

# Certification Process: NEBB TAB CP or CT

Those pursuing the TAB CP or TAB CT certification and who want to take the Written 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 staff review.

To view the current 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 TAB CP or TAB CT 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 TAB CP or TAB CT Applications for Candidacy:**

**For February 2020: Saturday, February 1, 2020**

**For June 2020: Thursday, May 21, 2020**

**For October 2020: Sunday, October 4, 2020**

Staff approval process takes up to two weeks.

Applications sent past the deadline will not be accepted.

**Deadline for Application for Candidacy:**

**February Exam: February 1, 2020**

**June Exam: May 20, 2020**

**October Exam: October 4, 2020**





Once approved, the Applicant becomes an official certification Candidate and will receive email instructions to pay for the TAB CP or TAB CT paper-based written exams. All exams must be paid for prior to sitting for the exam.

### TAB CT Certification Fees

1. Associated certification costs:
  - a. TAB CT Application for Candidacy Fee \$50
  - b. TAB CT Written Exam Fee: \$225
  - c. 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. TAB CT Application for Certification Fee: \$25
  - b. TAB CT Certificate Fee: \$30

### TAB CP Certification Fees

1. Associated certification costs:
  - a. TAB CP Application for Candidacy Fee: \$100
  - b. TAB CP Written Exam Fee: \$500
  - c. TAB Pre-Field Report & Error Finding Courses & Exams: \$325 each
  - d. TAB CP Practical Exam Fee: Contact Your Local Chapter for more information.
  - a. 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:
  1. TAB CP Application for Certification Fee: \$50
  2. TAB CT Certificate Fee: \$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 TAB CP or TAB CT 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](mailto:certification@nebb.org)**

#### **Recommended Self-Study**

Success with certification comes with dedicated self-study and preparation.

NEBB recommends that TAB CP and TAB CT Candidates refer to the Body of Knowledge and Recommended Reading List found in the specific 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/](http://www.nebb.org/resources/publications_NEBB/) or call 301.591.0488.

