



## 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.

Each NEBB Certified Professional (CP) and Certified Technician (CT) is required to complete their **own** recertification submission to ensure compliance with NEBB's certification standards and ethical requirements. The recertification process includes a series of acknowledgements and attestations that each individual must personally review and agree to. These statements confirm that the certificant understands and accepts the professional responsibilities, code of ethics, and continuing education requirements associated with maintaining NEBB certification.

These acknowledgements are legally and professionally binding; they cannot be completed on behalf of another individual. This process protects the integrity of the NEBB certification program and upholds the credibility of all NEBB certificants.

### 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 awarded

Incomplete 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
- Individuals may not **reuse** any course that has been previously submitted for NEBB recertification. A course that has been applied toward a past recertification cycle is considered ineligible for further use, regardless of whether the course has been retaken or the completion date falls within the current recertification period. Each course may only be applied once toward meeting NEBB's CEC requirements.
- 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

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

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

**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.