



New Firm Certification Requirements

Firms looking to become NEBB certified are required to meet the certification requirements listed in the most current NEBB Operational Procedures, Section 2.0 CERTIFIED FIRMS. For quick reference, NEBB Operational Procedures 19th Edition – Effective July 1, 2022, section 2.0 is included below.

Additionally, the most current NEBB Operational Procedures can be found on the [NEBB website](#), under ABOUT>[Governing Documents](#). Please contact your local chapter for their submittal and review process. You will also be able to locate your local NEBB chapter on the [NEBB website](#), under ABOUT>[Chapter Directory](#).

Prior to achieving NEBB certification, an Applicant Firm may not:

- ✚ Represent, directly or indirectly, the Applicant Firm as being NEBB Certified or any Applicant Professional or Applicant Technician as holding NEBB certification or Applicant status.
- ✚ Use the NEBB name or logo on letterhead, business cards, brochures or other promotional materials and advertising.

NEBB FIRM FEES (subject to change)

- Initiation Fee (one-time): \$1950
- Quality Assurance Plan (one-time): \$1000
- Annual Base Fee: \$1500
- Annual Discipline Fee (ea): \$300
- Chapter Annual and/or Application Fee(s): please contact your local chapter

INSTRUMENT REQUIREMENTS

Every NEBB Firm must comply with the instrumentation requirements set forth in the applicable Procedural Standards for each discipline as to which an office is publicly held out or promoted as providing NEBB services. The current list of instrument requirements can be found on the [NEBB website](#), under Firm Certification>[Instrument Requirements](#)

2.0 CERTIFIED FIRMS (*NEBB Operational Procedures 19th Edition – Effective July 1, 2022*)

2.1 Definitions

- 2.1.1 Certified Firms are those companies, however legally constituted, that have met, and continue to meet, all NEBB requirements for certification and have been awarded a certification number by NEBB and are authorized to perform work in accordance with NEBB Procedural Standards.
- 2.1.2 Applicant Firms are those Firms that have applied to NEBB and are in the process of working toward certification but have not yet been awarded a certification number by NEBB.

2.2 Applicant Firm Status

- 2.2.1 A company must establish Applicant Firm status prior to attaining NEBB Firm certification.
- 2.2.2 An Applicant Firm must become certified not later than one (1) year from the date of its initial application for certification. If the Applicant Firm does not attain certification within the one (1) year period, the company must reapply as a new Applicant Firm, paying all then current and applicable dues and fees.
- 2.2.3 Upon application and thereafter, Applicant Firms must pay NEBB and Chapter dues and fees to maintain Applicant Firm status.
- 2.2.4 Prior to achieving NEBB certification, an Applicant Firm may not:
 - 2.2.4.1 Represent, directly or indirectly, the Applicant Firm as being NEBB Certified or any Applicant Professional or Applicant Technician as holding NEBB certification or Applicant status.
 - 2.2.4.2 Use the NEBB name or logo on letterhead, business cards, brochures or other promotional materials and advertising.

2.3 Firm Certification Requirements

- 2.3.1 An Applicant Firm must have operated continuously as a legal entity, actively engaged and regularly performing work in the field for which it is seeking NEBB Certification, on a full time basis providing services in one (1) or more of the disciplines in which NEBB provides certifications, for a minimum period of twelve (12) consecutive months, under the name of the Applicant Firm, prior to submitting an application for certification.
- 2.3.2 An Applicant Firm must submit a minimum of six (6) individual and unique letters of endorsement from architects, engineers, contractors, or commercial building owners, attesting to the Firm's reputation for integrity and business ethics, and knowledgeability in the field for which it is seeking NEBB Certification. These letters must be dated within twelve (12) months of the application date and must reference the Applicant Firm, not any Candidate or Certified Professional, and must list at least one (1) project for which the Applicant Firm provided services for the endorsing party. No more than one (1) letter may be from a contractor. None of the letters shall be from any firms affiliated with the Applicant. NEBB and the Chapter of application reserve the right to review and communicate with any person or Firm regarding information on the background, integrity and ethics of the Applicant Firm.
- 2.3.3 An Applicant Firm must confirm in its application that it will comply with NEBB requirements for instrumentation for each discipline in which certification is sought.
- 2.3.4 The Applicant Firm must employ a Designated Certified Professional in each discipline for which Firm certification is sought. A Certified Professional may serve as the Designated Certified Professional for more than one (1) discipline, but not more than one (1) Applicant Firm, or more than one (1) office of the Firm, so long as the Professional is certified in each discipline that is applicable. The Designated Certified Professional shall be a full time, management level employee of the Firm, located and primarily working at the Firm address listed with NEBB. NEBB defines full time employment as a minimum average of thirty (30) hours per work week. The Designated Certified Professional shall be responsible for ensuring that the NEBB Certified Firm and all other NEBB Certified Professionals and Technicians in the office the Designated Certified Professional serves perform services in accordance with all NEBB Procedural Standards and comply with these Operational Procedures.

- 2.3.5 The Applicant Firm must affiliate with and pay all NEBB fees and dues and Chapter fees and dues of their assigned NEBB Chapter. Firms affiliated with a Chapter that give up its NEBB charter or has that charter revoked, will be assigned by NEBB to Chapters geographically adjacent to the eliminated Chapter, or to NEBB HQ, at the discretion of the Board of Directors. The NEBB Board of Directors may re-assign Firm affiliations that are affected by Chapter boundary modifications.
- 2.3.6 The Applicant Firm must possess the current edition of the NEBB Procedural Standards applicable to the discipline for each certification sought.
- 2.3.7 The Applicant Firm must submit a NEBB “Agreement to Arbitrate” and “Code of Ethics,” each executed by an appropriate officer or owner in the Firm authorized to bind the Firm.
- 2.3.8 An Applicant Firm’s application may, but will not necessarily, be denied if an owner, partner, shareholder, Certified Professional, director or officer in the Applicant Firm has previously been decertified by NEBB or was employed in or held a similar position with a Firm previously decertified by NEBB.
- 2.3.9 NEBB certification in a given discipline is open to any Applicant Firm that meets the requirements for that NEBB discipline.

2.4 Requirements for Firm Recertification

- 2.4.1 Fees. Annual firm recertification fees are established by the NEBB Board of Directors. A Certified Firm must pay annual fees by December 31st of each calendar year, for the upcoming calendar year. Failure to pay NEBB annual fees by December 31st of each calendar year will result in a late fee being assessed monthly until the invoice has been satisfied. Failure to pay annual fees, including late fees, by March 31st, will result in the automatic suspension of the Firm’s certification. Failure to pay annual and late fees by June 30th will result in the automatic decertification of the Firm.
- 2.4.2 Application. A Certified Firm must apply for recertification every year. Firm recertification will be done by completing the attestation, under the Designated Certified Professionals Individual recertification application, for each discipline the firm holds, and is due to NEBB for review and processing by December 31st. Resolution of any errors or omissions of the Firm attestation must be resolved by March 31st or suspension procedures will apply per section 4.5.2 of these Operational Procedures. Failure to submit the firm attestation to NEBB by December 31st will result in late fees being assessed monthly until the attestation has been submitted. Firm recertification attestations received by NEBB, after December 31st may result in delays in the Firm receiving updated stamps and certificates.
- 2.4.3 In connection with each recertification application, the NEBB Chapter and/or NEBB HQs to which a Firm is assigned shall verify continued compliance with NEBB certification requirements for the subject Firm, as follows:
 - 2.4.3.1 The Certified Firm must confirm in writing that, for each Discipline in which the Firm is certified, its Designated NEBB Certified Professional remains employed at the Firm. The Designated Certified Professional shall be a full time, management level employee of the Firm, located and primarily working at the Firm address listed with NEBB. NEBB defines full time employment as a minimum average of thirty (30) hours per work week. The Designated Certified Professional shall be responsible for ensuring that the Certified Firm and all other Certified Professionals and Technicians in the office the Designated Certified Professional serves perform services in accordance with all NEBB Procedural Standards and comply with these Operational Procedures.
 - 2.4.3.2 The Certified Firm must continue to meet the instrument requirements of the Procedural Standards for each discipline certification it holds.
 - 2.4.3.3 The Certified Firm shall submit a re-executed “Code of Ethics” and “Agreement to Arbitrate” as part of the recertification application, signed by an appropriate officer or owner in the Firm authorized to bind the Firm.
- 2.4.4 The Certified Firm’s Designated Certified Professional will acknowledge reading and being bound by the current edition of NEBB’s Bylaws, Operational Procedures, Procedural Standards and other governing documents by separate signature in the Firm’s recertification application.
- 2.4.5 From each Certified Firm at least one (1) employee in a management position, preferably the Designated Certified Professional, shall attend their Local Chapter Business meeting at least once annually. Certified Firms

located outside of North America are encouraged to participate in NEBB Chapter business meetings but are exempted from this requirement.

- 2.4.6 If circumstances prevent attendance at the Chapter business meeting, arrangements shall be made through the chapter for alternative or virtual attendance.

2.5 Requirements for Firms with Multiple Offices

- 2.5.1 Certification by NEBB of one (1) or more offices of a Certified Firm, each in accordance with 2.5.2, does not constitute certification of other offices of the Firm, for which there has not been full compliance with 2.5.2. NEBB certified services performed by the certified office must be done in accordance with the applicable NEBB discipline Procedural Standard.
- 2.5.2 After the certification of the first office of a Certified Firm, any other office of the Certified Firm that is publicly held out or promoted as an office through which NEBB certified services are performed must comply with the following requirements:
 - 2.5.2.1 For each NEBB discipline as to which an office is publicly held out or promoted as providing NEBB services, a NEBB Designated Certified Professional (as established in these Operational Procedures) must be employed in a full-time management level position and primarily serve the office. The same Professional certified in more than one (1) discipline may satisfy this requirement for the disciplines in which the Professional is certified.
 - 2.5.2.2 Each office must comply with the instrumentation requirements set forth in the applicable Procedural Standards for each discipline as to which an office is publicly held out or promoted as providing NEBB services.
 - 2.5.2.3 Each office must affiliate with the NEBB Chapter having jurisdiction in the geographical area in which the office is located, including payment of Chapter and NEBB dues and fees.
 - 2.5.2.4 Additional offices are not required to be in business for a year and are not required to submit letters of endorsement in order to become certified.
 - 2.5.2.5 Additional offices must have the same corporate ownership structure and same legal corporate name as the first certified office of the firm. Firms located outside the United States and its territories must show equivalent proof of ownership.
- 2.5.3 Certified Firms found to be holding out or promoting an additional office without complying with the letter and spirit of the requirements of 2.5 will be subject to Administrative or Disciplinary Actions by NEBB, including Decertification.

2.6 Certified Stamp Usage

- 2.6.1 A stamp and certificate that are the property of NEBB shall be issued to a Certified Firm with the Certified Professionals name included. The stamp/certificate is to be used for certifying work performed in accordance with NEBB Procedural Standards, by a Certified Professional, while employed by a Certified Firm, for that Certified Firm. A Certified Professional may only perform work or advertise the ability to perform work in accordance with the NEBB Procedural Standards at one (1) Certified Firm. Certified Professionals shall register with NEBB the Certified Firm for which they are employed, and not perform these duties at any other NEBB Certified Firm until all appropriate transfer paperwork has been completed, previous Firm stamps returned, and new Firm stamps and certificates issued.
- 2.6.2 The proper use, management and safekeeping of NEBB certification stamps are the responsibility of the Certified Firm to whom they are issued. In particular, but without limitation:
 - 2.6.2.1 A Certified Firm shall return all NEBB stamps to NEBB within fifteen (15) days of suspension or decertification.
 - 2.6.2.2 Paper Certified Report: For manual certifications, the ink stamp issued by NEBB to the Certified Firm with an original signature or ink signature stamp of the Certified Professional shall be applied to the certification page of a NEBB report. The signature and date shall not obscure the Certified Professional's name or Certified Firm's number in the stamp.

- 2.6.2.3 Electronic Certified Report: An electronic version of the NEBB-issued stamp (digital representation) shall be applied to the certification page of a NEBB report in electronic form, along with an electronic version of the Certified Professional's signature. This allows the Certified Professional while employed by the Certified Firm to affix a computer-generated stamp and an electronic signature to a NEBB report in electronic form.
- 2.6.2.4 Stamp Security: Certified Firms shall take appropriate measures to ensure security of their ink stamp, electronic stamp, ink signature stamp, and electronic signature. The security and use of ink stamp, electronic stamp, ink signature stamp, or electronic signature are the responsibility of the Certified Firm.

2.7 Loss of Rights

- 2.7.1 The Certified Firm will report any change in Certified Professional and/or Certified Technician employment to the NEBB Chapter and to NEBB within fifteen (15) days of a change in employment status.
- 2.7.2 Certified Professionals and Certified Technicians will have to apply for a certification transfer from one (1) Certified Firm to another Certified Firm or Applicant Firm. The Certified Professional and/or Certified Technician and the Certified/Applicant Firm shall submit a certification transfer application and pay a transfer fee within thirty (30) days of the change. The certification transfer will not be official until approved by NEBB. The Certified Professional and/or Certified Technician will be unable to perform work in accordance with NEBB Procedural Standards during the certification transfer process and will be reinstated only when the transfer is approved by NEBB.
- 2.7.3 A Certified Professional and/or Certified Technician not employed by a Certified Firm is unable to perform work in accordance with NEBB Procedural Standards.
- 2.7.4 A Certified Firm cannot publish or claim the Certified Professional's and/or Certified Technician's NEBB certification until the Certified Professional's and/or Certified Technician's transfer application has been approved by NEBB.
- 2.7.5 Failure of any NEBB Certified Professional and/or Certified Technician or Certified Firm to comply with the above requirements may result in Administrative or Disciplinary Actions which could include, but are not limited to, Continuing Education requirements, Probation, Mentoring, NEBB Administrative Charges, Decertification, and Termination for the Certified Professional and/or Certified Technician and Certified Firm in the manner prescribed in these Operational Procedures.

Please contact your location chapter for more information! You can locate your local NEBB chapter on the [NEBB website](#), under ABOUT>[Chapter Directory](#).