



National Environmental Balancing Bureau

8575 Grovemont Circle, Gaithersburg MD 20877-4121
(301) 977-3698 • FAX (301) 977-9589



NEBB Personnel Individual Certification

Eligibility Policy #120 (Pre-requisite Requirements)

ISO/IEC 17024:2014

Created: 1.1.2015

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VERSION 2.0.0

Individual Certification CP, CxPP, and CT Overview

- A. The Certification Board has developed requirements for eligibility to ensure that the application process is fair and impartial for all Candidates.
- B. Eligibility requirements have been established to recognize individuals who have demonstrated the experience, knowledge, and skills necessary to provide competent environmental building systems services as defined for each discipline.
- C. Applicant professionals must demonstrate proficiency in the Applicant's chosen discipline(s) by the required examination(s), as specified and administered by the Certification Board.
- D. The Certification Board is committed to providing a fair and objective Personnel Certification process. All individuals who seek Personnel Certification must meet the established pre-requisite eligibility requirements and pass the required examination(s) for each discipline.

Certification Requirements

- A. Candidates must meet all of the pre-requisite eligibility requirements and pass the examination(s) required for each discipline to earn their Personnel Certification
- B. Affiliation with NEBB® or membership in any other organization is not a requirement for Personnel Certification.

Education and Training Requirements

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

Application for Candidacy

- A. Certification is a process which can include self-study or attending pertinent courses applicable to the discipline to gain the knowledge, skills and abilities necessary or to hone those skills prior to scheduling and taking the examination(s).
 - a. The Recommended Readings will help further knowledge in the specific disciplines which can be found in the specific Candidate Handbook Appendix or the complete Certification Candidate Handbook.
- B. The first step in the certification process is to obtain the appropriate Application for Candidacy by emailing certification@nebb.org. This document gives overviews for both the Certified Professional and Certified Technician certification programs.



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NEBB® Certified Professional (CP) Certification Requirements

Building Enclosure Testing (BET) Certified Professional Requirements

1. Candidates for the BET CP Personnel Certification must meet the following requirements:
 - a. Meet all the conditions in any **one** of the following categories in the chart.
 - b. Pass the written AND practical examinations for BET CP.

NOTE: The Written and Practical Exams (where applicable) may be taken in any order; Candidate must pass all exams prior to being awarded certification.

Category A	Category B	Category C	Category D	Category D
Hold a Bachelor of Science Degree in Engineering or Architectural Degree	Hold Associate Degree in Engineering Technology or Construction Technology Degree	Have at least two years of experience in the design or installation of Air Barriers	Have at least four years of experience in Building Enclosure Testing	Have NEBB®-Certified Status as TAB CP or CPT CP
AND	AND	AND	AND	AND
Have witnessed or Performed at least two Building Enclosure Tests	Have witnessed or Performed a minimum of four Building Enclosure Tests	Have witnessed or Performed at least four Building Enclosure Tests	Have Witnessed or Performed at least four Building Enclosure Tests	Have successfully completed NEBB® or Equivalent Educational Seminar for Building Enclosure Testing

Associated Certification Costs

The cost associated with the BET CP certification are as follows:

- ✓ NEBB Affiliated/Non Affiliated BET CP non-refundable application fee: \$100.00
- ✓ NEBB BET CP Written Exam fee: \$380.00
- ✓ NEBB BET CP Practical Exam fee: \$380.00

Once the Candidate passes the exams, he/she is required to complete the Application for Certification to finalize the certification. Additional fees include:

- ✓ BET CP Certification: \$50.00
- ✓ BET CP Certificate: \$30.00

Please email certification@nebb.org for the Application for Candidacy and to obtain other pertinent information.



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Building Systems Commissioning (BSC) Certified Professional Requirements

1. Candidates for the BSC CP Personnel Certification must meet the following requirements:
 - a. Meet all the conditions in any **one** of the following categories in the chart listed below.
 - b. Pass the BSC Procedural Standards Exam
 - c. Pass the BSC HVAC & Controls Exams

NOTE: The Written and Practical Exams (where applicable) may be taken in any order; Candidate must pass all exams prior to being awarded certification.

Category A	Category B	Category C	Category D
Hold a Bachelor of Science Degree in Engineering from an accredited college or university	Hold an Associate's Degree in Engineering Technology from an accredited institution	Have at least four years of experience in performing building systems design, building systems installation, BSC, systems testing, systems operations or TAB	Have a minimum of four years of building systems design, operations, or installation related experience (which could include accredited apprenticeship)
AND	AND	AND	AND
Have at least two years of supervisory experience in building system design, building system installation, building system commissioning, building systems testing, systems operations or TAB	Have at least four years of experience in performing building systems design, building systems installation, BSC, systems testing, systems operations or TAB	Have at least four years of supervisory experience in building systems design, building systems installation, BSC, systems testing, systems operations or TAB	Have a minimum of two years of experience in performing building systems design, building systems installation, building systems commissioning, systems testing, systems operations, or TAB
	AND		AND
	Have two years of supervisory experience in building systems design, building systems installation, building systems commissioning, building systems testing, systems operations, or TAB		Have, in addition, a minimum of four years of supervisory experience in; building systems design, building systems installation, BSC, systems testing, systems operations, or TAB

Associated Certification Costs

The cost associated with the BSC CP certification are as follows:

- ✓ NEBB Affiliated/Non Affiliated non-refundable BSC CP application fee: \$100.00
- ✓ BSC CP Procedural Standards Exam fee: \$340.00
- ✓ BSC CP Technical Exam fee: \$440.00

Once the Candidate passes all the exams, he/she is required to complete the Application for Certification to finalize the certification. Additional fees include:

- ✓ BSC CP Certification: \$50.00
- ✓ BSC CP Certificate: \$30.00

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Cleanroom Performance Testing (CPT CP) Certified Professional Requirements

1. Candidates for the CPT CP Personnel Certification must meet the following requirements:
 - a. Meet all the conditions in any **one** of the following categories in the chart listed below.
 - b. Pass the CPT CP written examination.
 - c. Pass the CPT CP Practical examination.

NOTE: The Written Exam must be taken before the Practical Exams; Candidate must pass all exams prior to being awarded certification.

Category A	Category B	Category C
Hold a Bachelor of Science Degree in Engineering or Equivalent military training/experience	Hold an Associate's Degree in Engineering or equivalent military training/experience	Have High School Diploma (or equivalent)
AND	AND	AND
Are a NEBB®-Certified CPT Technician	Are a NEBB®-Certified CPT Technician	Hold a NEBB®-Certified CPT Technician certificate
AND	AND	AND
Have at least two years of experience in Cleanroom Performance Testing	Have at least three years of experience in Cleanroom Performance Testing	Have four years of experience in Cleanroom Performance Testing

Associated Certification Costs

The cost associated with the CPT CP certification are as follows:

- ✓ NEBB Affiliated/Non Affiliated non-refundable CPT CP application fee: \$100.00
- ✓ CPT CP General Knowledge Exam fee: \$340.00
- ✓ CPT CP Report Prep Exam fee: \$800.00

Once the Candidate passes all the exams, he/she is required to complete the Application for Certification to finalize the certification. Additional fees include:

- ✓ CPT CP Certification: \$50.00
- ✓ CPT CP Certificate: \$30.00

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Commissioning Process Professional (CxPP)

1. Candidates for the CxPP Personnel Certification must meet the following requirements:
 - a. Meet all the conditions in any **one** of the following categories in the chart.
 - b. Pass the written examinations for CxPP.

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

* **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.

Associated Certification Costs

The cost associated with the CxPP certification are as follows:

- ✓ NEBB Affiliated/Non Affiliated non-refundable CxPP application fee: \$100.00
- ✓ CxPP Written Exam fee: \$500.00

Once the Candidate passes all the exams, he/she is required to complete the Application for Certification to finalize the certification. Additional fees include:

- ✓ CxPP Certification: \$50.00
- ✓ CxPP Certificate: \$30.00

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Fume Hood Testing (FHT CP) Certified Professional Requirements

1. Candidates for the FHT CP Personnel Certification must meet the following requirements:
 - a. Meet all the conditions in any **one** of the following categories in the chart below.
 - b. Pass the FHT Written examination.
 - c. Pass the FHT Practical examination

NOTE: The Written and Practical Exams (where applicable) may be taken in any order; Candidate must pass all exams prior to being awarded certification.

Category A	Category B
Have a minimum of five years combined educational and supervisory experience in fume hood testing	Have a High School Diploma/GED
	AND
	Have two years field experience in fume hood testing
	AND
	Attended training directly related to fume hood testing

Associated Certification Costs

The cost associated with the FHT CP certification are as follows:

- ✓ NEBB Affiliated/Non Affiliated non-refundable FHT CP application fee: \$100.00
- ✓ FHT CP Written Exam fee: \$380.00
- ✓ FHT CP Practical Exam fee: \$600.00
- ✓ FHT CP Face-to-Face Report Error Finding Exam (Report Generation) \$200.00

Once the Candidate passes all the exams, he/she is required to complete the Application for Certification to finalize the certification. Additional fees include:

- ✓ FHT CP Certification: \$50.00
- ✓ FHT CP Certificate: \$30.00

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Retro-Commissioning (RCx-EB CP) Certified Professional Requirements

1. Candidates for the RCx-EB CP Personnel Certification must meet the following requirements:
 - a. Meet all the conditions in any **one** of the following categories in the chart below.
 - b. Pass the NEBB® RCx-EB examination.

Category A	Category B	Category C	Category D
Hold a Bachelor of Science Degree in Engineering	Hold an Associate's Degree in Engineering Technology	Have at least four years of experience in performing building systems design, building systems installation, BSC, systems testing, systems operations, or TAB	Have a minimum of four years of building systems design or installation related experience (which could include accredited apprenticeship)
AND	AND	AND	AND
Have at least two years of supervisory experience in building system design, building system installation, building system commissioning, building systems testing, systems operations or TAB	Have at least four years of supervisory experience in performing building systems design, building systems installation, BSC, systems testing, systems operations or TAB	Have at least four years of supervisory experience in building systems design, building systems installation, BSC, systems testing, systems operations or TAB	Have a minimum of two years of experience in building systems design, building systems installation, building systems commissioning, systems testing, systems operations or TAB
	AND		AND
	Have two years of supervisory experience in building systems design, building systems installation, building systems commissioning, building systems testing, systems operations or TAB	Eight years total.	In addition, have a minimum of four years of supervisory experience in: building systems design, building systems installation, BSC, systems testing, systems operations or TAB

ADDITIONAL RECOMMENDED KNOWLEDGE

The following areas have been determined as valuable additional knowledge to have going into the RCx-EB CP Certification program to properly demonstrate the range of proficiencies required.

1. Knowledge of local and national codes and regulations
2. Competency in Algebra
3. Knowledge of building construction
4. Knowledge in MEP system operations
5. Knowledge in energy analysis and modeling
6. Working knowledge of business and marketing skills
7. Knowledge of safety practices.

Associated Certification Costs

The cost associated with the RCx-EB CP certification are as follows:

- ✓ NEBB Affiliated/Non Affiliated non-refundable RCx-EB CP application fee: \$100.00
- ✓ NEBB RCx-EB CP Procedural Standards Exam fee: \$340.00
- ✓ NEBB RCx-EB CP HVAC and Controls Exam fee: \$440.00

1. Once the Candidate passes all the exams, he/she is required to complete the Application for Certification to finalize the certification. Additional fees include:

- ✓ RCx-EB CP Certification: \$50.00
- ✓ RCx-EB CP Certificate: \$30.00

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Sound Measurement (SM CP) Certified Professional Requirements

1. Candidates for the SM CP Personnel Certification must meet the following requirements:
 - a. Meet all the conditions in any **one** of the following categories in the chart below.
 - b. Pass the written AND practical examinations for Sound Measurement.

NOTE: The Written and Practical Exams (where applicable) may be taken in any order; Candidate must pass all exams prior to being awarded certification.

Category A	Category B	Category C	Category D
Hold a Bachelor of Science Degree in Engineering	Hold Associate Degree in Engineering Technology	Have at least four years of experience in Sound Measurement	Have at least four years of HVAC system installation or Service experience OR Attended approved training session directly related to Sound Measurement
AND	AND	AND	AND
Have at least two years of supervisory experience in Sound Measurement	Have at least four years of supervisory experience in Sound Measurement	Have at least four years of supervisory experience in Sound Measurement eight years total	Have at least six years of experience in Sound Measurement with at least four of those years in a supervisory position

Associated Certification Costs

The cost associated with the SM CP certification are as follows:

- ✓ NEBB Affiliated/Non Affiliated non-refundable SM CP application fee: \$100.00
- ✓ NEBB SM CP Written Exam fee: \$340.00
- ✓ NEBB SM CP Practical Exam fee: \$400.00

Once the Candidate passes all the exams, he/she is required to complete the Application for Certification to finalize the certification. Additional fees include:

- ✓ SM CP Certification: \$50.00
- ✓ SM CP Certificate: \$30.00

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Testing, Adjusting and Balancing (TAB CP) Certified Professional Certification Requirements

1. Candidates for the TAB CP Personnel Certification must meet the following requirements:
 - a. Meet all the conditions in any **one** of the following categories in the chart below.
 - b. Pass the TAB written, two online and practical examinations.

NOTE: The Written and Practical Exams (where applicable) may be taken in any order; Candidate must pass all exams prior to being awarded certification.

Category A	Category B	Category C	Category D
Hold a Bachelor of Science Degree in Engineering	Hold an Associate's Degree in Engineering Technology	Have four years of experience in Testing, Adjusting and Balancing	Have at least four years of HVAC system installation or Service experience
AND	AND	AND	OR
Have at least two years of supervisory experience in testing, adjusting and balancing	Have at least four years of supervisory experience in testing, adjusting and balancing	Have at least four years of supervisory experience in testing, adjusting and balancing	Attended approved training session directly related to testing, adjusting and balancing
			AND
			Have at least six years' experience in testing, adjusting and balancing with at least four of those years in a supervisory position

Associated Certification Costs

The cost associated with the TAB CP certification are as follows:

- ✓ NEBB Affiliated/Non Affiliated non-refundable TAB CP application fee: \$100.00
- ✓ NEBB TAB CP Written Exam fee: \$500.00
- ✓ TAB CP Pre-Field Report and Error Finding Online Exams: \$325 each
- ✓ NEBB TAB CP Practical Exam: See below
 - i. TAB CP Practical Exams are offered via the Candidate's local chapter.
 - ii. Visit http://www.nebb.org/about/nebb_chapter_directory/ for Practical Exam locations.
 - iii. Practical Exam Fees are obtained from the Chapter Coordinator.

Once the Candidate passes all the exams, he/she is required to complete the Application for Certification to finalize the certification. Additional fees include:

- ✓ TAB CP Certification: \$50.00
- ✓ TAB CP Certificate: \$30.00

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Vibration Measurement (VM CP) Certified Professional Requirements

1. Candidates for the VM CP Personnel Certification must meet the following requirements:
 - a. Meet all the conditions in any **one** of the following categories in the chart below.
 - b. Pass the written AND practical examinations for Vibration Measurement.

Category A	Category B	Category C	Category D
Hold a Bachelor of Science Degree in Engineering	Hold an Associate's Degree in Engineering Technology	Have four years of experience in Testing, Adjusting and Balancing	Have at least four years of HVAC system installation or Service experience
AND	AND	AND	OR
Have at least two years of supervisory experience in vibration measurement	Have at least four years of supervisory experience in vibration measurement	Have at least four years of supervisory experience in vibration measurement	Attended approved training session directly related to vibration measurement
			AND
			Have at least six years' experience in vibration measurement with at least four of those years in a supervisory position

NOTE: The Written and Practical Exams (where applicable) may be taken in any order; Candidate must pass all exams prior to being awarded certification.

Associated Certification Costs

The cost associated with the VM CP certification are as follows:

- ✓ NEBB Affiliated/Non Affiliated non-refundable VM CP application fee: \$100.00
- ✓ NEBB VM CP Written Exam fee: \$340.00
- ✓ NEBB VM Practical Exam fee: \$400.00

Once the Candidate passes all the exams, he/she is required to complete the Application for Certification to finalize the certification. Additional fees include:

- ✓ VM CP Certification: \$50.00
- ✓ VM CP Certificate: \$30.00

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NEBB® Certified Technician Certification Requirements

Building Systems Commissioning Certified Technician (CxCT) Requirements

1. Candidates for BSC CxCT Personnel Certification must meet the following requirements:
 - a. Meet all the conditions in any **one** of the following categories in the chart below.
 - b. Pass the written examinations for the BSC CxCT.

Category A	Category B
High school diploma or equivalent	High school diploma or equivalent
AND	AND
Have four (4) years or more experience in: Building Systems Design Building Systems Installation Building Systems Commissioning Building Systems Testing & Operations Testing, Adjusting, Balancing (TAB) work	Have at least two (2) years or more of: Building Systems Commissioning Field Test experience

Associated Certification Costs

The cost associated with the BSC CxCT certification are as follows:

- ✓ NEBB Affiliated/Non Affiliated non-refundable CxCT application fee: \$50.00
- ✓ NEBB CxCT Written Exam fee: \$225.00

Once the Candidate passes all the exams, he/she is required to complete the Application for Certification to finalize the certification. Additional fees include:

- ✓ CxCT Certification: \$25.00
- ✓ CxCT Certificate: \$30.00

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Cleanroom Performance Testing (CPT CT) Certified Technician Requirements

1. Candidates for CPT CT Personnel Certification must meet the following requirements:
 - a. Meet all the conditions in any **one** of the following categories located in the chart below.
 - b. Pass the CPT CT written examination.

NOTE: The Written and Practical Exams (where applicable) may be taken in any order; Candidate must pass all exams prior to being awarded certification.

Category A	Category B	Category C
Have at least two (2) years' experience in Cleanroom Performance Testing	Have at least three (3) years of experience in Cleanroom Performance Testing	Have at least four (4) years of experience in Cleanroom Performance Testing
AND	AND	
Passed the NEBB® Study Course for Cleanrooms	Attended a (minimum 2-day) industry related training cleanroom testing course	

Associated Certification Costs

The cost associated with the CPT CT certification are as follows:

- ✓ NEBB Affiliated/Non Affiliated non-refundable CPT CT application fee: \$50.00
- ✓ NEBB CPT CT Written Exam fee: \$440.00

Once the Candidate passes all the exams, he/she is required to complete the Application for Certification to finalize the certification. Additional fees include:

- ✓ CPT CT Certification: \$25.00
- ✓ CPT CT Certificate: \$30.00

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Sound Measurement (SM CT) Certified Technician Requirements

1. Candidates for SM CT Personnel Certification must meet the following requirement:
 - a. Meet all the conditions in the category located in the chart below.
 - b. Pass the Certified Technician Written examination for Sound Measurement
 - c. Pass the Certified Technician Practical Examination for Sound Measurement.

NOTE: The Written and Practical Exams (where applicable) may be taken in any order; Candidate must pass all exams prior to being awarded certification.

Category A
Have at least two (2) years of experience with a Sound Testing Firm and/or with a NEBB®-Certified Discipline Firm
AND
Have attended industry training related to Sound Measurement Testing

Associated Certification Costs

The cost associated with the SM CT certification are as follows:

- ✓ NEBB Affiliated/Non Affiliated non-refundable SM CT application fee: \$50.00
- ✓ SM CT Written Exam fee: \$340.00
- ✓ SM CT Practical Exam fee: \$400.00

Once the Candidate passes all the exams, he/she is required to complete the Application for Certification to finalize the certification. Additional fees include:

- ✓ SM CT Certification: \$25.00
- ✓ SM CT Certificate: \$30.00

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Testing, Adjusting and Balancing (TAB CT) Certified Technician Personnel Certification Requirements

1. Candidates for the TAB CT Personnel Certification must also the following requirements:
 - a. Meet all the conditions in any **one** of the following categories listed in the chart below.
 - b. Pass the TAB written examination.

NOTE: Candidate must pass the exam prior to being awarded certification.

Category A	Category B	Category C
Have four years (1000 hours minimum per year) or more of documented TAB fieldwork	Have two years (1000 hours minimum per year) or more of TAB Fieldwork	Have two years (1000 hours minimum per year) or more of TAB Fieldwork
	AND	AND
	Have successfully completed the NEBB® TAB Technician Course (provide Certificate)	Have successfully completed a program equivalent to NEBB®'s Technician Certification testing program. (Provide documentation)

Associated Certification Costs

The cost associated with the TAB CT certification are as follows:

- ✓ NEBB Affiliated/Non Affiliated non-refundable TAB CT application fee: \$50.00
- ✓ TAB CT Written Exam fee: \$200.00

Once the Candidate passes all the exams, he/she is required to complete the Application for Certification to finalize the certification. Additional fees include:

- ✓ TAB CT Certification: \$25.00
- ✓ TAB CT Certificate: \$30.00

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Vibration Measurement (VM CT) Certified Technician Certified Requirements

1. Candidates for Personnel Certification must also the following requirements:
 - a. Meet all the conditions in the category located in the chart below.
 - b. Pass the Certified Technician Written examination for Vibration Measurement
 - c. Pass the Certified Technician Practical Examination for Vibration Measurement.

NOTE: The Written and Practical Exams (where applicable) may be taken in any order; Candidate must pass all exams prior to being awarded certification.

Category A
Have at least two (2) years of experience with a Vibration Testing Firm
AND
Have attended industry training related to Vibration Measurement Testing

Associated Certification Costs

The cost associated with the VM CT certification are as follows:

- ✓ NEBB Affiliated/Non Affiliated non-refundable VM CT application fee: \$50.00
- ✓ VM CT Written Exam fee: \$340.00
- ✓ VM CT Practical Exam fee: \$400.00

Once the Candidate passes all the exams, he/she is required to complete the Application for Certification to finalize the certification. Additional fees include:

- ✓ VM CT Certification: \$25.00
- ✓ VM CT Certificate: \$30.00

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Eligibility Appeals

Candidates who have submitted a completed Application for Candidacy and who are notified that they do not meet the eligibility requirements may appeal this decision.

A. Eligibility Appeals Process

1. Candidates who are notified they do not meet the eligibility requirements may send a written notice of the appeal to the Director of Certification within 30 days of the eligibility decision.
2. Appeals that cannot be resolved to the Applicant's satisfaction will be forwarded by the Director of Certification to the Certification Chairperson for review along with any relevant information from the initial review of the application.
3. Written notice of the final decision will be sent to the Applicant within 30 days of the review.
4. Any appeals that are still not resolved after review by the Certification Board Chair will be directed to the entire Certification Board for a vote.
5. The decision of the Certification Board will be final.

B. Changes in Eligibility Requirements & Assessments

1. The Certification Board will periodically review the requirements for Personnel Certification to ensure that the requirements remain current and are appropriate for the purpose of the Personnel Certification.
2. From time to time the Certification Board may determine the need for changes to the eligibility requirements and/or may change the content of examinations.
3. When substantive changes are made to the eligibility requirements or examination content, the Certification Board will determine in advance the measures that will be required to bring previously certified individuals into compliance with the new requirements.
4. For example, if a change in educational requirements is made to the eligibility requirements, currently certified individuals may be required to include comparable education with their Recertification.
5. If a new content domain is added to an examination following a job task analysis, certified individuals may be required to include continuing education from that content domain with their Recertification.
6. Sufficient notice will be published in the case of any substantive changes to the eligibility requirements and examination content.
7. Changes will be publicized through NEBB® communication channels, published in the Candidate Handbook and on the NEBB® web site well in advance of the effective date of the changes, which will also be published.