

# Commissioning Professional (CxCP) Seminar

June 27 -29, 2024

## 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.
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## Location:

### IMI Training Center

1000 Holcomb Woods Pkwy  
Suite 124  
Roswell, GA 30076

Registration Deadline:

**May 27, 2024**



## Seminar Instructors:



**Curtis Anthony**

Curtis Anthony is a Senior Associate at Newcomb & Boyd Consultants and Engineers. He has more than 30 years of experience in Mechanical Construction, TAB, Building Systems Commissioning, and specialized containment disciplines. Curtis began his own in 1992 - 2020, TAB/Optimum Energy Solutions, Inc. Curtis has an array of experience in various building types, including healthcare and Biosafety 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 2019 S110 and S120 standards. NEBB Certified Professional Credentials include TAB, Cx, RCx, FHT, S&V, and is an Advanced NSF accredited certifier of Class 2 Bio Safety Cabinets.

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**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.

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## 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



## Thursday, June 27, 2024

(7 CECs)

**7:30 am:** Registration

**8:00 am – 5:00 pm:** Instruction

(Lunch Provided)

## Friday, June 28, 2024

(7 CECs)

**8:00 am – 5:00 pm:** Instruction

(Lunch Provided)

## Saturday, June 29, 2024

(7 CECs)

**8:00 am – 5:00 pm:** Instruction

(Lunch Provided)

## Sunday, June 30, 2024

Optional Exam Day



## Travel information:

**Registration form and payment must reach the NEBB office on or before May 27, 2024.  
Pre-registration and payment of fees are necessary to ensure your participation in the seminar.**

### Hotels:

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

#### Double Tree by Hilton - Roswell

1075 Holcomb Bridge Road,  
Roswell, GA 30076  
770-992-9600

#### Hyatt Place - Atlanta

7500 North Point Circle,  
Alpharetta, GA 30022  
770-594-8788

#### Inn - Atlanta/Roswell

909 Holcomb Bridge Road,  
Roswell, GA 30076  
770-817-1414

### Airport:

**Hartsfield-Jackson Atlanta International Airport (ATL):** serves the Roswell area. IMI and the hotels listed above are approximately 30 miles from the airport (about a 45-60 minute drive) Taxi services are available at the airport.

### Important Dates and Times:

#### Arrival in Roswell, GA

Wednesday, June 26, 2024

#### Seminar Dates:

Thursday- Saturday, June 27 - 29, 2024

#### Optional CxCP Paper-based Exams

Sunday, June 30, 2024

### Seminar Location:

#### IMI Training Center

1000 Holcomb Woods Pkwy  
Suite 124  
Roswell, GA 30076

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# NEBB JUNE CxCP SEMINAR REGISTRATION FORM

**Registration form and payment must reach the NEBB office on or before May 27, 2024.**

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

## Registration form and payment

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: _____	
<b>Seminar Fees (Check all that apply)</b>	
<input type="checkbox"/> \$1500 CxCP Seminar Registration Fee (Does not include candidacy application or exam fees)	
<b>Publication Fees</b>	
<input type="checkbox"/> \$200 NEBB/ \$250 Non-NEBB: Environmental Systems Technology	
<input type="checkbox"/> \$90 NEBB/\$150 Non-NEBB: NEBB Commissioning Technicians Handbook	
<input type="checkbox"/> \$150 NEBB/ \$200 Non-NEBB: Handbook for Energy & Water Calculations, includes CD with Energy Calculations	
<input type="checkbox"/> \$125 NEBB/Non-NEBB: ANSI/NEBB S110:2019, Second Edition Whole Building Technical Commissioning of New Construction (Hard copy or Electronic)	
<i>*Prices for publications do not include shipping and handling</i>	
	<b>Optional Exam Opportunity:</b>
	Please check the box below. If interested, please email <a href="mailto:certification@nebb.org">certification@nebb.org</a> for the candidacy application process. Pre-approval and payment are required before the deadline.
	<input type="checkbox"/> Yes, interested in taking the exam
	<input type="checkbox"/> No, not interested in taking the exam
	<b>Payment Method</b>
	<input type="checkbox"/> Check enclosed made payable to NEBB
	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
	Name on Card _____
	CC Number _____
	Expiration Date _____
	Security Code _____
	Signature _____
	\$ _____ <b>Total Amount Due</b>
	Note: Any candidacy or exam fees will be invoiced separately.

## Location

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.

## Attendee and Seminar Requirements:

### 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 those NEBB publications before attending the seminar. Publications can be purchased online at [www.nebb.org](http://www.nebb.org)

### Important Reminders:

1. Registrations will be filled on a “first come-first served” basis. Please note that class sizes are limited due to Covid Social Distancing Protocol.
2. Seminar fees include course instruction, lunch, am/pm breaks.
3. Seminar fees do not include anything pertaining to certification. 4. For information on certification or exams please contact [certification@nebb.org](mailto:certification@nebb.org).

### Questions About This Seminar?

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



## 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.

### Our COVID-19 Response Plan

- 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.”
- Wearing a mask is requested 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

