Certification Process: NEBB FHT CP

Those pursuing the FHT 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 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 FHT 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 FHT CP Applications for Candidacy:
For June 2020: Monday, May 11, 2020
For November 2020: Monday, October 12, 2020
Staff approval process takes up to two weeks. Applications sent past the deadline will not be accepted.
Once approved, the Applicant becomes an official certification Candidate and will receive email instructions to pay for the FHT CP paper-based written exam. All exams must be paid for prior to sitting for the exam.

**FHT CP Certification Fees**

1. **Associated certification costs:**
   a. FHT CP Application for Candidacy Fee: $100 (non-refundable)
   b. FHT CP Written Exam Fee: $400
   c. FHT CP Practical Exam Fee: $600
   d. FHT CP Report/Error Finding Exam: $200
   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. FHT CP Application for Certification Fee: $50
   b. FHT 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 NEBB certification certificate from NEBB.*

**Exam Scheduling**

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

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. 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. **Practical Exam Schedule (Important)**
   a. NEBB will publish the Practical Exam Schedule once the exam minimum attendance is reached.
   b. *Prior to booking travel, Candidates must confirm their Practical Exam Schedule time, as completion will occur based on confirmed seminar reservation.*
   c. Instruments for the practical exams will be provided; however, if a Candidate currently possess an instrument that meets the requirements of the NEBB FHT *Procedural Standard* and is calibrated, they are encouraged to bring it to the seminar for their use.

5. **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 FHT 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(s).

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