

Certification Process: NEBB BSC CP

Those pursuing the BSC CP certification who want to take the two written exams on Exam Day after the seminar, **must** be approved certification 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 review.

To view the 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 BSC 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 BSC CP Application for Candidacy:
For November 2019: Monday, October 21, 2019
Staff approval process takes up to two weeks.
Applications sent past the deadline will not be accepted.

**Deadline for Application
for Candidacy: October
21, 2019**





Once approved, the Applicant becomes an official certification Candidate and will receive email instructions to pay for the BSC CP paper-based written exams.

BSC CP Certification Fees

1. Associated certification costs:
 - a. NEBB BSC CP Application fee: \$100 (non-refundable)
 - b. NEBB BSC CP Procedural Standards Exam Fee: \$350
 - c. NEBB BSC CP Technical Exam Fee: \$450
 - d. All exam-related fees are final but can be transferred.

2. Once the Candidate passes all required exams, s/he must complete the Application for Certification. Additional fees include:
 - a. BSC CP certification: \$50
 - b. BSC 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 BSC CP Written exams.

1. Written exams 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. Written exams can be scheduled at a local Kryterion center after the seminar.
 - a. Exam results are obtained immediately upon completion of the online exam.

3. Regardless of 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 profile creation process will be sent.
 - 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 BSC CP Candidates refer to the Recommended Reading List found in the Candidate Handbook Appendix and begin the self-study process well in advance of sitting for the exam(s).

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

