

Certification Process: NEBB CPT CP or CT

Those pursuing the CPT CP or CPT CT certification and who want to take the Written exams on Exam Day after the seminar, **must** be an approved certification Candidate 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 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 CPT CP or CPT CT 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 CPT CP or CPT CT Applications for Candidacy:
For March 2020: Monday, February 24, 2020
Staff approval process takes up to two weeks.
Applications sent past the deadline will not be accepted.**

**Deadline for Application for Candidacy:
March Exam: February 24, 2020**





Once approved, the Applicant becomes an official certification Candidate and will receive email instructions to pay for the CPT CP or CPT CT paper-based written exams. All exams must be paid for prior to sitting for the exam.

CPT CT Certification Fees

1. Associated certification costs:
 - a. CPT CT Application for Candidacy Fee \$50 (non-refundable)
 - b. CPT CT Written Exam Fee: \$450
 - c. 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. CPT CT Application for Certification Fee: \$25
 - b. CPT CT Certificate Fee: \$30

CPT CP Certification Fees

1. Associated certification costs:
 - a. CPT CP Application for Candidacy Fee: \$100 (non-refundable)
 - b. CPT CP Written Exam Fee: \$350
 - c. CPT CP Practical Exam Fee: \$800
 - a. 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:
 1. CPT CP Application for Certification Fee: \$50
 2. CPT CP Certificate Fee: \$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 certification certificate from NEBB.**

Exam Scheduling

Candidates have two options to take the CPT CP or CPT CT 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.**
5. **CPT CP Practical Exam**
 - a. The CPT CP Practical Exam can only be taken on Exam Day, after the seminar, or scheduled at NEBB Tec. Contact certification@nebb.org for more details.

Recommended Self-Study

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

NEBB recommends that CPT CP and CPT CT Candidates refer to the Recommended Reading List found in the specific Candidate Handbook Appendices 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.

