



Instructions for Uploading CECs for CPs and CTs

All NEBB certified individuals are required to upload CEC verification documentation to their online profile located in NEBB's online database system, [Certelligence](#), annually.

The steps are as follows:

1. Log in to your [certelligence profile](#).
2. Click on the **Individual Recertification** tab located on the left-hand side.

Welcome to your online profile!

You can update your personal address, add continuing education credits and documents and purchase from our online Store.

Feel free to update your profile any time, 24/7/365.

- [Individual Recertification Submission](#)
- [NEBB Certification Directory](#)
- [View Invoice History](#)
- [NEBB Bookstore](#)
- [Print Your CP or CT Certificate](#)
- [Update Password](#)
- [Log Off](#)

If you have questions or run into a snag, please email support@nebb.org

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3. To open a new submission, select the correct certification box:
 - a. Certified Professional
 - b. Certified Technician
4. Click **Create New Application**

Submittal #	Topic	Applicant	Application Status	Year
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[Create New Application](#)

This will open up a submission for you for recertification. Please read the instructions before starting.



The left menu shows which step is currently open. Jump to a different step at anytime by clicking on it. The cards within each step can be expanded in any order by clicking on right hand side. Click the topic to expand.

Please read the instructions

Upload your NEBB CECs

Required

Tells you what is missing

Relationship	Last Name	First Name	City	State	Country	Company
Applicant	TEST	Charles				NEBB TEST

< PREVIOUS

EXIT

4. To add either NEBB or non-NEBB CECs, click on the appropriate TAB to add your CECs.

Applicant: Charles TEST
Applications: Individual Recert 2026
Certification: CT
Submittal #: 15793

CT CEC Activity NEBB Events

Transactions

Summary

Category	Requested	Allowable	Approved
Certified Technician NEBB Live and Online Education Events	0.00	0.00	0.00

Comments (0) Add

< PREVIOUS

NEXT >

EXIT

Use the drop down to pick what category your NEBB CECs fall under. Be sure to fill out all the required fields and click SAVE before moving to the next step. Each certificate you hold will need to be added and saved.



Instructions

CT CEC Activity NEBB Events

Code of Ethics

Arbitration

Status / Review

EXIT

CT CEC Activity NEBB Events

Manage Certified Technician NEBB Live and Online Education Events

Certified Technician NEBB Live/Online Education Events

Webinar or online training program (NLC and/or ASHRAE)

Start Date

07/28/2025

End Date

07/28/2025

Detail

CEC Hours*

3

Detail

Documentation*

Choose File

Save Cancel

Click the correct drop down. Keep in mind for each Events, you will need to add new.

Date(s) of education must be between 01/01/2025 - 12/31/2025. If the education was one day, enter the same start and end date.

List the amount of CECs

Click to upload your Certificate in one file. The File can have many pages. Only upload Word or PDF files.

Don't forget to click SAVE!

5. Once the CECs are added, you will need to review and acknowledge the Code of Ethics and Arbitration as a part of the recertification requirements.

individual from completing their work and preparing a final report, specifically and expressly noting in any preliminary report that it is preliminary and not final.

e. Report and address problems, if encountered, and when a problem exists, notify appropriate project personnel by providing input as to the cause of the problem and recommend possible solutions

f. Perform their services professionally and with respect for the client's property and personnel.

II. Certification of a NEBB Certified Individual may, in accordance with provisions and procedures set forth in the **NEBB Operational Procedures**, be suspended or terminated for, but not limited to, the following reasons:

a. Failure to pay annual fees and/or recertify, as provided, in the **NEBB Operational Procedures**

b. Failure to abide by the provisions of **NEBB's Bylaws** and **NEBB's Operational Procedures**

c. Conduct by a NEBB Certified Individual, which, as found by the NEBB Board of Directors, is not in the best interest of NEBB.

III. No Individual who is a local chapter member, national official, officer, or committee member shall use information gained in that capacity for any purpose other than performing the responsibilities of that Individual's position. Use of such information for any other purpose is grounds for suspension or termination of any NEBB certification held by that person.

The undersigned, indicated by their signature below, acknowledge having read the foregoing NEBB Code of Business Ethics, acknowledge that they fully understand its content, and agree to follow the NEBB Operational Procedures and the NEBB Code of Business Ethics.

Code of Ethics

COE Affirmation*

I agree with the COE above

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otherwise, shall be instituted in the United States District Court for the District of Maryland or the Circuit Court for Montgomery County, Maryland.

The Individual further agrees that all claims, controversies or disputes shall be submitted to arbitration as provided for herein no later than thirty (30) days after the Individual has been notified of said failure, suspension or termination (which such notification shall be deemed to have been made as of the date on which it was delivered to the individual by certified U.S. mail, email or facsimile transmission). If the Individual does not submit any claim, controversy or dispute that this provision covers to arbitration within said thirty (30) days, the Individual hereby acknowledges that they HAVE IRREVOCABLY WAIVED, ABANDONED, AND RELEASED ANY SUCH CLAIM, and CONTROVERSY OR DISPUTE.

Arbitration Agreement

Confirm Acceptance*

I agree to the Attestation statement above.

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6. You can check to see if there are any outstanding items with your submission by clicking on Status and Review. When you have all checkmarks, the SUBMIT button will be available.

Applicant: Charles TEST
Application: Individual Recert 2026
Certification: CT
Submittal #: 15793

- Instructions
- CT CEC Activity NEBB Events
- Code of Ethics
- Arbitration
- Status / Review**
- Submit

EXIT

Status / Review

Summary

Requirement

Requirement	Status	Message
You must agree to the Arbitration statement.	✓	
You must agree to the Code of Ethics agreement.	✓	
CT NEBB Events must have at least 3 credits	✓	
CT has at least 3 total credits	✓	
Must be within 5 months of recertification expiration date to submit	✓	
Firm attestation complete DCP or not required	✓	Firm attestation complete DCP or not required

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Once submitted, you can check the status of your submission by following step 2.

Submittal #	Topic	Applicant	Application Status	Year	
15792	Recertification	Charles TEST	Pending means Unsubmitted	2025	Details

Application Status Definitions:

Pending means Unsubmitted - Incomplete or unsubmitted (*staff cannot access/review it*)

Staff Review - Application is submitted and is currently in the queue or under review by NEBB staff

Need More Information - Review comments/email for additional information required to complete or correct the application.

Finalize Decision - means waiting for payment of annual fee(s) or confirmation/response from you to finish, *check your email.*

Don't forget to make sure the 2026 annual invoices are paid. You can access and pay them through your online account. NEBB staff is not able to move the recertification application to complete if there are open annual fee invoices on your account.

Welcome to your online profile!

You can update your personal address, add continuing education credits and documents and purchase from our online Store.

Feel free to update your profile any time, 24/7/365.

- [Individual Recertification Submission](#)
- [NEBB Certification Directory](#)
- [View Invoice History](#)
- [NEBB Bookstore](#)
- [Update Password](#)
- [Log Off](#)

If you have questions or run into a snag, please email support@nebb.org

Welcome, Charles TEST

Certifications Held

- Charles TEST: TAB CT Certified- Certified Through 10/31/2025
- Charles TEST: CPT CP Certified- Certified Through 10/31/2025
- NEBB TEST COMPANY
Charles TEST

Email: support@nebb.org

Invoices

To make payments, please follow these instructions:

You may select **Unpaid Invoices** (the radio button) to display only the outstanding invoices and/or make the list shorter. Click on [See All Invoices](#) (its the link at the end of the invoices list) On the next page click on **Add to Shopping Cart** for payment. Click on **Checkout** to continue to payment method.

Show

Paid Invoices Unpaid Invoices All Invoices

Invoice	Invoice Date	Description	Total Charges	Payments	Balance	Due Date
635229	01/04/2024	Late Fees	\$0.00	\$0.00	\$0.00	01/04/2024



FAQs for CPs and CTs

- 1. My recertification status is PENDING. Does that mean NEBB has it and is reviewing it?**
 - a. No, Pending means Unsubmitted - Incomplete or unsubmitted (*staff cannot access/review it*). You need to review your submission to see what is missing.
- 2. How do I access my submission after I have started? I see a Not Eligible to Create New Application on my screen.**
 - a. Click DETAILS

Submittal #	Topic	Applicant	Application Status	Year	Details
15792	Recertification	Charles TEST	Pending means Unsubmitted	2025	Details

- 3. How long does it take for NEBB to review the submission?**
 - a. NEBB reviews submissions on Monday/Wednesday/Friday and they are reviewed in the order that they are submitted. There are over 3,000 submissions that are reviewed during a recertification time period so submit early.
- 4. I submitted on December 29. Does my submission need to be approved by NEBB by December 31 to avoid late fees?**
 - a. Yes. Incomplete submissions are subject to late fees starting January 1.
 - b. Submissions submitted to NEBB after December 1 are not guaranteed to be processed by December 31 – please plan accordingly and submit early.
 - c. Applications that are submitted by December 31 but are incomplete are subject to late fees being assessed on January 1.
- 5. How many CECs do I need?**
 - a. CPs need 6 NEBB CECs, from the approved list, annually.
 - b. CTs need 3 NEBB CECs, from the approved list, annually.
- 6. How do I know what are NEBB approved CECs?**
 - a. [Continuing Education Credits for NEBB Personnel](#)



7. Do I have to pay my annual fee in order for my submission to be approved by NEBB?

- a. Yes. Even if your CECs are complete, the annual fee will need to be paid as well for NEBB to approve the recertification.

8. My submission is in Needs More Information, where can I look to see what is missing?

- a. Click on Details to go back into the submission.
- b. Click on the CEC tab to review the comments from the reviewer.
- c. Once you've corrected the discrepancy, make sure to click SUBMIT to send to NEBB for re-review.

Applicant: Marina Meyers
Application: Individual Recert 2025
Certification: CT
You are Currently Editing Submittal #: 16183
Application Status: Need More Information

Instructions - Need Additional Information

CT CEC Activity NEBB Events

CT CEC Activity Non-NEBB Events

Code of Ethics

Arbitration

Status / Review

Submit

Transactions

Comments (0) Add

Summary

Category	Requested Points	Allowable Points	Approved Points
Certified Technician NEBB Live and Online Education Events	6.00	6.00	0.00

Edit	Delete	Status	Comments	Start Date	End Date	Requested Points	Allowable Points	Approved Points
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NEBB Annual Conference

Edit	Delete		1 Comments	11/11/2024	11/12/2024	6.00	6.00	0.00
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NEBB INDIVIDUAL ANNUAL CONTINUING EDUCATION CREDIT (CECs) GUIDELINES FOR THE 2026 RECERTIFICATION CYCLE

Per the NEBB Operational Procedures, in order to maintain certification, all NEBB Certified Professionals and Technicians must submit NEBB-approved Continuing Education Credits (CECs) and pay annual certification fees.

CEC Requirements

- Certified Professionals must submit 6 NEBB-approved CECs
- Certified Technicians must submit 3 NEBB-approved CECs

Please Note: Effective now, starting for the 2026 recertification cycle, only NEBB-approved CECs will be accepted. Non-NEBB CECs will no longer be eligible for recertification.

Dual Certification Holders

If you hold both a Professional-level and a Technician-level certification, you must complete **separate recertification submissions** for each level via your NEBB online profile. These are distinct certifications and require individual submissions.

Important Dates

- Recertification cycle opens: August 1, 2025
 - Approval deadline: December 31, 2025
 - Late fees assessed: Beginning January 1, 2026, for unapproved or incomplete submissions
 - Suspension: Beginning April 1, 2026, for unapproved or incomplete submissions
 - Decertification: July 1, 2026
-

CEC Submission Guidelines

- CECs must be earned between January 1 – December 31, 2025
 - Each certificate of attendance must include:
 - Course date(s)
 - Course content or description
 - CECs awardedIncomplete documentation will be returned for correction.
 - CECs earned after December 31, 2025, will **not** be accepted for the 2026 cycle
 - CECs **cannot** be carried over to future recertification cycles
 - While CECs can be earned year-round, uploading begins August 1, 2025, once the cycle opens
-

Recertification Requirements for 2026

To successfully recertify, the following must be completed:

- Payment of NEBB annual certification fees
- Approved individual recertification application (per certification level)



Acceptable NEBB-Approved CECs:

- NEBB Annual Conference
- Chapter Recertification Seminars
- NEBB Learning Center (NLC) courses
- NEBB discipline-specific technical seminars (taken within the qualifying year)
- New NEBB individual certifications (achieved within the qualifying year)
- ASHRAE/NEBB eLearning courses (we have over 60 NEBB pre-approved courses listed on the form dated July 1 – December 31, 2025, both in metric and imperial)
- OSHA 10-hour or 30-hour safety courses

Additional CEC Opportunities:

- Volunteering or active participation on NEBB technical committees or in NEBB leadership
- Serving as a Subject Matter Expert (SME)
- Authoring a NEBB Professional Article (must be approved and published)

Additional Resources and Reminders:

Please use the available resources to check your submission status rather than emailing or calling NEBB HQ for updates.

- [NEBB CEC Resources Webpage](#): This link will bring you to the NEBB CEC webpage, where you can access several resources such as the non-NEBB CEC request form, submission instructions, FAQs, and the CEC policy for the CP and CT certifications.
- Tutorials will be available through the NLC after August 1, 2025:
- For additional support, please be sure to reach out to your designated certified professional.
- Please plan accordingly to ensure timely submission and avoid certification interruptions or late penalties.
- Submissions are reviewed in the order received. NEBB HQ receives over 3,000 submissions on an annual basis.
- Submissions received after December 1, 2025, are not guaranteed to be processed by December 31, 2025.
- The DCP's recertification is directly tied to the firm's certification. If the DCP's recertification is incomplete by December 31, the firm will also incur late fees.
- **Waivers for late fees will not be accepted.**

NEBB Individual Recertification 2026

Opens:
August 1, 2025.
Deadline:
December 31, 2025
Where:
[Certelligence Online Profile](#)

Step 1: Complete your online CEC recertification submission through your online profile and submit to NEBB HQ for review.

Step 2: Pay your 2026 annual fees

Pending:
Your application has not been submitted to NEBB HQ. Pending does not mean under review at NEBB HQ. Pending means that further action is required on your part to complete and submit the application to NEBB HQ.

Staff Review:
The submission has been received by NEBB HQ and will be reviewed. Recertification applications are reviewed in the order received.

Needs more information:
The submission is incomplete or missing required details. The reviewer has left notes outlining the necessary corrections and actions. Please review these notes and update your application accordingly BEFORE resubmitting to NEBB HQ.

Finalize Decision:
CECs are approved, but the annual fees are outstanding. Annual fees **MUST** be paid before an approved CEC submission can get the final approval.

Complete or Complete to DCP:
Your recertification application is complete. No further action is needed on your part.