



CERTIFIED PROFESSIONAL (CP) CEC RE-CERTIFICATION SUBMISSION POLICY

1. **Recertification Process:** Annual certification fees are paid yearly; submission of required CECs is done every two years. Payment must be received and/or CECs uploaded to Certelligence on or before December 31 to avoid late fee charges compounded monthly from January through March.
2. NEBB CPs must obtain 12 continuing education credits (CECs) within their current two-year cycle. A minimum of 6 of the 12 CECs must be from NEBB events. See chart below for complete details.
 - a. **CPs can submit 6 CECs every year or 12 CECs every two years.**
2. CECs exceeding the 12 CEC requirement within a two-year cycle cannot carry over into the 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. CEC Verification Documentation for each category must be uploaded to the Certificant's online personal profile in Certelligence on or before December 31. See Documentation Column below for complete details.
5. **Certificants outside 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.

Category	Eligible Events	Eligible CECs	Documentation
Category 1 Live or Online Education Events (NEBB & Non-NEBB) <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 Recertification meetings or Union-sponsored training; pre-approved events from other industry-related professional organizations	Up to 6.5 CECs per full day	Live: Upload Certificate of Completion or Proof of Attendance with course title, hours, dates, and location listed Webinars: Submit screen shot of title and ending slide in pdf 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>	Courses 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	Upload 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	Upload 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	Upload 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: Upload 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	Upload formal letter outlining and verifying volunteer activity and dates of service

Procedure for Uploading Individual CECs & Validation Paperwork to Certelligence

All NEBB Certificants are required to upload CEC verification documentation for each event attended to their personal profile located in NEBB's online database system, Certelligence. The steps are as follows:

1. Log in using the user name and password that you received from support@nebb.org
 - a. If you have not received an email with your login details, please contact certification@nebb.org and you will be sent an email to access your personal profile.
 2. Once in your Certelligence personal profile, click on the "Individual Recertification" tab located on the left-hand side of the page.
 3. **If you have not begun the CEC upload process:**
 - a. Select the correct certification "box:"
 - i. CP = Certified Professional
 - ii. CT = Certified Technician
 - iii. CxPP = Commissioning Process Professional
 - b. Click "Create New Application"
 4. **If you have previously BEGUN the uploading process, and your submission is pending**, click on the blue "details" button to go back into your submission.
 5. Reminder:
 - a. **12 CECs are required for Certified Professionals, 6 CECs for Certified Technicians, 34 for CxPPs**
 - b. Submit the CEC's in the correct category which you access via the drop-down menu in each category
 - c. **Compile all supporting validation documentation per CEC Policy Requirements; see "Documentation" on CEC Submission Form** http://www.nebb.org/certified/continuing_education_credits_cecs/
 - d. Enter the correct CEC details AND upload the appropriate verification documentation for EACH category in which you are submitting.
 - i. Once you have uploaded all CEC Details go to step 6.
 6. **Click on "Arbitration."** Download the form, sign, scan and upload it to your personal profile.
 7. **Click on "Code of Ethics."** Download the form, sign, scan and upload it to your personal profile.
 8. **Click on "Status/Review."**
 - a. At this point, the Certificant should see all **"green check marks (ticks)."**
 - b. If there are **red crosses**, that means something is missing from the CEC submission.
 - c. The Certificant must go back to rectify the issue or contact certification@nebb.org if there are questions.
 9. When the Certificant sees all **green check marks / ticks** by their submission, a new "Submit" tab will appear below "Status/Review."
 - a. **Click the Submit button to move the CEC submission to "Staff Review."**
 - i. When the CEC submission is in "Staff Review," it means the Certificant's submission is in the system and ready to be reviewed; Staff Review can take up to two weeks to process.
 10. **Status Submission**
 - a. Certificants can check on their submission every few days.
 - i. The status will either read "Complete" or "Need More Information."
 - b. **If the Status Submission shows "Complete," there is nothing more the Certificant must do aside from paying their Individual annual certification fee.**
 - i. (US \$50 for a CP/ CxPP or US \$25 for a CT, paid via the online portal)
 - ii. Once the Certificant's submission is completed and the certification fee is paid, the Certificant will be issued their new recertification certificate.
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- c. If the Status Submission shows “Need more information,” the Certificant return to their submission and review the comments.
 - i. The Comments will advise as to what needs to be done.
 - ii. Once the Certificant has added the extra information, press “Resubmit.”
 - iii. If the review comments are not clear, please contact certification@nebb.org so the Certification Staff can review and advise as to what is still required.

11. Until the Certificant clicks “Submit” the CEC Submission will not come through the Certelligence system for review and cannot be completed.

- a. **If the status of the submission is “pending,” the process has not been completed.**

When recertifying, the CP, CT or CxPP agrees to:

- a. Be familiar with all Certification Program Policies, Procedures, Requirements and Rules
- b. Comply with and uphold all policies, procedures, guidelines, and requirements of the certification program
- c. Use the designation as authorized and only in the approved manner
- d. Acknowledge that the certificate and marks are the property of their respective owners
- e. Return the certificate and discontinue use of the designation and marks when required to do so.
- f. Provide accurate and complete information to NEBB concerning certification and recertification.
- g. Keep confidential all NEBB examination information; including preventing unauthorized disclosures of exam information.
- h. Cooperate with NEBB and the Certification Board regarding matters related to the Code of Ethics and complaint and/or disciplinary investigations.
- i. Accept responsibility for maintaining the credential through recertification and continuously uphold the Code of Ethics.

Professional Performance

- a. Recognize the limitations of one’s professional ability (based on education, knowledge, skills, experience, etc.) and provide services only when qualified to do so.
- b. Properly use professional titles, degrees and all credentials and provide accurate and truthful information regarding education, experience, qualifications, and the performance of services.
- c. Disclose any conflicts of interest or potential conflicts of interest and avoid conduct that could cause a conflict.

Questions? Contact certification@nebb.org
