Introduction


NEBB personnel certification programs are designed to recognize individuals who have demonstrated the experience, knowledge, and skills necessary to provide competent testing and tuning of building systems as defined for each discipline. Certified Professionals understand the standards and specifications for work in their discipline, are qualified in the proper methods and procedures for their discipline, and understand how to use properly calibrated equipment to establish, accurately measure, and verify building systems performance. Certified Professionals represent their firms in matters related to their discipline in order to provide accurate and reliable reporting.

Commissioning Process Certification (CxPP)

An Individual certified as a Commissioning Process Professional (CxPP) is someone who leads, plans, coordinates and manages a commissioning team to implement commissioning processes in new and existing buildings. CxPP certificants meet a combination of education and experience requirements and demonstrate their knowledge of process commissioning by passing the CxPP examination.

NEBB Certification Board

The NEBB Certification Board independently oversees all NEBB certification programs and is responsible for essential decisions related to certification standards, policies, and procedures.

The Certification Board is committed to the development and delivery of certification programs that are fair, impartial, and hold all individuals to the same standard. The Certification Board develops and implements policies that are applied consistently for all applicants, candidates and certificants. NEBB and the Certification Board are committed to ensuring that all certification activities are conducted with impartiality, independent of any undue influence or conflict of interest.
Section 1: Applying for Certification

What is Certification?
The NEBB Commissioning Process Professional Certification (CxPP) program is designed to recognize individuals who have demonstrated the experience, knowledge and skills necessary to provide competent testing of building systems.

Benefits of Certification
NEBB personnel certifications provide building owners, architects, and engineers a reliable basis for acquiring building systems commissioning services.

The CxPP certification assists federal agencies, and contractors serving them, in the successful implementation of the Federal Buildings Personnel Training Act. Federal agencies like the DOE and other governmental jurisdictions use this certification as their criteria for identifying qualified contractors to perform process commissioning on federal, state, county, or municipal buildings.

CxPP Eligibility Requirements
Applicants for the Commissioning Process Professional (CxPP) certification must submit the following Mandatory and Education & Experience requirements with their Application for Candidacy:

A. Mandatory Requirements: Participate in a minimum of three commissioning projects. The projects may not include one and two family residential buildings. Over the projects, the applicant must have participated in each of the following activities:

- Development of an OPR/CFR
- Develop commissioning plan
- Review of a design
- Perform field verification
- Oversee performance testing
- Correction of deficiencies
- Training
- Prepare commissioning report

Meet Pre-requisite Requirements
Submit Application for Candidacy
Prepare for the Exam
Pass the Exam
Complete Final Certification Paperwork
Display your Credential
Meet Recertification Requirements
B. **Education and Experience Requirements:** In addition to meeting the Mandatory Requirements, applicants for the CxPP certification must meet these minimum education and experience requirements.

<table>
<thead>
<tr>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
<th>Category D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed Architect or Professional Engineer</td>
<td>Bachelor’s Degree in building sciences* or equivalent military training/experience</td>
<td>Associate/Technical/Vocational 2-year degree, non-building sciences bachelor’s degree, or equivalent military training/experience</td>
<td>High school diploma or GED</td>
</tr>
<tr>
<td><strong>AND</strong></td>
<td><strong>AND</strong></td>
<td><strong>AND</strong></td>
<td><strong>AND</strong></td>
</tr>
<tr>
<td>3 years commissioning experience</td>
<td>5 years commissioning experience</td>
<td>8 years building industry experience</td>
<td>10 years building industry experience**, with 5 of those years in commissioning experience</td>
</tr>
</tbody>
</table>

*Building science education* is defined as mechanical engineering, electrical engineering, construction science, construction management, architecture and other majors/fields of study designed to train people for careers in the building industry.

**Building industry experience** is defined as design, construction, testing and commissioning, code enforcement and operations.

C. Pass the CxPP certification examination.

---

**NEBB Disclosures**

To achieve certification, applicants must meet all of the eligibility requirements and pass the required examination. Affiliation with NEBB, or membership in any other organization, is not a requirement for certification.

Education or training provided by NEBB is not a requirement for certification. The Certification Board does not approve, recommend, or endorse any educational programs offered by any organization to prepare individuals for the certification examinations.

**Eligibility Appeals**

Applicants who have submitted a completed application and who are notified that they do not meet the eligibility requirements may appeal this decision by emailing a written notice of the appeal to the Director of Certification at certification@nebb.org within
30 days of the adverse eligibility decision. Appeals that cannot be resolved to the applicant’s satisfaction will be forwarded by the Director of Certification to the Certification Board for review along with any relevant information from the initial review of the application. Written notice of the final decision will be sent to the applicant within 30 days of receipt by the Certification Board. The decision of the Certification Board is final.

Application Requirements

How to Apply
To apply for the CxPP certification, contact certification@nebb.org for a complete CxPP certification information packet. Applications for Candidacy must be approved and all pre-requisite requirements met before the application is approved in order to be an official certification Candidate.

Application Processing
The information provided on the Application for Candidacy and supporting documentation will be used to determine eligibility. The application form and all supporting documentation must be submitted in accordance with the application instructions provided to you by contacting certification@nebb.org. Note: Please retain a copy of all submitted materials for your files.

You will receive an email confirmation when your application is received. After initial review of the application materials, you will be notified that either your application is (1) complete and approved or (2) incomplete and requires additional information or documentation. At the time of application submission, payment of the administrative fee is required for the application to be considered complete.

Once your application is approved, you will receive another email confirmation verifying your acceptance into the certification program.

Confirmations, notifications, examination scheduling instructions and other important notifications will be sent to the email address indicated on the Application for Candidacy form. Your Application for Candidacy must be approved prior to scheduling an exam.

NEBB reserves the right to verify any information submitted with an application and to request further information or documentation from the applicant as needed.

Scheduling an Exam
The CxPP exam is offered on demand at more than 350 test centers within the United States and more than 700 test centers worldwide. Specific examination locations are listed at www.kryteriononline.com/host_locations.

Cancellations, Rescheduling & Refunds
Applications: To withdraw an application, the request must be received in writing to certification@nebb.org. The application fee, less an administrative fee, will be returned in full.

Examinations: Requests to reschedule an exam must be received in writing and emailed no later than three (3) days prior to the scheduled examination date. No refunds will be made for examinations cancelled after the deadline.
Exam Fees
Current exam fees are outlined in NEBB’s Certification Board’s Eligibility Policy located on NEBB’s website:
http://www.nebb.org/1/7/NEBB_Personnel_Individual_Certification_Eligibility_Policy_112_3.9.17.pdf or by contacting certification@nebb.org.
Section 2: Preparing for the CxPP Exam

How Exams Are Developed and Maintained

In accordance with the BBWG Certification Scheme, NEBB develops, maintains and administers examinations in accordance with ISO/IEC 17024:2012 accreditation requirements.

The CxPP exam is designed to assess the knowledge, skills, and abilities required for certification. The content of the exam is based on a Job Task Analysis (JTA) conducted by the U.S. Department of Energy, in consultation with the U.S. Department of Labor Office of Apprenticeship; the U.S. Department of Education Office of Vocational and Adult Education; and the GSA Office of Federal High Performance Green Buildings.

The Certification Board selects qualified Subject Matter Experts (SMEs) to participate in exam development activities. SMEs are selected based on their demonstrated expertise and participate throughout the exam development process. All exam questions are linked to the content outline. Questions are developed and reviewed by trained SMEs. Each exam question undergoes multiple rounds of review prior to being used on the exam. The Certification Board oversees a continual process of question writing, review, and evaluation to ensure that exam content remains up-to-date, accurate, and consistent with the content outline.

Periodic job analysis studies are conducted to identify and validate the knowledge, skills and abilities (KSA) measured by the exam on an ongoing basis. A national job analysis study will be conducted at least every seven years to ensure that the exam content outline remains relevant and current.

Studying for the Exam

NEBB’s CxPP Sourcebook (a two-volume set) includes the recommended reading materials for qualified Candidates preparing for the NEBB CxPP certification exam. The CxPP Sourcebook is a compilation of industry handbooks, guidelines and standards. These documents can also be purchased separately from their publishers at a substantially higher cost. For more information, please visit www.nebb.org or call 301-977-3698.

The exam covers the topic areas outlined in the chart on the next page. Candidates are encouraged to review these areas and the items listed in the chart to prepare for the exam.

The exam consists of 120, multiple choice questions. All questions are designed to test recall skills and the candidate’s ability to apply knowledge, interpret data, and solve problems. The examination follows the specifications set forth in the examination blueprint in accordance with the weights and number of items defined for each task.

NOTE: Exams and certification program information documents are developed based on practice in the United States and are offered only in English. Formulas and calculations are done in the Imperial Standard, and not available in Metric.
Exam Content Outline
The exam is based on the exam map developed by the Department of Energy Scheme and Job Task Analysis Committees. It is common for all Certification Bodies. NEBB’s Test Forms are in compliance with this exam map.

<table>
<thead>
<tr>
<th>Duties and Tasks</th>
<th>Final</th>
<th>Final Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> Managing Commissioning Projects</td>
<td>18%</td>
<td>22</td>
</tr>
<tr>
<td>1 Identify the scope of the project</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>2 Develop a commissioning team</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>3 Manage a commissioning budget</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>4 Identify commissioning deliverables</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>5 Participate in VE activities</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>6 Review project documents</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>7 Monitor the construction/project schedule</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>8 Participate in project meetings</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>9 Conduct commissioning meetings</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>10 Track deficiencies (issues log)</td>
<td>2%</td>
<td>2</td>
</tr>
<tr>
<td>11 Facilitate risk assessment as it relates to</td>
<td>2%</td>
<td>2</td>
</tr>
<tr>
<td>12 Assess pass/fail criteria for functional test results</td>
<td>3%</td>
<td>4</td>
</tr>
<tr>
<td>13 Identify tasks for completion of commissioning processes</td>
<td>2%</td>
<td>2</td>
</tr>
<tr>
<td><strong>B</strong> Preparing Commissioning Documentation</td>
<td>19%</td>
<td>23</td>
</tr>
<tr>
<td>1 Assist in developing the OPR/CFR</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>2 Create system/equipment list</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>3 Create commissioning process tracking matrices</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>4 Develop the commissioning plan</td>
<td>2%</td>
<td>2</td>
</tr>
<tr>
<td>5 Develop commissioning schedules</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>6 Develop communications plans</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>7 Create commissioning specifications</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>8 Write system verification checklists</td>
<td>2%</td>
<td>2</td>
</tr>
<tr>
<td>9 Create FPTs</td>
<td>3%</td>
<td>4</td>
</tr>
<tr>
<td>10 Determine site visit protocols (logistics)</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>11 Develop issues logs</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>12 Document commissioning meetings</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>13 Write commissioning reports</td>
<td>2%</td>
<td>2</td>
</tr>
<tr>
<td>14 Create systems manuals</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>15 Develop end of warranty review processes</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td><strong>C</strong> Conducting Commissioning Activities</td>
<td>24%</td>
<td>29</td>
</tr>
<tr>
<td>1 Plan commissioning construction activities</td>
<td>7%</td>
<td>7 to 8</td>
</tr>
<tr>
<td>2 Monitor commissioning construction activities</td>
<td>7%</td>
<td>7 to 8</td>
</tr>
<tr>
<td>3 Facilitate the completion of construction checklists</td>
<td>3%</td>
<td>4</td>
</tr>
<tr>
<td>4 Facilitate the acceptance phase</td>
<td>7%</td>
<td>7 to 8</td>
</tr>
</tbody>
</table>
### Managing Training Activities

<table>
<thead>
<tr>
<th></th>
<th>Activity</th>
<th>Percentage</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Develop training plan</td>
<td>2%</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Facilitate training coordination meeting</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>3</td>
<td>Facilitate training activities</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>4</td>
<td>Conduct training follow-up activities</td>
<td>0%</td>
<td>0</td>
</tr>
</tbody>
</table>

### Completing Warranty Phase Activities

<table>
<thead>
<tr>
<th></th>
<th>Activity</th>
<th>Percentage</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Facilitate off-season testing</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>2</td>
<td>Troubleshoot facility issues</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>3</td>
<td>Measure energy performance</td>
<td>2%</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Facilitate end of warranty meeting</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
</tbody>
</table>

### Conducting Existing Building Commissioning

<table>
<thead>
<tr>
<th></th>
<th>Activity</th>
<th>Percentage</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Determine Scope of Project</td>
<td>2%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>2</td>
<td>Conduct a building performance assessment</td>
<td>3%</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Prepare a CFR</td>
<td>2%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>4</td>
<td>Conduct a systems assessment</td>
<td>3%</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Conduct a site investigation</td>
<td>3%</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>Recommend corrections and improvements</td>
<td>3%</td>
<td>4</td>
</tr>
<tr>
<td>7</td>
<td>Oversee implementation of corrective measures</td>
<td>3%</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>Conduct performance verifications</td>
<td>4%</td>
<td>5</td>
</tr>
</tbody>
</table>

### Conducting On-going Commissioning

<table>
<thead>
<tr>
<th></th>
<th>Activity</th>
<th>Percentage</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Measure IEQ performance</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>2</td>
<td>Evaluate building systems performance</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>3</td>
<td>Review building operating plan</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>4</td>
<td>Review maintenance activities</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>5</td>
<td>Accommodate space/function changes</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>6</td>
<td>Implement corrective actions</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
<tr>
<td>7</td>
<td>Publish measurement and performance</td>
<td>1%</td>
<td>1 to 2</td>
</tr>
</tbody>
</table>

**Total** 100% 120
Section 3: Taking the Exam

What to Expect on Exam Day
The NEBB Certification Board is committed to ensuring that the examination process is fair and standardized for all candidates. Strict adherence to all policies and procedures related to exam administration and security are a critical component of this process. Candidates are required to follow all exam site rules at all times.

Each Applicant will receive an email with exam registration instructions once their Application for Candidacy has been approved. The Applicant will then be considered a “Candidate.” Email instructions includes information on how to register and pay for the exam, along with specific information about selecting the date, time and location of the exam.

Taking the Exam
Candidates should arrive at the test site at least 15 minutes prior to their scheduled testing time. Late arrivals will not be admitted.

Identification
Candidates are required to present their authorization letter and two valid forms of identification at the testing site. All identification must be valid and must be an original document.

Acceptable forms of primary identification (photograph and signature required) include:

- government-issued driver’s license
- passport or passport card
- permanent resident visa
- military issued identification card

Secondary forms of identification would be:

- credit card
- bank debit card
- employee identification card

Unacceptable forms of identification:

- Birth certificates
- Social security cards
- Student and employee IDs
- Marriage certificates

Candidates will not be admitted to the examination without proper identification. There will be no refund of the examination fee.
Candidates are also required to sign a candidate log attesting that they have provided valid identification and agree to keep the contents of the examination confidential.

**Exam Locations**

There NEBB CxPP written exam can be taken at any Kryterion Test Center. Examination locations are available worldwide and are listed at [www.kryteriononline.com/Locate-Test-Center](http://www.kryteriononline.com/Locate-Test-Center).

The specific testing location for your exam will be included in the confirmation email from certification@nebb.org with the subject line “Test Schedule for Test Taker (your name).”

**Candidate Comments**

Candidates will have the opportunity to provide exam feedback during the exam by commenting in the comment box available through Kryterion. Comments can be related to a specific item or equation, the administration of the exam, or the test site conditions. Candidates will not receive specific responses to their comments; however, all comments are reviewed by the Director of Certification and the Exam Development Committee (EDC) at their regularly scheduled meetings.

**Special Accommodations**

The Certification Board will provide reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act (ADA) for individuals with documented disabilities who request and demonstrate the need for accommodation.

Special accommodations may be requested by submitting the accommodations forms found in the Forms section of this *Handbook*. Accommodations must be requested in writing at least 30 days in advance. Test Center arrangements should be made prior to scheduling any exam session. Reasonable exam accommodations will be made at no extra charge to individuals with documented disabilities.

If an accommodation request is denied, the Candidate may appeal the decision by submitting a written statement to the NEBB Director of Certification explaining the reasons for the request. The appeal will be reviewed by the Certification Board within 30 days of receipt. The decision of the Certification Board is final.

**Cheating**

Individuals suspected of cheating will be subject to the disciplinary policies and procedures. Any incidents of suspected cheating, violation of any NEBB policies, disturbances, attempts to remove exam materials or notes from the testing room, or other exam-related irregularities will be reported immediately. All serious incidents will be investigated. Testing irregularities may result in termination of a candidate’s participation in the exam administration or invalidation of exam scores. NEBB reserves the right to investigate any incident of suspected misconduct or irregularity.

**Copyright Information**

All proprietary rights to NEBB certification exams, including copyright, are held by NEBB. In order to protect the validity of the scores reported, candidates must adhere to strict guidelines regarding proper conduct in handling these copyrighted proprietary materials. The law strictly prohibits any attempt to reproduce all or part of any NEBB exam. Such attempts may include, but are not limited to:

- Removing materials from the testing room
• Aiding others by any means in reconstructing any portion of the exam
• Posting content on any discussion forum
• Selling, distributing, receiving, or having unauthorized possession of any portion of the exam or practice exams.

Alleged copyright violations will be investigated and, if warranted, prosecuted to the fullest extent of the law.

In order to continue, exam takers are required to agree to the non-disclosure statement presented at the beginning of the exam. Failure to agree with immediately terminate the exam. There will be no refund of the exam fee. The non-disclosure agreement is located in the Forms section of this Handbook.
Section 4: After the Exam

Exam Results
For the CxPP exams taken through Kryterion, results are provided directly to the Candidate’s email address provided on the initial application, or as amended in writing to certification@nebb.org.

Exam results for Candidates will be either a “Pass” or “Fail” notice along with diagnostic percentages of performance each content domain. Due to confidentiality, NEBB does not relay the Candidate’s exam scores, nor does it publish the passing percentage score of the CxPP exam(s).

Note: In the case a new exam is implemented, pass/fail reporting may be delayed. In those cases, notices will be sent to Candidates via email 4-6 weeks following the exam.

Setting the Exam Score & Content Domain Percentages
A criterion-referenced standard setting process is used to establish the passing point for each exam. This means that each Candidate’s performance on the exam is measured against a predetermined standard. Candidates are not graded on a curve and do not compete against each other or against a quota.

This passing point is established using a panel of Subject Matter Experts (SMEs) who carefully review each exam question to determine the basic level of knowledge or skill that is expected. The passing point for the exam is established to identify individuals with an acceptable level of knowledge and skill. Individuals who pass the exam have demonstrated an acceptable level of knowledge.

CxPP Candidates are provided with diagnostic information in percentages for each of the exam’s Content Domains. The percentages are intended to identify areas of relative strength and weakness in the exam content areas. This information is also provided to assist Candidates in identifying areas of study in preparation for re-taking the exam.

Retesting
Candidates who initially fail the examination must wait a minimum of ninety (90) days from their original exam date to retake the CxPP exam.

To retake the exam, the Candidate must still be eligible under current application requirements and must pay all examination fees. Candidates may take the examination a maximum of ten times as long as they continue to meet the published eligibility criteria. After ten unsuccessful attempts, the Candidate’s application must be updated, resubmitted and approved by NEBB.

Exam Appeals
Candidates who fail the exam may file an appeal of exam results based on:

- Examination procedures that fail to comply with the Certification Board’s established policies, or
- Alleged testing conditions severe enough to cause a major and significant disruption of the examination process.

Appeals must be made in writing to the Director of Certification (certification@nebb.org) within 30 days of the date on the individual’s score results. Appeals that are not resolved by the Director of Certification to the
Candidate’s satisfaction will be forward to the Certification Board for review along with any other relevant information. Written notice of the final decision will be sent to the applicant within 30 days of the review. The decision of the Certification Board is final and not subject to further appeal.
Section 5: Code of Ethics

All Candidates agree to, and sign, the CxPP Code of Ethics (Code) and Arbitration Agreement as a condition of certification and an affirmation of their commitment to uphold the highest standards of personal and professional behavior. Violation of any portion of the Code may result in disciplinary action as outlined in the Disciplinary Policy.

Purpose
The Code of Ethics establishes the basic ethical standards for the professional behavior of certificants. The Code is designed to provide both appropriate ethical practice guidelines and enforceable standards of conduct for all certificants.

Code of Ethics

A. NEBB Certified Professionals shall:

1. Exercise a reasonable industry standard of care in the performance of professional duties with respect for the Client’s property and personnel.

2. Provide professional services with trust, integrity and honesty and not make misleading, deceptive or confusing statements regarding their certification status.

3. Hold paramount the health and safety of the public in the performance of professional duties.

4. Work in a manner consistent with all applicable laws and regulations; demonstrate integrity, honesty, and fairness in all activities; and strive for excellence in all matters of ethical conduct.

5. Act with integrity in any relationship that involves an employer or client and disclose fully to an affected employer or client any conflicts of interest resulting from business affiliations or personal interests.

6. Represent qualifications accurately and honestly; do not make misleading, deceptive, or confusing statements regarding their certification status.

7. Offer products and services only in areas where competence and expertise will satisfy the client and public need.

8. Agree to comply with and uphold all policies, procedures, guidelines, and requirements of the certification program
   a. Use the designation as authorized and only in the approved manner
   b. Acknowledge that the certificate and marks are the property of their respective owners
   c. Return the certificate and discontinue use of the designation and marks when required to do so.

B. Confidentiality
No person who is a local chapter or national official, officer or committee member shall use confidential information gained in that capacity for any purpose other than performing the responsibilities of that
person’s position. Use of such information for any other purpose is grounds for suspension or termination of any NEBB certification held by that person.

C. Adherence to Legal Requirements
   1. Adhere to all applicable laws, regulations, policies, and ethical standards.
   2. Refrain from discrimination in professional activities, including relationships with employees, employers, and other professionals.

D. Adherence to NEBB Policies & Requirements
   1. Agree to become familiar with all Certification Program Policies, Procedures, Requirements and Rules and
      o Comply with and uphold all policies, procedures, guidelines, and requirements of the certification program
      o Use the designation as authorized and only in the approved manner
      o Acknowledge that the certificate and marks are the property of their respective owners
      o Return the certificate and discontinue use of the designation and marks when required to do so.
   2. Provide accurate and complete information to NEBB concerning certification and recertification.
   3. Keep confidential all NEBB examination information; including preventing unauthorized disclosures of exam information.
   4. Cooperate with NEBB and the Certification Board regarding matters related to the Code of Ethics and complaint and/or disciplinary investigations.
   5. Accept responsibility for maintaining the credential through recertification and continuously uphold the Code of Ethics.

E. Professional Performance
   1. Recognize the limitations of one’s professional ability (based on education, knowledge, skills, experience, etc.) and provide services only when qualified to do so.
   2. Properly use professional titles, degrees and all credentials and provide accurate and truthful information regarding education, experience, qualifications, and the performance of services.
   3. Disclose any conflicts of interest or potential conflicts of interest and avoid conduct that could cause a conflict of interest.
Section 6: Compliance

Compliance Policy
In order to maintain and enhance the credibility of the certification program, NEBB’s Certification Board adopted the following procedures to allow individuals to bring complaints concerning the conduct of individuals who are certificants or candidates for certification.

A full copy of the Compliance Policy is available at www.nebb.org.

In the event an individual violates the Code of Ethics, certification rules, or certification program policies, the Certification Board may reprimand or suspend the individual or may revoke certification.

The grounds for sanctions under these procedures may include, but are not necessarily limited to:

1. Violation of the Code of Ethics
2. Violation of established certification policies, rules and requirements
3. Conviction of a felony or other crime of moral turpitude under federal or state law
4. Gross negligence, willful misconduct, or other unethical conduct in the performance of services for which the individual has achieved certification from NEBB
5. Fraud or misrepresentation in an initial certification application or recertification application.

Complaints Procedure
Complaints may be submitted by any individual or entity.

1. Complaints should be reported to the Director of Certification in writing and must include the name of the person submitting the complaint, the name of the person the complaint is regarding along with other relevant identifying information
2. A detailed description of factual allegations supporting the charges, and any relevant supporting documentation.
3. Information submitted during the complaint and investigation process is considered confidential and will be handled in accordance with the Certification Board’s confidentiality policy.

Sanctions
Any of the following sanctions may be imposed by the Certification Board upon a candidate/certificant whom the Certification Board has determined to have violated the policies and rules of this certification program:

1. Cease and Desist; or
2. Written reprimand to the Candidate/Certificant; or
3. Written reprimand with remediation; or
4. Suspension of the Certificant for a designated period; or
5. Suspension of the Candidate’s application eligibility for a designated period; or
6. Revocation of the Certificant’s certification.

Certificants who have had their certification revoked shall not be considered for certification in the future. If certification is revoked, any and all certificates or other materials requested by the Certification Board must be returned promptly to the Certification Board.
Appeal

Within thirty (30) days from receipt of notice of a determination by the Certification Board that a candidate/certificant violated the certification program policies and/or rules, the affected candidate/certificant may submit to the Certification Board Chair in writing a request for an appeal. Any candidate/certificant receiving such adverse decision will receive a copy of this policy along with notification of the appeal period.

A full copy of the appeal policy is available at [www.nebb.org](http://www.nebb.org).
Section 7: Maintaining Certification

Maintaining Certification
The Certification Board recognizes the importance of ongoing professional development and education for all certificants. The recertification requirement is designed to ensure that certificants maintain their knowledge, keep updated with evolving technology and best practices, stay informed of practice developments, broaden their perspective of the profession, and reinforce learning.

Recertification Requirements
The CxPP certification cycle runs for a period of two-years. Recertification has two components:

1. Paying the required recertification fees on an annual basis (Certified Individuals are invoiced annually.)
2. Obtaining the required number of continuing education credits (CECs) within their current two year cycle, and signing the conflict of interest statement and arbitration agreement, then uploading and submitting to their certification profile located in Certelligence, NEBB’s online database.

Recertification activities must align with the competency requirements of the Commissioning Process Certification.

For the CxPP recertification requirements, thirty-four (34) points must be earned within the two-year certification cycle: 16 CEs from Mandatory Requirements and 18 CEs from Qualifying Re-certification Requirements. One hour of activity = one point.

Mandatory Requirements

1. Must participate in implementing the commissioning process for a minimum of one project per year. No points awarded.

2. Must complete the following Continuing Education (CE) requirements: CE is a process used by certified persons to maintain and advance their competency. Only CEs that include proof of attendance from a third party qualify. A minimum of 16 CEs must be from education/training received. CE includes education/training received and may be obtained from several sources, including:

- Webinars: 1 point per hour of attendance
- Conference Session: 1 point per hour of attendance
- Workshops: 1 point per hour of attendance
- College Credit (traditional or online): 10 points per college credit
- Training online or in person: 1 point per hour of attendance

PLUS 18 points from Qualifying Recertification Options
Qualifying Recertification Options

Eighteen (18) points must be earned from the following options, or combination of options.

1. Participate as a team member on a commissioning project of a non-residential new or existing building: 18 points.

2. Continuing Education (CE): Only CEs that include proof of attendance from a third party qualify. Up to 18 CEs may be obtained from this option. CE includes education/training received and education/training given, and may be obtained from several sources, including:
   - Webinars: 1 point per hour of attendance; 2 points per hour as presenter for the first presentation, then 1 point per hour for subsequent equivalent presentations
   - Conference Presentation: 1 point per hour of attendance; 2 points per hour as presenter for the first presentation, then 1 point per hour for subsequent equivalent presentations
   - Workshops: 1 point per hour of attendance; 2 points per hour as presenter for the first presentation, then 1 point per hour for subsequent equivalent presentations
   - College Credit (traditional or online): 10 points per college credit
   - Training online or in person: 1 point per hour of attendance; 2 points per hour as a presenter for the first presentation, then 1 point per hour for subsequent equivalent presentations

3. Certification Test Development: Includes contributing to the development of the CxPP exam by participating as a Subject Matter Expert in the following test development activities: job-task analysis study; item writing workshops; item review and/or passing score studies; 2 points awarded for 1 hour of participation – up to 18 points.

4. Regulatory Work: Participation in development or maintenance of regulatory standards. Participation includes providing testimony, official review, and/or appointment as a committee member. Includes regulatory compliance analysis and support lent to legislation/regulation for support of building commissioning professionals (not lobbying); 1 point awarded for 1 hour of participation – up to 4 points.

5. Retest: Meet the current qualifications for and pass the certification exam: 18 points.

6. Publications: Must be related to the industry, which is defined as design, construction, testing and commissioning, code enforcement and operations; published article in a peer-reviewed industry journal—5 points per article, up to 18 points.

Upload and submit the required number of continuing education credits with the appropriate verification documentation, plus signing the “Code of Ethics” and “Agreement to Arbitrate” and uploading to your personal profile in Certelligence.

Verification Documentation: Must be submitted along with the title, course length (hours), description of the scope or content of the course, a certificate of completion or other proof of attendance. To download the CxPP CEC Submission policy, access:
Certificants are responsible for retaining appropriate records and documentation as evidence of completing continuing education activities.

Recertification submissions will not be accepted from individuals whose certification has been revoked or is in a state of suspension.

NEBB reserves the right to verify any information submitted with a recertification application and to request further information or documentation from the certificant as needed.

**Fees and Deadlines**
Certification fees are listed in NEBB’s CB Eligibility Policy: [http://www.nebb.org/assets/1/7/NEBB_Personnel_Individual_Certification_Eligibility_Policy_112_-_3.9.17.pdf](http://www.nebb.org/assets/1/7/NEBB_Personnel_Individual_Certification_Eligibility_Policy_112_-_3.9.17.pdf) or may be obtained by email through certification@nebb.org.

Certification renewal is the responsibility of each certificant. NEBB is not responsible for reminder notices that fail to reach certificants.

**Certification Expiration and Failure to Recertify**
Failure to successfully recertify by the published deadline will result in forfeiture of the individual’s certification status. If certification has been expired for 90 days or less, an individual may reinstate his/her certification by meeting all of the recertification requirements, submitting a complete recertification application, and paying the recertification fee. If the certification has been expired for more than 90 days, an individual must reapply for certification, meet all eligibility requirements in effect at the time of re-application, and pass the exam.

**Recertification Appeals**
Certificants who have submitted a completed recertification application and who are notified that they do not meet the recertification requirements may appeal this decision by sending a written notice of the appeal to the Certification Director within 45 days of the date of the adverse decision.

Any appeals that are not resolved to the satisfaction of the certificant will be forwarded by the Certification Director to the Certification Board for review along with any relevant information from the review of the recertification application. Written notice of the final decision will be sent to the certificant within 30 days of the review. The decision of the Certification Board is final.
Section 8: Certification Board Policies

Statement of Impartiality
NEBB and the Certification Board adhere to principles of fairness, impartiality and due process, and endorse the principles of equal opportunity.

NEBB and the Certification Board do not discriminate against any applicant/candidate for certification on the basis of race, color, creed, age, gender, national origin, religion, disability, marital status, parental status, ancestry, sexual orientation, military discharge status or source of income, or any other status protected by law. All candidates for certification will be judged solely on the criteria determined by the NEBB Certification Board in accordance with the provided BBWG scheme.

Confidentiality
Information about applicants/candidates/certificants, their application status and their exam results are considered confidential and may not be disclosed, divulged, or made accessible. Exam scores and/or other confidential information will be released only to the individual candidate unless a signed release is provided, or as required by law. When required by law to release confidential information, NEBB will notify the affected individual to the extent permitted by law. Personal information submitted by applicants/candidates/certificants with an application or recertification application is considered confidential. Personal information retained within the candidate/certificant database will be kept confidential.

Confidentiality Agreements
Candidates for certification are required to read and acknowledge a confidentiality statement.

Use of CxPP Certification Mark
After receiving notification of NEBB Commissioning Process Professional (CxPP) certification, the credential granted may be used only as long as the individual’s certification remains valid and in good standing. Individuals may not use the credential until they have received specific written notification that they have successfully completed all requirements, including passing the required exam and paying all required Application for Certification fee and related certification fees. Certificants must comply with all recertification requirements to maintain use of the credential.

The use and/or display of the NEBB Commissioning Process Professional Certification (CxPP) acronyms or designation names, except as permitted by this policy, is prohibited. Individuals who fail to maintain certification/recertify or whose certification is suspended or revoked must immediately discontinue use of the certification certificate and are prohibited from stating or implying that they hold the certification.

Acceptable Use
Individuals who have earned the credential may identify themselves as holding the NEBB Commissioning Process Professional Certification. The name and acronyms may only be used in connection with a certified individual and not with a firm, facility, department, or other group. This is an individual personnel certification and is not affiliated with a firm certification.
The NEBB Commissioning Process Professional Certification (CxPP) is an individual and will not receive a NEBB stamp. Work performed by individuals under this program are not covered by the NEBB Quality Assurance Program.

The name and acronym may be used only as long as the certification is valid and in good standing. Certification is a non-transferable, revocable, limited, non-exclusive license to use the certification designation and is subject to compliance with the policies and procedures of the Certification Board.

Certified individuals may not make misleading, deceptive, or confusing statements regarding their certification status.
Section 9: Forms

Contained in the CxPP Candidate Handbook

1. Special Accommodations Request Form
2. Documentation of Disability-Related Needs Form
3. Exam Non-Disclosure Agreement
4. CxPP Code of Ethics & Arbitration Agreement

Available by emailing certification@nebb.org

1. Special Accommodations Request Form
2. Documentation of Disability-Related Needs Form
3. Exam Non-Disclosure Agreement
4. Compliance Policy
5. Confidentiality Policy
1. Special Accommodations Request Form

If you have a disability covered by the Americans with Disabilities Act (ADA), please complete this form and the Documentation of Disability-Related Needs Form. The information you provide, and any documentation regarding your disability and special accommodation, will be treated with strict confidentiality and will not be shared with any source other than NEBBs test administration vendors, without your express written permission.

Please submit the request and documentation forms to:

Director of Certification
NEBB
8575 Grovemont Circle
Gaithersburg, MD 20877
P: (301) 977-3698
certification@nebb.org

CANDIDATE INFORMATION

First Name: ______________________________  MI: ____  Last Name: _______________________________

Address: ________________________________________________________________________________

City: _______________________________________  State: ___________  Zip Code: ________________

Phone: ________________________________  Email: __________________________________

SPECIAL ACCOMMODATIONS

Please provide (check all that apply)

☐ Accessible testing site  ☐ Screen Magnifier (Large Font)

☐ Separate testing room  ☐ Reader Required for Learning Disability

☐ Extended testing time  ☐ Reader Required for Visual Disability

☐ Other special accommodation: _____________________________________________________________

Comments: ______________________________________________________________________________

_______________________________________________________________________________________

Candidate’s Signature: _________________________________  Date: ___________________________
2. Documentation of Disability-Related Needs Form

Candidates for the CxPP exam who have a learning, psychological, or other disability that requires accommodation during testing must provide a written disability report prepared by an appropriately qualified, licensed health care professional (e.g. physician, nurse practitioner, psychologist, psychiatrist). The information you provide and any documentation regarding your disability and special accommodation request will be treated with strict confidentiality.

**LICENSED HEALTHCARE PROVIDER DOCUMENTATION**

I have known ________________________________________________ since _____/_____/____________

Test applicant

in my capacity as a ________________________________________________

Professional Title

**SPECIAL ACCOMMODATIONS**

Given the nature of the exam to be taken by the above-named candidate, it is my opinion that he/she should be accommodated by providing the following special arrangements:

Check all that apply:

- [ ] Accessible testing site
- [ ] Screen Magnifier (Large Font)
- [ ] Separate testing room
- [ ] Reader Required for Learning Disability
- [ ] Extended testing time
- [ ] Reader Required for Visual Disability
- [ ] Other special accommodation: ________________________________________________

Signature: _______________________________ Date: _______________________________

Title: _______________________________ License _________________________

(if applicable)
3. Examination Non-Disclosure Agreements

At Kryterion Test Centers:

“This exam is confidential, copyrighted and proprietary. It is made available to you, the examinee, solely for the purpose of assessing your proficiency level in the skill areas referenced in the title of this exam. To protect the integrity of the examinations, the examinee must adhere to strict guidelines. The examinee shall not disclose to any third party the contents of this examination, including, but not limited to questions, form of questions, or answers, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose. Failure to adhere to the terms of this non-disclosure agreement may result in Disciplinary Action, as provided for within the NEBB Operational Procedures, including but not limited to suspension, decertification or legal action. I have read and agree to the terms of the above statement.”

You will be presented ACCEPT or DECLINE buttons. If you DECLINE, you will be given an opportunity to confirm your decision. Once confirmed as DECLINE, you will be exited from the examination.
NEBB CxPP CODE OF ETHICS

A. NEBB Certified Professionals shall:
   1. Exercise a reasonable industry standard of care in the performance of professional duties with respect for the Client's property and personnel.
   2. Provide professional services with trust, integrity and honesty and not make misleading, deceptive or confusing statements regarding their Certification Status.
   3. Hold paramount the health and safety of the public in the performance of professional duties.
   4. Work in a manner consistent with all applicable laws and regulations; demonstrate integrity, honesty, and fairness in all activities; and strive for excellence in all matters of ethical conduct.
   5. Act with integrity in any relationship that involves an employer or client and disclose fully to an affected employer or client any conflicts-of-interest resulting from business affiliations or personal interests.
   6. Represent qualifications accurately and honestly. Not make misleading, deceptive, or confusing statements regarding their certification status.
   7. Offer products and services only in areas where competence and expertise will satisfy the client and public need.
   8. Agree to comply with and uphold all policies, procedures, guidelines, and requirements of the certification program; use the designation as authorized and only in the approved manner; acknowledge that the certificate and marks are the property of their respective owners; and return the certificate and discontinue use of the designation and marks when required to do so.

B. Confidentiality
   1. No person who is a local chapter or national official, officer or committee member shall use confidential information gained in that capacity for any purpose other than performing the responsibilities of that person's position. Use of such information for any other purpose is grounds for suspension or termination of any NEBB certification held by that person.

C. Adherence to Legal Requirements
   1. Adhere to all applicable laws, regulations, policies, and ethical standards.
   2. Refrain from discrimination in professional activities, including relationships with employees, employers, and other professionals.

D. Adherence to NEBB Policies & Requirements
   1. Agree to become familiar with all Certification Program Policies, Procedures, Requirements and Rules and comply with and uphold all policies, procedures, guidelines, and requirements of the certification program; use the designation as authorized and only in the approved manner; acknowledge that the certificate and marks are the property of their respective owners; and return the certificate and discontinue use of the designation and marks when required to do so.
   2. Provide accurate and complete information to NEBB concerning certification and recertification.
   3. Keep confidential all NEBB examination information; including preventing unauthorized disclosures of exam information.
   4. Cooperate with NEBB and the Certification Board regarding matters related to the Code of Ethics, Code of Conduct and complaint and/or disciplinary investigations.
   5. Accept responsibility for maintaining the credential through recertification and continuously uphold the Code of Conduct and Ethics.

E. Professional Performance
   1. Recognize the limitations of one’s professional ability (based on education, knowledge, skills, experience, etc.) and provide services only when qualified to do so.
   2. Properly use professional titles, degrees and all credentials and provide accurate and truthful information regarding education, experience, qualifications, and the performance of services.
   3. Disclose any conflicts of interest or potential conflicts of interest and avoid conduct that could cause a conflict of interest.

______________________  ______________________  ________
Signature              Print Name                      Date
NEBB ARBITRATION AGREEMENT

Applicant Certified Professional shall read and agree to the Arbitration Agreement stated below.

Agrees that, if the Applicant Certified Professional fails to attain certification or, if certified, certification is subsequently suspended or terminated, all claims, controversies or disputes of any kind whatsoever arising from such failure, suspension or termination shall be resolved and settled by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, including its Rules for Emergency Measures of Protection (to the extent that such Commercial and Emergency Rules are not amended or superseded by this provision).

The Applicant Certified Professional furthers agrees that an interim or final order or judgement on any order or award rendered pursuant to those Rules may be entered in any court having jurisdiction to do so (FOR PURPOSES OF JURISDICTION, THE FIRM CONSENTS TO PERSONAL JURISDICTION AND VENUE IN THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF MARYLAND OR THE CIRCUIT COURT FOR MONTGOMERY COUNTY MARYLAND). The arbitration shall be conducted and decided by a single arbitrator. The locale of the arbitration shall be in Washington, D.C. or its metropolitan area. Any judicial proceeding that the firm or NEBB institutes, in aid of arbitration or otherwise, shall be instituted in the United States District Court for the District of Maryland or the Circuit Court for Montgomery County, Maryland.

The Applicant Certified Professional further agrees that all claims, controversies or disputes shall be submitted to arbitration as provided for herein no later than thirty (30) days after the firm has been notified of said failure, suspension or termination (which such notification shall be deemed to have been made as of the date on which it was delivered to the Applicant Certified Professional by certified U.S. mail, email or facsimile transmission).

If the Applicant Certified Professional does not submit any claim, controversy or dispute that this provision covers to arbitration within said thirty (30) days, the firm hereby acknowledges that is HAS IRREVOCABLY WAIVED, ABANDONED AND RELEASED ANY SUCH CLAIM, and CONTROVERSY OR DISPUTE.

_________________________  ___________________________  ___________________________
Signature                       Print Name                       Date
1. **Create Profile**
   - Go to [www.webassessor.com/nebb](http://www.webassessor.com/nebb)
   - Use a personal and unique email address. Your test scores will be reported to this address. Also, Kryterion will only allow a unique email address. No duplicates.

2. **Application for Candidacy**
   - Contact [certification@nebb.org](mailto:certification@nebb.org) for the form.
   - Submit your Application for Candidacy and pay the Application fee by credit card (Visa/Master Card).

3. **Application Review**
   - Application is reviewed for compliance with qualification and NEBB requirements.
   - If not approved, candidate will receive an email describing the areas not meeting requirements. Candidate may correct and resubmit application.
   - If approved, Candidate will receive an email with instructions to schedule the examination.

4. **Schedule Exam**
   - Go to [www.webassessor.com/nebb](http://www.webassessor.com/nebb), log-in to your profile, pick a Kryterion Test Center, and schedule a date and time.
   - Follow the instructions for examination registration.
   - Have payment method available during scheduling.
   - Candidate will receive confirmation emails from Kryterion including an email with a test code which is required at the Kryterion Test Center.
5. **Sit for Exam**
   - Following the instructions provided by Kryterion to report to the Test Center on the date and time specified. Remember to bring the email with the test code; required publications, calculator, and tools (if required); and proper identification.

6. If there is a problem at the Kryterion Test Center, contact certification@nebb.org or call 301-977-3698.

7. **Pass/Fail**
   You will receive your pass/fail on the computer monitor immediately after completion of your exam. Additionally, you will receive an email confirmation with your pass/fail.
   - Pass: Contact certification@nebb.org to obtain an Application for Certification
   - Fail: 90-day waiting period then reschedule through your account as before. There will be an additional test fee.

8. **Application for Certification**
   - Contact certification@nebb.org for the form.
   - Submit your Application for Certification and payment.

9. **Application Review**
   - Application for Certification is reviewed for compliance with qualification and NEBB requirements.
   - Candidate will receive notification of their formal certification from NEBB.

10. **Certification**
    - Candidate may pay the certification fees by credit card (Visa/Master Card) or by check.
    - Candidate receives certificate for specific certification. Candidate may not claim certification until receipt of official certificate.