

# 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](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](mailto: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.**

**Deadline for Application for Candidacy:**

**June Exam: May 11, 2020**

**November Exam: October 12, 2020**





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 in order of 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](mailto:certification@nebb.org).**



8575 Grovemont Circle, Gaithersburg, Maryland 20877

Phone: 301.977.3698 | Fax: 301.977.9589 | Email: [certification@nebb.org](mailto: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/](http://www.nebb.org/resources/publications_NEBB/) or call 301.591.0488.

