# 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 prerequisite / eligibility requirements for the certification **before** completing the Application for Candidacy and submitting for review.

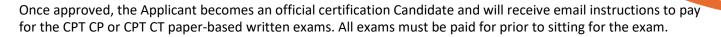
To view the current pre-requisite / eligibility requirements visit <u>http://www.nebb.org/assets/1/7/2019\_NEBB\_Individual\_Certification\_Pre-Req -</u> <u>Eligibility\_Policy\_120 - UPDATED- 11.2.18 - for\_web.pdf</u>

To obtain the CPT CP or CPT CT certification information packet, email <u>certification@nebb.org</u>. 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





## **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.



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

# 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 <u>certification@nebb.org</u> 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 <u>http://www.nebb.org/resources/publications\_NEBB/</u> or call 301.591.0488.

