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 July 2020: Tuesday, July 7, 2020
Staff approval process takes up to two weeks.
Applications sent past the deadline will not be accepted.

Deadline for Application for Candidacy: July 7, 2020
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.