Those pursuing the Sound Measurement CP certification, Vibration Measurement CP certification or both, and who want to take the Written and Practical exams on Exam Day after the seminar, **must** be an approved certification Candidate **before** attending the seminar.

The first step in the certification process is to ensure the Applicant has met all the pre-requisite / eligibility requirements for the certification **before** completing the Application for Candidacy and submitting for review.

To view the pre-requisite / eligibility requirements visit [http://www.nebb.org/assets/1/7/2019_NEBB_Individual_Certification_Pre-Req_-_Eligibility_Policy_120_-_UPDATED-_11.2.18_-_for_web.pdf](http://www.nebb.org/assets/1/7/2019_NEBB_Individual_Certification_Pre-Req_-_Eligibility_Policy_120_-_UPDATED-_11.2.18_-_for_web.pdf)

To obtain the SM CP and/or VM CP certification information packet, email [certification@nebb.org](mailto:certification@nebb.org). Packet includes: Application for Candidacy, Candidate Handbook Appendix, related documents and application fee payment instructions.

**Applicants:** Deadline for receipt of SM CP or VM CP Applications for Candidacy:
For September 2020: Monday, September 14, 2020
Staff approval process takes up to two weeks.
Applications sent past the deadline will not be accepted.

**Deadline for Application for Candidacy:**
**September Exam:** **September 14, 2020**
Once approved, the Applicant becomes an official certification Candidate and will receive email instructions to pay for the SM CP or VM CP paper-based written exams.

**SM CP Certification Fees**

1. Associated certification costs:
   - a. NEBB SM CP Application fee: $100 (non-refundable)
   - b. NEBB SM CP Written Exam Fee: $350
   - c. NEBB SM CP Practical Exam Fee: $400
   - d. All exam-related fees are final but can be transferred.

2. Once the Candidate passes all required exams, s/he must complete the Application for Certification. Additional fees include:
   - a. SM CP certification: $50
   - b. SM CP certificate: $30

**VM CP Certification Fees**

1. Associated certification costs:
   - a. NEBB VM CP Application Fee: $100 (non-refundable)
   - b. NEBB VM CP Written Exam Fee: $350
   - c. NEBB VM Practical Exam Fee: $400
   - d. All exam-related fees are final but can be transferred.

2. Once the Candidate passes all required exams, s/he must complete the Application for Certification. Additional fees include:
   - a. VM CP certification: $50
   - b. VM CP certificate: $30

3. Processing of the Application for Certification can take up to 30 days.
   - a. A Candidate is not officially certified until s/he receives their official certification number and official NEBB certification certificate from NEBB.

**Exam Scheduling**

Candidates have two options to take the SM CP or VM CP Written exams.

1. Written exams can be taken in paper-based form on Exam Day after the seminar.
   - a. Scoring and processing of paper-based exams require additional processing time, up to two weeks.

2. Written exams can be scheduled at a local Kryterion center after the seminar.
   - a. Exam results are obtained immediately upon completion of the online exam.
3. Regardless of whether a Candidate takes a paper-based or online exam, in advance of taking the exam, Candidates are required to create a profile in Kryterion, NEBB’s Exam Delivery Provider.
   a. Instructions on the profile creation process will be sent.
   b. All exams must be paid for prior to taking the exam.

4. Complete exam details are in the Certification Candidate Handbook Appendix. If the Candidate requires an additional copy of the BoK, contact certification@nebb.org.

5. Practical Exam Schedule (Important)
   a. NEBB will publish the Practical Exam Schedule once the exam minimum attendance is reached.
   b. Prior to booking travel, Candidates must confirm their Practical Exam Schedule time, as completion will occur based in order of confirmed seminar reservation.

Recommended Self-Study
Success with certification comes with dedicated self-study and preparation.

NEBB recommends that SM CP and VM CP Candidates refer to the Recommended Reading List found in the Candidate Handbook Appendices and begin the self-study process well in advance of sitting for the exam(s).

To order publications, visit http://www.nebb.org/resources/publications_NEBB/ or call 301.591.0488.