✓ TAB CT Certification: \$25.00
- ✓ TAB CT Certificate: \$30.00

Please email [certification@nebb.org](mailto:certification@nebb.org) for the Application for Candidacy and to obtain other pertinent information.

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### Vibration Measurement Certified Technician (VM CT) Pre-Requisite Requirements

Candidates for Individual Certification must:

- a. Meet the pre-requisite requirements in the category listed in the chart below.
- b. Pass the Vibration Measurement Certified Technician Written exam
- c. Pass the Vibration Measurement Certified Technician Practical Examination
- d. The Written and Practical Exams may be taken in any order
- e. Candidate must pass all exams prior to being awarded certification.

#### Vibration Measurement CT Pre-Requisite Eligibility Chart

<b>Category A</b>
High School Diploma or GED equivalent
<b>AND</b>
Minimum two (2) years of experience with a vibration testing firm
<b>AND</b>
Successful completion of an industry seminar directly related to Vibration Measurement Testing

### Associated Certification Costs

The cost associated with the VM CT certification are as follows:

- ✓ NEBB Affiliated/Non-Affiliated non-refundable VM CT application fee: \$50.00
- ✓ VM CT Written Exam fee: \$350.00
- ✓ VM CT Practical Exam fee: \$400.00

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

- ✓ VM CT Certification: \$25.00
- ✓ VM CT Certificate: \$30.00

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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 Individual Certification to ensure that the requirements remain current and are appropriate for the Individual 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.