

Certification Process: NEBB CPT CP or CT

Those pursuing the CPT CP or CPT 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 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

To obtain the CPT CP or CPT CT certification information packet, email certification@nebb.org. Packet includes: Application for Candidacy, Candidate Handbook Appendix, related documents, and application fee payment instructions.

Applicants: Deadline for receipt of CPT CP or CPT CT Applications for Candidacy:
For September 2021 Seminar: Monday, August 30, 2021
For November 2021 Seminar: Monday, October 25, 2021
Staff approval process takes up to two weeks.
Applications sent past the deadline will not be accepted.

Deadline for Application for Candidacy:
September Exam: August 30, 2021
November Exam: October 25, 2021





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

CPT CT Certification Fees

1. Associated certification costs:
 - a. CPT CT Application for Candidacy Fee: \$50 (non-refundable)
 - b. CPT CT Written Exam Fee: \$450
 - 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. CPT CT Application for Certification Fee: \$25
 - b. CPT CT Certificate Fee: \$30

CPT CP Certification Fees

1. Associated certification costs:
 - a. CPT CP Application for Candidacy Fee: \$100 (non-refundable)
 - b. CPT CP Written Exam Fee: \$350
 - c. CPT CP Practical Exam Fee: \$800
 - 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. CPT CP Application for Certification Fee: \$50
 2. CPT CP 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 certification certificate from NEBB.**

Exam Scheduling

Candidates have two options to take the CPT CP or CPT 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.
5. **CPT CP Practical Exam**
 - a. The CPT CP Practical Exam can only be taken on Exam Day, after the seminar, or scheduled at NEBB Tec. Contact certification@nebb.org for more details.

Recommended Self-Study

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

NEBB recommends that CPT CP and CPT CT Candidates refer to the 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/ or call 301.591.0488.

