

# Commissioning (CxCP) Seminar

November 13-15, 2023

Irving, TX

## Location:

**IMI Training Center**

8432 Sterling Street

Suite 101

Irvine, TX 75063

## This Seminar is Designed for:

- Individuals who are interested in learning more about commissioning procedures.
- Management-level personnel with commissioning experience who want to enhance their overall knowledge in commissioning.
- Certification Candidates interested in building knowledge about building systems commissioning.
- Individuals who hold a key role in the commissioning process within their companies.

Registration Deadline:

**October 13, 2023**





## Our COVID-19 Response Plan

Considering COVID-19, NEBB has taken several proactive steps to help ensure the health and safety of our attendees and instructors. Precautions such as constant sanitization of the seminar area increased attention to high-touch areas in the rooms, limits on the number of attendees during the seminar, and protective gear for our instructors are in place. NEBB also will be practicing social distancing and maintaining 6 feet apart.

### Responsibilities for Each Attendee:

- If you are experiencing any symptoms of COVID-19 like running a fever, coughing, or shortness of breath, please do not attend the seminar.
- You have been exposed to someone who has tested positive for COVID-19 in the last 14 days.
- You have a compromised immune system or are considered “high risk.”
- Masks are required during the seminar and gloves can be worn if desired.
- Sanitize hands prior to entering the seminar location.
- Avoid shaking hands or engaging in any unnecessary physical contact.
- Signing a waiver prior to the seminar.





## Seminar Instructors:



### **Curtis Anthony**

Curtis Anthony is a Senior Associate at Newcomb & Boyd Consultants and Engineers. He is a past Board member of NEBB and former Chairman of NEBB's Cx Committee. He has more than 30 years of experience in Mechanical Construction, TAB, Building Systems Commissioning, and specialized containment disciplines. Curtis began his own company in 1992-2020, TAB/ Optimum Energy Solutions, Inc. Curtis has an array of experience in various building types, including health care and Bio safety laboratory facilities. Curtis has been a member of the Commissioning committee since 2013 and was instrumental in the development of various handbooks and Standards, including, the new S110, and S120 standard. NEBB Certified Professional Credentials include TAB, Cx, RCx, FH, S&V, and is an Advanced NSF accredited certifier of Class 2 Bio Safety Cabinets.



### **Bill Kinser**

Bill Kinser is the President and CEO of ES2 a building automation, Cx, and TAB company. He is a registered professional engineer who provides mechanical design build services. Bill has held multiple NEBB certifications for over 20 years. His entire 32-year career has been in commercial construction and the HVAC industry.





## About This Seminar:

**Whole Building Technical Commissioning of New Construction (Cx)** is the process of verifying in new construction, all of the subsystems for mechanical (HVAC), plumbing, electrical, fire/life safety, building envelopes, interior systems, cogeneration, utility plants, sustainable systems, lighting, wastewater, controls, and building security to achieve the owner's project requirements as intended by the building owner and as designed by the building architects and engineers. NEBB's process is contained in the NEBB/ANSI Standard S110-2019, Second Edition *Whole Building Technical Commissioning of New Construction* which is one of the primary references for this seminar. The commissioning process's main goal is to improve a project from the design phase through post-construction and occupancy.

This 3- day seminar provides attendees with information that will cover the following:

- Review of NEBB's Whole Building Technical Commissioning of New Construction program
- Review of the Commissioning Process with emphasis on:
- Development of Owner's Project Requirements documents
- Development of Commissioning Plans
- The Commissioning Communications
- Commissioning Communications
- Marketing Commissioning Services
- Estimating Commissioning Services
- Technology reviews of HVAC, Controls, Equipment, and Control Components



*This Seminar has been approved for 21 Continued Education Credits*



## Seminar Schedule:

*If you are interested in certification and/or taking the exam, please contact [certification@nebb.org](mailto:certification@nebb.org)*

### **Monday, November 13, 2023**

**(7 CECs)**

**7:30 am:** Registration

**8:00 am – 5:00 pm:** Instruction

*(Lunch Provided)*

### **Tuesday, November 14, 2023**

**(7 CECs)**

**8:00 am – 5:00 pm:** Instruction

*(Lunch Provided)*

### **Wednesday, November 15, 2023**

**(7 CECs)**

**8:00 am – 5:00 pm:** Instruction

*(Lunch Provided)*

### **Thursday, November 16, 2023**

Optional Exam Day



## Travel Information:

We recommend all attendees that are unfamiliar with the seminar location or require travel from another location review the following information prior to registering for this seminar.

### Hotels:

Attendees can make reservations directly with the hotel of their choice. Below is a short list of hotels near the training center. Hotel and transportation costs are not covered by the seminar registration fee.

#### Residence Inn Dallas DFW Airport North/Irving

8600 Esters Blvd  
Irving, Texas, 75063  
972-871-1331

(Special IMI Rates & shuttle to/from IMI) [Booking Link](#)

#### Homewood Suites by Hilton Irving - DFW Airport

7800 Dulles Drive  
Irving, Texas, 75063  
972-929-2202

#### Home2 Suites by Hilton Irving / DFW Airport North

4700 North Plaza Drive  
Irving, Texas, 75063  
972-929-5700

### Airport:

**Dallas/Fort Worth International Airport (DFW):** serves the Dallas area. IMI and the hotels listed below are approximately 2 miles from the airport (about a 5-minute drive). The hotels listed have airport shuttles.

## Important Dates and Times:

### Arrival in Dallas, TX

Sunday, November 12, 2023

### Seminar Dates:

Monday - Wednesday, November 13-15, 2023

### Optional Exam

Thursday, November 16, 2023

**Seminar Location:**  
**IMI Training Facility**  
8432 Sterling Street,  
Suite 101, Irvine, TX 75063



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# NEBB NOV. CxCP SEMINAR REGISTRATION FORM

**Registration form and payment must reach the NEBB office on or before October 13, 2023.**

Pre-registration and payment of fees are necessary to ensure your participation in the seminar.

Three ways to register:

1. Online through the [Certelligence Portal](#)
2. Email this form to [training@nebb.org](mailto:training@nebb.org), or
3. Mail this form to: NEBB, 8575 Grovemont Circle, Gaithersburg, MD 20877.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone/Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Please list any dietary restrictions and/or ADA accommodations:

\_\_\_\_\_

#### Seminar Fees (Check all that apply)

- \$1500 CxCP Seminar Registration Fee  
(Does not include candidacy application or exam fees)

#### Publication Fees

- \$200 NEBB/ \$250 Non-NEBB: Environmental Systems Technology
- \$90 NEBB/\$150 Non-NEBB: NEBB Commissioning Technicians Handbook
- \$150 NEBB/ \$200 Non-NEBB: Handbook for Energy & Water Calculations, includes CD with Energy Calculations
- \$125 NEBB/Non-NEBB: ANSI/NEBB S110:2019, Second Edition Whole Building Technical Commissioning of New Construction (Hard copy or Electronic)

*\*Prices for publications do not include shipping and handling*

#### Optional Exam Opportunity:

Please check the box below. If interested, please email [certification@nebb.org](mailto:certification@nebb.org) for the candidacy application process. Pre-approval and payment are required before the deadline.

- Yes, interested in taking the exam
- No, not interested in taking the exam

#### Payment Method

- Check enclosed made payable to NEBB
- Visa  MasterCard  American Express

Name on Card \_\_\_\_\_

CC Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Security Code \_\_\_\_\_

Signature \_\_\_\_\_

\$ \_\_\_\_\_ **Total Amount Due**

Note: Any candidacy or exam fees will be invoiced separately.

**Cancellation Policy:** Cancellation by registrants, regardless of reason, will be subject to a \$250 service charge to cover NEBB's expenses. A refund of the prepaid registration will be made less the \$250 service charge. No Shows or late cancellations (those who registered for the seminar who do not cancel at least 14 days prior to the seminar and subsequently do not attend the course) will forfeit the entire registration fee unless a replacement can be found. NEBB reserves the right to cancel any seminars having insufficient registrants, in which case, all prepaid registration fees will be refunded in full. Please advise NEBB and your hotel of your cancellation as soon as possible.





# Seminar Attendee Requirements:

To achieve the best educational experience, attendees are asked to read the following BEFORE attending the training seminar. It is assumed that all attendees have a thorough working knowledge of the requirements of these NEBB publications prior to attending the seminar.

- Attendees should have basic system knowledge of HVAC and Building Automation System Operations
- Attendees are required to bring all the required publications below to the seminar.
- Attendees are required to bring a laptop with Windows operating system, Adobe Acrobat, Microsoft Word, Microsoft Excel and have a working knowledge of the software prior to attending the seminar.
- Attendees will need to bring a calculator.

## Important Reminders:

1. Registrations will be filled on a “first come-first served” basis.
2. Seminar fees include course instruction, lunch, and am/pm breaks.
3. **Seminar fees do not include anything pertaining to certification. For information on certification or exams please contact [certification@nebb.org](mailto:certification@nebb.org).**

## Recommended Publications:

To achieve the best learning results, it is highly recommended that attendees **read the following publications BEFORE** attending the seminar:

- ANSI/NEBB Standard S110-2019 – Second Edition – Whole Building Technical Commissioning of New Construction
- Design Phase Commissioning Handbook
- 2019 Procedural Standard for TAB of Environmental Systems – 9<sup>th</sup> Edition
- Environmental Systems Technology, 1999
- SMACNA Duct Standard, 4<sup>th</sup> Edition, 2017
- ASHRAE Guideline 1.4, The Systems Manual for Facilities
- **BoK approved 3/31/19, v. 18**

The instructor assumes that all attendees have a thorough working knowledge of the requirements of these NEBB publications prior to attending the seminar. Publications can be purchased online at [www.nebb.org](http://www.nebb.org).

## Questions About This Seminar?

Call 301-977-3698 or email [training@nebb.org](mailto:training@nebb.org)

