



NEBB Certified Professional (CT) CEC Submission Policy

NEBB Certified Technicians are required to submit 3 hours of continuing education credits, every year, in addition to paying annual fees, to maintain their certification(s) by December 31.

- An individual can upload their CECs anytime for their yearly cycle, but will be able submit to NEBB on August 1, xxxx.
- A minimum of 1.5 of the 3 CECs must be from NEBB sponsored events.
- CECs cannot be carried over into the next certification cycle.
 - CEC verification documentation must be uploaded to the individual's on-line profile in Certelligence on or before December 31, xxxx. Acceptable verification documentation includes a certificate of attendance, letter of attendance, transcripts, course details (including dates, times and content), and formal letter of completion.
- CECs earned after the December 31, xxxx deadline will not be accepted for that cycle. Please make sure to earn your CECs within your yearly cycle to be accepted.

Individuals requesting OTHER for Non-NEBB submissions:

- Individuals can submit a pre-approval request on behalf of themselves to the NEBB Executive Vice President for non-NEBB alternative industry training taken. Contact certification@nebb.org for more details.
- Certificants will be notified regarding acceptance or denial of pre-approved submissions within two weeks of their submission.

Examples of acceptable NEBB CECs:

- New NEBB Certification
- NEBB Annual Conference
- Webinar or on-line training program (NLC and/or ASHRAE)
- NEBB Chapter Recertification Seminar
- NEBB Leadership & Governance (Professional Development)

Examples of non-NEBB CECs that require prior approval:

- Events from other industry-related professional organizations
- Trade Organization Sponsored Training