Certification Process: NEBB BET CP

Those pursuing the BET CP certification who want to take the Written exam on Exam Day after the seminar must be approved Candidates before attending the seminar.

The first step in the certification process is to ensure the Applicant has met all the pre-requisite / eligibility requirements for the certification before completing the Application for Candidacy and submitting for staff review.

To view the current pre-requisite / eligibility requirements visit http://www.nebb.org/assets/1/7/2019_NEBB_Individual_Certification_Pre-Req_-_Eligibility_Policy_120_-_UPDATED-11.2.18_-_for_web.pdf

To obtain the BET CP certification information packet, email certification@nebb.org. Packet includes: Application for Candidacy, Candidate Handbook Appendix, related documents and application fee payment instructions.

Applicants: Deadline for receipt of BET CP Applications for Candidacy:
For March 2020: Monday, March 16, 2020
Staff approval process takes up to two weeks.
Applications sent past the deadline will not be accepted.

Deadline for Application for Candidacy:
March 16, 2020
Once approved, the Applicant becomes an official certification Candidate and will receive email instructions to register and pay for the BET CP paper-based written exams. All exams must be paid for prior to sitting for the exam.

**BET CP Certification Fees**

1. Associated certification costs:
   a. NEBB BET CP Application fee: $100 (non-refundable)
   b. NEBB BET CP Exam fee: $500
   a. All exam-related fees are final but can be transferred.

2. Once the Candidate passes the exam, s/he is required to complete the Application for Certification. Additional fees include:
   a. BET CP Certification: $50
   b. BET CP Certificate: $30

3. **Processing of the Application for Certification can take up to 30 days.**
   a. A Candidate is not officially certified until s/he receives their official certification number and official NEBB certification certificate from NEBB.

**Exam Scheduling**

Candidates have two options to take the BET CP Written exam.

1. The Written exam can be taken in paper-based form on Exam Day after the seminar.
   a. Scoring and processing of paper-based exams require additional processing time, up to two weeks.

2. The Written exam can be scheduled at a local Kryterion Testing Center after the seminar.
   a. Exam results are obtained immediately upon completion of the online exam.

3. Whether a Candidate takes a paper-based or online exam, in advance of taking the exam, Candidates are required to create a profile in Kryterion, NEBB’s Exam Delivery Provider.
   a. Instructions on the registration and payment process will be emailed.
   b. All exams must be paid for prior to taking the exam.

4. **Complete exam details are in the Certification Candidate Handbook Appendix. If the Candidate requires an additional copy of the BoK, contact certification@nebb.org.**

**Recommended Self-Study**

Success with certification comes with dedicated self-study and preparation.

NEBB recommends that BET CP Candidates refer to the Body of Knowledge and Recommended Reading List found in the specific Candidate Handbook Appendix and begin the self-study process well in advance of sitting for the exam.

To order publications, visit [http://www.nebb.org/resources/publications_NEBB/](http://www.nebb.org/resources/publications_NEBB/) or call 301.591.0488.