



NEBB Certified Professional (CP) CEC Submission Policy

NEBB Certified Professionals are required to submit 12 hours of continuing education credits, every two years, in addition to paying annual fees, to maintain their certification(s) by December 31.

- An individual can upload their CECs anytime for their two-year cycle, but will be able submit to NEBB on August 1, xxxx.
- A minimum of 6 of the 12 CECs must be from NEBB sponsored events.
- CPs can submit 6 CECs every year or 12 CECs every two years.
- CECs cannot be carried over into the next certification cycle.
 - CEC verification documentation must be uploaded to the individual's online profile in Certelligence on or before December 31, xxxx. Acceptable verification documentation includes a certificate of attendance, letter of attendance, transcripts, course details (including dates, times and content), and formal letter of completion.
- CECs earned after the December 31, xxxx deadline will not be accepted for that cycle. Please make sure to earn your CECs within your two-year cycle to be accepted.

Individuals requesting OTHER for Non-NEBB submissions:

- Individuals can submit a pre-approval request on behalf of themselves to the NEBB Executive Vice President for non-NEBB alternative industry training taken. Contact certification@nebb.org for more details.
- Certificants will be notified regarding acceptance or denial of pre-approved submissions within two weeks of their submission.

Examples of acceptable NEBB CECs:

- NEBB Annual Conference
- Chapter Recertification Seminar
- NEBB Discipline Seminars
- ASHRAE e-Learning Courses
- NEBB Webinars
- New NEBB Certifications

Examples of non-NEBB CECs that require prior approval:

- Events from other industry-related professional organizations
- Leadership and Governance (NEBB committee and Leadership participation)
- Speaking/Articles/Technical Writings
- Trade Organization Sponsored Training

NEBB CxPP CEC Submission Policy

NEBB CxPP Certified Professionals are required to submit 34 hours of continuing education credits, every two years, in addition to paying annual fees, to maintain their certification(s) by December 31.

- An individual can upload their CECs anytime for their two-year cycle, but will be able to submit to NEBB on August 1, xxxx.
- 16 of the 34 CECs must be from NEBB Mandatory Category.
- 18 of the 34 CECs must be from the Qualify Category
- CECs cannot be carried over into the next certification cycle.
 - CEC verification documentation must be uploaded to the individual's online profile in Certelligence on or before December 31, xxxx. Acceptable verification documentation includes a certificate of attendance, letter of attendance, transcripts, course details (including dates, times and content), and formal letter of completion.
- CECs earned after the December 31, xxxx deadline will not be accepted for that cycle. Please make sure to earn your CECs within your two-year cycle to be accepted.

Examples of acceptable NEBB Mandatory CECs (16):

- NEBB Annual Conference
- Chapter Recertification Seminar
- NEBB Discipline Seminars
- ASHRAE e-Learning Courses
- NEBB Webinars
- College specialty course pertaining to building science, project management, construction, HVAC, OSHA and any course related to commissioning and retro-commissioning

Examples of acceptable NEBB Qualifying CECs (18):

- NEBB Annual Conference
- Chapter Recertification Seminar
- College specialty course pertaining to building science, project management, construction, HVAC, OSHA and any course related to commissioning and retro-commissioning
- Published Technical Writing in a peer-reviewed industry publication related to design, construction, testing and commissioning, code enforcement and operations.
- Regulatory Work, development or maintenance of regulatory standards; providing testimony, official review, and/or appointment as a committee member; regulatory compliance analysis and support lent to legislation/regulation for support of building commissioning professionals (not lobbying).
- Team Member in Commissioning Project, participating on a commissioning project of a nonresidential new or existing building