Testing, Adjusting, and Balancing (TAB) Seminar

September 17-20, 2026

NEBB Firm Disciplines

- Professionals with a strong background in HVAC and TAB work considering an extensive review to enhance their technical education
- Facility Managers
- Facility Operators
- Mechanical Contractors
- Engineers
- Energy Auditors
- Building Commissioning Agents
- Other Professionals interested in learning about TAB
- Qualified Candidates for the NEBB TAB CP
- Experienced NEBB CT seeking to advance to the NEBB CP level

Location

IMI Training Center
8432 Sterling Street
Suite 101
Irving, TX 75063

Registration Deadline: August 17, 2026

NEBB

September 17-20, 2026

Travis Short, PE
NEBB CP

Travis Short is a Lead Commissioning Specialist for Henderson Building Solutions, a Nationwide Commissioning and Construction Management firm. Travis has 21+ years' experience and received his Bachelor of Science in Mechanical Engineering from the Missouri University of Science & Technology. Travis is a NEBB Certified Professional in both Building Systems Commissioning and Testing, Adjusting and Balancing of Environmental Systems. His capabilities range from large central utility plants to geothermal heat pump technologies and all mechanical systems in-between. His advanced knowledge of Building Automation & Management Systems stems from the fact that he has designed, built, installed, and programmed various systems ranging from HVAC controls to PLC's. He is a published author with chapters in the following: "Web Based Energy Information and Control Systems" and "Web Based Enterprise Energy and Building Automation Systems." Mr. Short serves on the TAB and Cx Committees.

George Martin, PE
NEBB CP

George Martin is a Senior Commissioning Engineer at Loring Consulting Engineers and has over 20 years of experience in the Mechanical HVAC industry, with over a decade of this in the field of Testing, Adjusting and Balancing. In addition to his TAB experience, he has helped design, install, program, and troubleshoot HVAC and building automation systems for large scale commercial, educational, and medical facilities. He is a licensed PE, a NEBB CxCP, and a NEBB TAB CP and currently serves on the NEBB TAB and Marketing Committee.

Donald Pittser,
NEBB CP

Donald Pittser, President of JEDI Balancing Inc. founded in 2000 in Colorado, has more than 34 years' experience with his first TAB project in 1986. He obtained NEBB TAB Certified Professional Certification in 1999. Mr. Pittser was awarded the Golden Castle Award by the United States Army Corps of Engineers (USACE) for his work in Afghanistan from 2012-2015 completing 68 projects for the USA Department of Defense (DoD) under Combat Zone security threat and completed over 165 DoD International Projects. Donald is a NEBB Certified Professional in Testing, Adjusting and Balancing of Environmental Systems (1999), Whole Building Technical Commissioning of New Construction (2005), Sound Measurement & Vibration Measurement (2017), and Building Enclosure Testing (2022). Mr. Pittser serves on the TAB Committee.

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About This Seminar

Building owners and tenants are concerned that environmental performance of buildings must be optimal while operating costs should be minimal. These goals can only be accomplished when a building's HVAC and hydronic systems are properly balanced. Three major steps used to achieve the proper operation of the HVAC and hydronic systems and a desirable climate are testing, adjusting, and balancing (TAB).

Formulas and Their Use

Formulas are used daily by a TAB professional and should be memorized and applied appropriately as needed. Formulas include ratios of speed vs volume vs pressure vs BHP for air and hydronic systems. Other formulas that become necessary on occasion include V-belt length, BTUH, sensible, latent, and total heat, and others. Attendees will receive a list of commonly used formulas for their use and application.

Electricity

Attendees will re-familiarize themselves with single vs three phase systems, how to measure voltage and amperage, overload protection, calculation of brake horsepower, and the need for using safe practices and safety equipment for protection while gathering necessary measurements.

Fan Laws & Curves

Fan affinity laws will be covered, and attendees will review how to apply known data to fan curves. Instructors will discuss individual fan systems as well as fans in series and fans in parallel.

Pump Laws & Curves

Pump affinity laws and how to apply known data to pump curves will be discussed and demonstrated. Individual pumping systems as well as open systems, closed systems, pumps in series, and pumps in parallel, and NPSH requirements will be covered.

Air Systems

Various configurations of air systems such as supply, return and exhaust systems as well as constant volume, variable volume heat recovery, induction systems, active chill beam systems, and makeup air systems will be reviewed.

Psychometrics

The use of a psychrometric chart as it applies to TAB and related to the physical properties of air and the relations of the properties to each other will be reviewed. Attendees will spend considerable time learning to plot psychrometric charts and understand the principles.

Problem Solving

TAB Professionals identify problems and determine solutions or provide necessary information for responsible parties to address and correct the problem. This involves solid logic capabilities requiring the professional to exercise a systematic approach to the identification and resolution of problems or difficulties exposed by the TAB process.

Engineering Fundamentals

The course will cover basic Heat Transfer and Fluid Mechanics as they relate to TAB.

TAB Procedural Standards and TAB Reports

The course will cover the requirements of the NEBB TAB PS and will address what constitutes a NEBB TAB Report.

This Seminar has been approved for 27.50 Continued Education Credits

Thursday, September 17, 2026
(7 CECs)

7:30 am: Registration
8:00 am – 4:30 pm: Heat & Heat Transfer, Fluid Mechanics, and Psychometrics (Lunch provided)

Friday, September 18, 2026
(7 CECs)

8:00 am – 4:30 pm: TAB Measurements, TAB Instruments, Electricity, Motors, Controls, Fans, Fan System Relationships, and Duct Systems (Lunch provided)

Saturday, September 19, 2026
(7 CECs)

8:00 am – 4:30 pm: TAB Reports, TAB Procedural Standards, Pumps, and Pump System Relationships (Lunch provided)

Sunday, September 20, 2026
(6.5 CECs)

8:00 am – 4:30 pm: Hydronic Systems, Pipe Sizing, Safety/ ARC Flash, and Other Requirements (Lunch provided)

Monday, September 21, 2026

Optional Exam Day
7:30 am: Registration
8:00 am – 1:00 pm: TAB CP Exam

The scheduled activities are subject to change depending on location, instructors, and other factors.

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 in close proximity to 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
Booking Link
(Special IMI Rates & shuttle to/from Airport to hotel and to/from IMI)

Homewood Suites by Hilton Irving - DFW Airport
7800 Dulles Dr
Irving, Texas, 75063
(972) 929-2202

Airport

Dallas/Fort Worth International Airport (DFW): serves the Dallas area. IMI and the hotels listed above 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
Wednesday, September 16, 2026

Seminar Dates:
Thursday-Sunday, September 17-20, 2026

Optional TAB CP Paper-based Exam
Monday, September 21, 2026

Seminar Location:

IMI Training Facility
8432 Sterling Street, Suite 101
Irving, TX 75063

NEBB SEPT. TAB SEMINAR REGISTRATION FORM

Registration and payment must be submitted on or before August 17, 2026.
Pre-registration and payment of fees are necessary to ensure your participation in the seminar.

Register Online

1. Log into your Certelligence portal.
2. Scroll down to “My Events.”
3. Select your desired seminar and complete the registration.

Seminar Fees

$2,000 TAB CP Seminar Registration Fee
(Does not include candidacy application or exam fees)

Publication Fees

- $95 NEBB/ $125 Non-NEBB: 2019 Procedural Standard for TAB of Environmental Systems - 9th Edition
- $250/ $300 Non-NEBB: TAB Technician Manual
- $200 NEBB/ $250 Non-NEBB: Environmental Systems Technology
- $600 NEBB/ $800 Non-NEBB: TAB Professional Home Study Course for CP’s

Optional Exam Opportunity

If you are interested in testing after the seminar, please email certification@nebb.org for the candidacy application material. Pre-approval and payment are required before **August 17th**.

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.

Attendee and Seminar Requirements:

1. Verifiable practical TAB experience.
2. Minimum working capability in mathematics, including geometry and second-year high school algebra.
3. Well-versed in the application of mathematical formulas that are pertinent to TAB.
4. Possess full working knowledge of the instruments required for certification by NEBB.
5. Possess a full understanding of when, where, and how to use the instruments.

Attendees are required to bring the following to the seminar:

1. Straight edge
2. Hand calculator (with square, square root, cube, and cube root functions)
3. Pencils
4. Laptop/iPad to review course materials
5. Printout of the NEBB formulas

Recommended Publications:

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

- Testing, Adjusting & Balancing Specifications (available for download at www.nebb.org)
- 2019 Procedural Standard for TAB of Environmental Systems – 9th Edition
- Environmental Systems Technology, 1999
- Instructor's Guide to TAB Manual for Technicians (available to NEBB-certified firms only)
- TAB Technician Manual, 2021 - Third Edition
- Testing, Adjusting, and Balancing Study Course for CPs
- BoK approved 9/3/18, v. 8

Other:

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.