



## National Environmental Balancing Bureau

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



### NEBB Personnel Individual Certification

### Recertification of CPs, CxPPs and CTs Policy #117

ISO/IEC 17024:2014

Created: 1.1.2015

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VERSION 2.0.0

#### Introduction

The Certification Board recognizes the importance on ongoing professional development and education for all Certificants.

The Recertification requirement is designed to ensure that Certificants maintain their knowledge, keep up to date with evolving technology and best practices, stay informed of practice developments, broaden their perspective of the profession, and reinforcing learning.

Continuing education requirements will change periodically; updated policies will be posted on the NEBB® website.

#### Recertification

- A. Certificants are required to renew their Personnel Certification every two years.
- B. To maintain recertification, CP, CT and CxPP Certificants are required to submit the following documentation on or before the deadlines set forth by the Certification Board.
  1. Completed Application for Recertification that includes:
    - a. Submitting certificates and appropriate verification documentation showing successful completion of each continuing education activity
    - b. Paying annual recertification fees
    - c. Signing the "Code of Business Ethics" and "Agreement to Arbitrate" (Appendices)
    - d. Signing NEBB®'s current Bylaws, Operational Procedures and Procedural Standards
- C. Certificants are responsible for submitting all required recertification documentation and payment in a timely manner.
- D. Certificants are responsible for retaining on file all appropriate records and documentation as evidence of completing continuing education activities.
- E. Recertification Reminder Notices
  1. NEBB® will send a reminder notice to each Certified Individual's Email address(s) that are on file with NEBB®.
  2. If the fees are not paid by January 01 of each year, NEBB® will send a second notice to each Individual's email address(s) and also try to contact the individual at the phone number(s) on file with NEBB®.



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3. If the annual fee remains unpaid on March 31<sup>st</sup> of each year, NEBB® will suspend the individual's certification and send a third notice of payment due to the individual's contact points.
4. Each Certificant should provide a primary and secondary email and phone number, but the number of contacts decision is determined by the individual.
5. Failure to successfully pay the fees within 90 days after March 31<sup>st</sup> line will result in forfeiture of the individual's Personnel Certification status as described below.

### Continuing Education Requirements

#### A. Certified Professionals (CPs) must adhere to the following recertification procedures:

1. NEBB®-Certified Professionals (CPs) must obtain 12 continuing education credits (CECs) within their current two-year cycle.
  - a. A minimum of 6 of the 12 CECs must be submitted from NEBB® events per two-year cycle.
  - b. Payment of the non-refundable Certified Professional Renewal Fee is required for recertification.
2. CPs with CECs exceeding the 12 CEC requirement within a two-year cycle cannot carry over CECs into their next certification cycle.
3. CPs holding multiple certifications may combine CEC activity from any Category on the chart below to achieve 12 CECs and can apply CECs simultaneously to all active NEBB® certifications if cycles overlap.
4. The CEC Recertification Submission Form must be completed and uploaded to the Certificant's online personal profile in Certelligence along with verification documentation for each category. See "Documentation."
5. **Certificants outside of the continental US:**
  - a. Certificants can submit a pre-approval request on behalf of themselves to the NEBB® Director of Certification for alternative industry training taken. Contact [certification@nebb.org](mailto:certification@nebb.org).
  - b. Certificants will be notified about pre-approved submissions by the Director of Certification.
  - c. Certificants outside the continental U.S. must follow submission procedures as stated within this Policy document.



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| Category  | Eligible Events   | Eligible CECs                              | Documentation   |
|---|---|--|---|
| <b>Category 1</b><br><b>Live or Online</b><br><b>Education Events</b><br><i>(NEBB® &amp; Non-NEBB®)</i><br><i>Up to 12 CECs can be submitted from this category per 2-year cycle.</i> | Annual NEBB® Conference, Training Courses, Discipline Seminars, NEBB® Chapter meetings or Union-sponsored training; pre-approved events from other industry-related professional organizations  | Up to 6.5 CECs per full day                | <b>Live:</b> Submit Certificate of Completion or Proof of Attendance with course title, hours, dates, and location listed<br><b>Webinars:</b> Submit screen shot of title slide and ending slide with CEC form<br><b>Reminder:</b> 6 CECs within a 2-year cycle must be submitted from attending NEBB® events |
|   | Webinars and online training programs   | 1 CEC per 1 online hour                    |   |
| <b>Category 2</b><br><b>Technical, Community, or College Courses</b><br><i>Up to 3 CECs can be submitted from this category per 2-year cycle.</i>                                     | Pertaining to building science, project management, construction, business, HVAC, OSHA, building science, commissioning, testing, adjusting, balancing or retro-commissioning, plumbing, fire protection,   | 3 CECs per 1 college credit                | Submit transcripts, Certificate of Attendance or Completion with course dates, location and hours listed  |
| <b>Category 3</b><br><b>NEBB® Leadership &amp; Governance</b><br><i>Up to 6 CECs can be submitted from this category per 2-year cycle.</i>  | Includes active participation on NEBB® Discipline Committees, Exam Development Committee, Subject Matter Expert Sub-Committee, Board of Directors, Certification Board, Job Task Analysis Sub-Committees  | 1 CEC per 1 hour of participation          | Submit formal letter verifying volunteer activity and dates of service; contact NEBB® Directors or Committee Chairs for letter  |
| <b>Category 4</b><br><b>New Certifications</b><br><i>Up to 6 CECs can be submitted from this category per 2-year cycle.</i>   | NEBB® or other industry-related certifications related to engineering, commissioning, retro-commissioning, testing, balancing, adjusting, and sound, vibration, fume hood, cleanroom, building science, building testing, or other related fields.            | 6 CECs per Certification                   | Submit certificate or letter from organization outlining specifics of certification   |
| <b>Category 5</b><br><b>Speaking/Articles</b><br><i>Up to 6 CECs can be submitted from this category per 2-year cycle.</i>  | Presenter / Co-Presenter: Presentation plus prep time (indicate discipline and  | 1 CEC per 1 hour for presentation and prep | <b>Speaking:</b> Submit formal letter from Sponsor confirming teaching, duration of program, and info presented<br><b>Article:</b> Copy of published piece with publication date  |
|   | Technical Writings in a peer-reviewed industry publication must be related to design, construction, testing and commissioning, code enforcement and operations  | 3 CECs per article                         |   |
| <b>Category 6</b><br><b>Regulatory Work</b><br><i>Up to 6 CECs can be submitted from this category per 2-year cycle.</i>  | Can include development or maintenance of regulatory standards, providing testimony, official review, writing local or national codes, serving on a NEBB®, ASHRAE or other national industry-related committee involved with writing standards and guidelines | 1 CEC per 1 hour of participation          | Submit formal letter outlining and verifying volunteer activity and dates of service  |



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### **B. Certified Technicians (CTs) must adhere to the following recertification procedures:**

1. NEBB®-Certified Technicians (CTs) must obtain 6 continuing education credits (CECs) within their current two-year cycle.
  - a. A minimum of 3 of the 6 CECs must be submitted from NEBB® events per two-year cycle.
  - b. Payment of the non-refundable Certified Professional Renewal Fee is required for recertification.
2. CTs with CECs exceeding the 6 CEC requirement within a two-year cycle cannot carry over CECs into their next certification cycle.
3. CTs holding multiple certifications may combine CEC activity from any Category on the chart below to achieve 6 CECs and can apply CECs simultaneously to all active NEBB® certifications if cycles overlap.
4. The CEC Recertification Submission Form must be completed and uploaded to the Certificant's online personal profile in Certelligence along with verification documentation for each category. See "Documentation."
5. **Certificants outside of the continental US:**
  - a. Certificants can submit a pre-approval request on behalf of themselves to the NEBB® Director of Certification for alternative industry training taken. Contact [certification@nebb.org](mailto:certification@nebb.org).
  - b. Certificants will be notified about pre-approved submissions by the Director of Certification.
  - c. Certificants outside the continental U.S. must follow submission procedures as stated within this Policy document.



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| Category   | Eligible Events   | Eligible CEC   | Documentation   |
|--|---|--|---|
| <b>Category 1</b><br><b>Live or Online Education Events</b><br><b>(NEBB® &amp; Non-NEBB®)</b><br><i>Up to 6 CECs can be submitted from this category per 2-year cycle.</i> | Annual NEBB® Conference, training courses, discipline Seminars, NEBB® Chapter meetings or Union-sponsored training; accepted non-NEBB® professional organizations   | Up to 6 CECs per full day  | <b>Live:</b> Submit Certificate of Completion or Proof of Attendance with course title, hours, dates, and location listed<br><b>Webinars:</b> Submit screen shot of title slide and ending slide with CEC form<br><b>Reminder:</b> 3 CECs within a 2-year cycle must be submitted from attending NEBB® events |
|  | Webinars & online training programs   | 1 CEC per 1 hour online  |   |
| <b>Category 2</b><br><b>Technical, Community, or College Courses</b><br><i>Up to 3 CECs can be submitted from this category per 2-year cycle.</i>                          | Community, Technical, College or Union Apprenticeship Courses pertaining, but not limited to construction, air conditioning, business, HVAC, OSHA, sheet-metal, CAD-drawing or any course related to topics specific to the certification | 3 CECs per course or per year of apprenticeship  | Submit transcripts, Certificate of Attendance or Completion with course dates, location and hours listed  |
| <b>Category 3</b><br><b>New Certifications</b><br><i>Up to 3 CECs can be submitted from this category per 2-year cycle.</i>  | NEBB® or other certifications from related fields or applicable industries including, but not limited to: HVAC, air conditioning, testing, adjusting, balancing, sound, vibration, cleanroom  | 3 CECs per additional certification (per 2-year cycle)   | Submit Certificate or letter from organization outlining specifics of certification   |
| <b>Category 4</b><br><b>Safety Training</b><br><i>Up to 3 CECs can be submitted from this category per 2-year cycle.</i>   | Safety Training Courses from OSHA or other industry-recognized and approved safety providers  | 2 CECs per 10-hour OSHA<br>3 CECs per 30-hour OSHA Supervisory Course<br>1 CEC per 5-hour CPR Course | Submit Certificate of Completion or Proof of Attendance with course hours, dates and location listed  |
| <b>Category 5</b><br><b>Vendor Lunch &amp; Learns</b><br><i>Limit of 1 CECs can be submitted from this category per 2-year cycle</i>                                       | Vendor-sponsored Lunch & Learn Event can include, but are not limited to Vendor equipment shows, in-house equipment training  | 1 CEC per 1 Lunch & Learn Event  | Submit Certificate of Completion or Proof of Attendance with course hours, dates and location listed  |
| <b>Category 6</b><br><b>In-House Training Events</b><br><i>Limit of 1 CEC can be submitted from this category per 2-year cycle</i>   | In-house company training Events can include but are not limited to testing, adjusting, balancing, commissioning, retro-commissioning, cleanroom performance testing, fume hood, sound, vibration, safety, business                       | 1 CEC per 1 In-House Training Event  | Submit Certificate of Completion from the company with training hours, dates, course description and location listed  |



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### C. Commissioning Process Professionals (CxPP) must:

1. NEBB® CxPPs must obtain thirty-four (34) CECs within their current two-year certification cycle.
  - a. CxPPs must acquire 16 CECs from Mandatory Requirements and 18 CECs from Qualifying Requirements Categories.
  - b. CxPPs with CECs exceeding the 34 CEC requirement within a two-year cycle cannot “carry over” CECs into their next certification cycle.
  - c. Payment of the non-refundable Certified Professional Renewal Fees is required for recertification.
2. CxPPs holding multiple certifications can apply CECs simultaneously to all active NEBB® certifications if cycles overlap.
3. The CEC Recertification Submission Form must be completed and uploaded to the Certificant’s online personal profile in Certelligence along with verification documentation for each category. See “Documentation.”
4. **Certificants outside of the continental US:**
  - a. Certificants can submit a pre-approval request on behalf of themselves to the NEBB® Director of Certification for alternative industry training taken. Contact [certification@NEBB.org](mailto:certification@NEBB.org).
  - b. Certificants will be notified about pre-approved submissions by the Director of Certification.
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| MANDATORY   | ELIGIBLE EVENTS CATEGORY   | CEC REQUIREMENTS   | DOCUMENTATION   |
|---|--|--|---|
| <b>Live or Online Education Events</b><br><i>(NEBB® &amp; Non-NEBB®)</i>  | Annual Conference<br>Chapter Recertification Seminars  | 1 CEC per 1 hour of attendance   | <b>Live:</b> Submit Certificate of Completion with course title, hours, dates, and location listed<br><b>Webinars:</b> Submit screen shot of title slide and ending slide with CEC form |
|   | Discipline Seminars, Workshops   | 1 CEC per 1 hour of attendance   |   |
|   | Webinars or On-line Training Programs  | 1 CEC per 1 hour of attendance   |   |
| Up to 16 CECs can be submitted from the Mandatory Requirements category per one-year cycle.<br><i>Must be combined with 18 CECs from Qualifying Recertification. Options below.</i> | College Courses whether traditional or online. Specialty courses pertaining to building science, project management, construction, business, HVAC, OSHA, any course related specifically to building science, commissioning or retro-commissioning.  | 10 CECs per 1 college credit   | Submit transcripts, Certificate of Attendance or Completion with course dates, location and hours listed  |
| QUALIFYING  | ELIGIBLE EVENTS CATEGORY   | CEC REQUIREMENTS   | DOCUMENTATION   |
| <b>Live or Online Education Events</b><br><i>(NEBB® &amp; Non-NEBB®)</i>  | Annual Conference, Workshop, Chapter Recertification Seminar.  | 1 CEC per hour of attendance   | <b>Live:</b> Submit Certificate of Completion with course title, hours, dates, and location listed<br><b>Webinars:</b> Submit screen shot of title slide and ending slide with CEC form |
|   | Webinars, online or in-person training programs: attendee or presenter   | 1 CEC per hour of attendance   |   |
| Up to 18 CECs can be submitted from the Mandatory Requirements category per one-year cycle.<br><i>Must be combined with 16 CECs from Mandatory Category. Requirements above.</i>    | College Courses, whether traditional or online. Specialty courses pertaining to building science, project management, construction, business, HVAC, OSHA, any course related specifically to building science, commissioning or retro-commissioning.   | 10 CECs per 1 college credit   | Submit transcripts, Certificate of Attendance or Completion with course dates identified  |
|   | Certification Test Development: 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 CECs per 1 hour of participation, up to 18 CECs.   | Submit formal letter from NEBB® outlining and verifying volunteer activity and dates of service   |
|   | Presenter or Co-Presenter at Conference, webinars or in-person training  | 2 CECs per hour as presenter for the first presentation, then 1 CEC per hour for subsequent equivalent presentations | <b>Speaking:</b> Submit Letter from Sponsor session date, location and presentation title   |
| QUALIFYING  | ELIGIBLE EVENTS CATEGORY   | CEC REQUIREMENTS   | DOCUMENTATION   |
|   | Published Technical Writings in a peer-reviewed industry publication related to design, construction, testing and commissioning, code enforcement and operations.  | 5 CECs per article, up to 18 CECs  | <b>Article:</b> Submit copy of published piece with publication date  |
|   | 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). | 1 CEC per 1 hour of participation, up to 4 CECs  | Submit document regulatory involvement. Formal letter from NEBB® outlining and verifying volunteer activity and dates of service.   |
|   | Re-Test, meeting the current qualifications for and pass the CxPP certification exam   | 18 CECs  | Exam verified by NEBB®'s Certification Manager.   |



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|  | Team Member in Commissioning Project, participating on a commissioning project of a non-residential new or existing building | 18 CECs | Submit letter from Employer verifying involvement. |
|--|--|---------|--|

## Recertification Application Review

- A. The Certification Manager ensures that all complete applications are reviewed to determine if the Certificant meets all Recertification requirements and that all required information has been properly submitted.
- B. Certificants are required to submit proof of attendance (verification documentation) for all continuing education events.
- C. NEBB® reserves the right to verify any information submitted with an application and to request further information or documentation from the Certificant as needed.

## Personnel Individual Certification Expiration and Failure to Recertify

- A. Failure to successfully recertify by the published deadline will result in forfeiture of the individual’s Personnel Certification status.
- B. If Personnel Certification has been expired for 90 days or less, an individual may reinstate his/her Personnel Certification by meeting all of the Recertification requirements which include:
  - 1. submitting a complete recertification application
  - 2. paying the Recertification fee
  - 3. and paying a recertification reinstatement late fee
- C. If Personnel Individual Certification has been expired for more than 90 days, an individual must begin the certification process from the beginning which includes:
  - 1. meet all certification eligibility requirements in effect at the time
  - 2. submit Application for Candidacy
  - 3. pass all required examination(s) that apply for that discipline
  - 4. pay Application for Certification fee

## Maintenance of Personnel Certification Acceptance

- A. All continuing education activities are subject to review and approval by the Certification Board.
- B. The Certification Manager will grant credit only after an activity has been completed and documented.
- C. The Certification Manager will issue a Recertification letter and updated certificate once all recertification requirements have been met.
- D. Recertification applications will not be accepted from individuals whose Personnel Certification has been revoked or is in a state of suspension.