



Commissioning Process Professionals (CxPP) 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 by December 31 to avoid late fee charges compounded monthly from January through March.
2. NEBB CxPPs must obtain thirty-four (34) CECs within their current two-year certification cycle.
 - a. **CxPPs must acquire 16 CECs from Mandatory Requirements and 18 CECs from Qualifying Requirements Categories.**
 - b. CECs exceeding the 34 CEC requirement within a two-year cycle cannot “carry over” into the next certification cycle.
3. CxPPs holding multiple certifications 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 by December 31. See Documentation Column below for complete details.
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.

MANDATORY	ELIGIBLE EVENTS CATEGORY	CEC REQUIREMENTS	DOCUMENTATION
Live or Online Education Events <i>(NEBB & Non-NEBB)</i>	Annual Conference Chapter Recertification Seminars	1 CEC per 1 hour of attendance	Live: Submit Certificate of Completion with course title, hours, dates, and location listed NEBBinars: Submit screen shot of title slide and ending slide in pdf form to Certelligence.
	Discipline Seminars, Workshops	1 CEC per 1 hour of attendance	
	NEBBinars ASHRAE/NEBB Webinars and on-line Training Programs	1 CEC per 1 online hour CECs as assigned/Submit Certificate of Completion	
Up to 16 CECs can be submitted from the Mandatory Requirements category per one-year cycle. <i>Must be combined with 18 CECs from Qualifying Recertification Options below.</i>	College Courses whether traditional or online. Specialty courses pertaining to building science, project management, construction, business, HVAC, OSHA, any course related specifically to building science, commissioning or retro-commissioning.	10 CECs per 1 college credit	Submit transcripts, Certificate of Attendance or Completion with course dates, location and hours listed
QUALIFYING	ELIGIBLE EVENTS CATEGORY	CEC REQUIREMENTS	DOCUMENTATION
Live or Online Education Events <i>(NEBB & Non-NEBB)</i>	Annual Conference, Workshop, Chapter Recertification Seminar.	1 CEC per hour of attendance	Live: Submit Certificate of Completion with course title, hours, dates, and location listed Webinars: Submit screen shot of title slide and ending slide with CEC form
	Webinars, online or in-person training programs: attendee or presenter	1 CEC per hour of attendance	
Up to 18 CECs can be submitted from the Mandatory Requirements category per one-year cycle. <i>Must be combined with 16 CECs from Mandatory Category Requirements above.</i>	College Courses, whether traditional or online. Specialty courses pertaining to building science, project management, construction, business, HVAC, OSHA, any course related specifically to building science, commissioning or retro-commissioning.	10 CECs per 1 college credit	Submit transcripts, Certificate of Attendance or Completion with course dates identified
	Certification Test Development: contributing to the development of the CxPP exam by participating as a Subject Matter Expert in the following test development activities: job-task analysis study; item writing workshops; item review and/or passing score studies	2 CECs per 1 hour of participation, up to 18 CECs.	Submit formal letter from NEBB outlining and verifying volunteer activity and dates of service

	Presenter or Co-Presenter at Conference, webinars or in-person training	2 CECs per hour as presenter for the first presentation, then 1 CEC per hour for subsequent equivalent presentations	Speaking: Submit Letter from Sponsor session date, location and presentation title
QUALIFYING	ELIGIBLE EVENTS CATEGORY	CEC REQUIREMENTS	DOCUMENTATION
	Published Technical Writings in a peer-reviewed industry publication related to design, construction, testing and commissioning, code enforcement and operations.	5 CECs per article, up to 18 CECs	Article: Submit copy of published piece with publication date
	Regulatory Work, development or maintenance of regulatory standards; providing testimony, official review, and/or appointment as a committee member; regulatory compliance analysis and support lent to legislation/regulation for support of building commissioning professionals (not lobbying).	1 CEC per 1 hour of participation, up to 4 CECs	Submit document regulatory involvement. Formal letter from NEBB outlining and verifying volunteer activity and dates of service.
	Re-Test, meeting the current qualifications for and pass the CxPP certification exam	18 CECs	Exam verified by NEBB's Certification Manager.
	Team Member in Commissioning Project, participating on a commissioning project of a non-residential new or existing building	18 CECs	Submit letter from Employer verifying involvement.

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.
- 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