



NEBB Certified Technician and Certified Professional Recertification Steps and FAQs for 2027

As a Certified Technician (CT) and/or a Certified Professional (CP), you are required to complete your **own** individual recertification by:

- Submitting your Continuing education credits (CECs)
 - CTs need 3 NEBB CECs
 - CPs need 6 NEBB CECs
- Signing Code of Ethics and Arbitration Agreement (these acknowledgements are legally and professionally binding; they cannot be completed on behalf of another individual)

Important! Keep in mind that if you hold both a Certified Technician and a Certified Professional certification in a different discipline, you must submit a separate CEC application for each certification level.

Estimated completion time: 10–15 minutes (assuming all documentation is available).

STATUS	MEANING	ACTION REQUIRED
Pending	Not submitted to NEBB	Complete the application and click SUBMIT
Staff Review	Under NEBB review	No action required
Needs More Information	Corrections required	Review comments and resubmit
Finalize Decision	Waiting for payment or confirmation	Check email and complete outstanding items

2027 Recertification Timeline

- Opens: August 1, 2026
- Recommended submission: Before December 1, 2026
- Deadline: December 31, 2026

Although the deadline is December 31, NEBB strongly recommends submitting your recertification before **December 1** to allow sufficient time for staff review and, if necessary, for you to respond to requests for additional information before late fees apply. **Submissions received after December 31 are not guaranteed to be processed by December 31.**

Accepted NEBB CEC Sources

- NEBB Annual Conference
- Chapter Recertification Seminars



- NLC (NEBB Learning Center) Courses
- NEBB Discipline-Specific Technical Seminars taken within the qualifying year
- NEBB New Certifications, achieved within the qualifying year
- ASHRAE/NEBB eLearning Courses (only the NEBB pre-approved courses listed on the form dated July 1, 2025 – June 30, 2026; a full list is available on NEBB website)
- OSHA 10 hour safety course
- OSHA 30 hour safety course
- Volunteering and being active on a NEBB technical committee/NEBB Leadership
- Serving as a subject matter expert (SME)
- NEBB Professional Article (if article is approved and published)

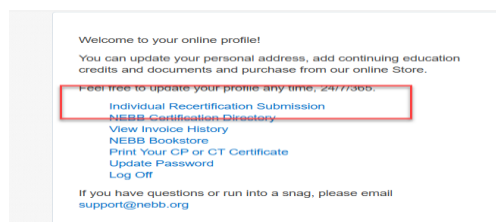
Before You Begin

Please have the following available before starting your recertification:

- ☐ Your Certelligence login credentials
- ☐ All CEC documentation
- ☐ Payment method (if annual invoices have not already been paid)

INSTRUCTIONS FOR CTs AND CPs TO UPLOAD CECs

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



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

Submittal #	Topic	Applicant	Application Status	Year
Create New Application				



This will open up a submission for you for recertification. **Read 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.

Instructions

CT CEC Activity NEBB Events

Code of Ethics

Arbitration

Status / Review

Please read the instructions

Upload your NEBB CECs

Required

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

Tells you what is missing

< PREVIOUS

EXIT

5. Upload CECs: To add NEBB CECs, select the appropriate tab, then click on **Add** located on the right-hand side

Applicant: Charles TEST
Application: Individual Recert 2025
Certification: CT
Submitted at: 10/15

Instructions

CT CEC Activity NEBB Events

Code of Ethics

Arbitration

Status / Review

EXIT

Transactions

Summary

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

< PREVIOUS

NEXT >

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

Instructions

CT CEC Activity NEBB Events

Code of Ethics

Arbitration

Status / Review

EXIT

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

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!

Save Cancel

Repeat this step (each certificate you hold will need to be added one by one and saved)



6. Code of Ethics and Arbitration acknowledgements: Please be sure to read before acknowledging

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.

Code of Ethics

COE Affirmation*

☐ I agree with the COE above

< PREVIOUS NEXT >

7. Application Status: You can check to see if there are any outstanding items with your submission by clicking on **Status / 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	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

< PREVIOUS NEXT >

Once submitted, you can find and check the status of your submission by **following Steps 1-2**

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



Annual Invoices

NEBB cannot finalize an individual recertification until all applicable annual fee invoices have been paid. Please verify that invoices have been paid before submitting your application

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

Certifications Held

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

Frequently Asked Questions for CTs and CPs

- 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 on DETAILS

Submittal #	Topic	Applicant	Application Status	Year	
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 it is advised to 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. Visit NEBB website here: [Continuing Education Credits List of Sources](#)
- b. 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.

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. After reviewing the comments, do **not** try to revise the existing document. Instead, submit a new document by going back to CEC tab and clicking on Add.

Applicant: Manna 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



- d. Once you have 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
NEBB Annual Conference								
Edit	Delete		1 Comments	11/11/2024	11/12/2024	6.00	6.00	0.00

9. I clicked SUBMIT and my status is "Staff Review". Can I edit my application?

- a. No. Once submitted, the application is locked while under staff review. If corrections are required, NEBB will return the application with comments and instructions.

10. Can someone from my office complete my individual recertification for me?

- a. No. Each Certified Professional and Certified Technician must personally complete the acknowledgements and attestations associated with their individual recertification.