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## NEBB Procedure for Uploading Individual CECs

All NEBB certified individuals are required to upload CEC verification documentation to their online profile located in NEBB's online database system, Certelligence.

The steps are as follows:

1. Log in using the user name and password that you received from [support@nebb.org](mailto:support@nebb.org). If you have not received an email with your login details, please contact [certification@nebb.org](mailto:certification@nebb.org) and you will be sent an email to access your personal profile.
2. Once in your Certelligence personal profile, click on the **Individual Recertification** tab located on the left-hand side.
3. If you have not begun the CEC upload process:
  - a) Select the correct certification box:
    - I. CP = Certified Professional
    - II. CT = Certified Technician
    - III. CxPP = Commissioning Process Professional
  - b) Click **Create New Application**
4. If you have previously BEGUN the uploading process, and your submission is **PENDING**, click on the blue **DETAILS** button to go back into your submission.
5. Enter the correct CEC details AND upload the appropriate verification documentation for EACH category in which you are submitting.
6. Click on **Arbitration**. Download the form, sign, scan and upload.
7. Click on **Code of Ethics**. Download the form, sign, scan and upload.
8. Click on **Status/Review**.
  - a) At this point, you should see all **green check marks**.
  - b) If there are red crosses, that means something is missing from the CEC submission.
  - c) You must go back to rectify the issue or contact [certification@nebb.org](mailto:certification@nebb.org) if there are questions.
9. When you see all **green check marks**, the **SUBMIT** tab will appear below **Status/Review**.
  - a) Click the **SUBMIT** button to move the CEC submission to Staff Review.
10. Individuals can check on their submission every few days. The status will either read **Complete** or **Need More Information**.
  - a) If the Status Submission shows **Complete**, there is nothing more the Individual must do aside from paying their Individual annual certification fee.

- b) US \$50 for a CP or US \$25 for a CT, for each discipline, paid via the online portal
  - c) Once the Individual's submission is completed and the certification fee is paid, the Individual will be issued a link to print the new certificate.
  - d) If the Status Submission shows **Need More Information**, the Individual must return to their submission and review the comments.
  - e) The Comments will advise as to what needs to be done. Once the Individual has added the extra information, press **SUBMIT**.
  - f) If the review comments are not clear, please contact [certification@nebb.org](mailto:certification@nebb.org) so the Certification Staff can review and advise as to what is still required.
11. **Until the Individual clicks **SUBMIT** the CEC Submission will not come through the Certelligence system for review and cannot be completed. If the status of the submission is **PENDING**, the process has not been completed.**