



NEBB Designated Certified Professional Recertification Steps and FAQs for 2027

As the Designated Certified Professional (DCP), you are completing:

- Your own individual recertification (Continuing education credits (CECs) submission, Code of Ethics, and Arbitration Agreement); and
- The firm's recertification by completing the Firm Attestation.

Estimated completion time: 15–20 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.**

Before You Begin

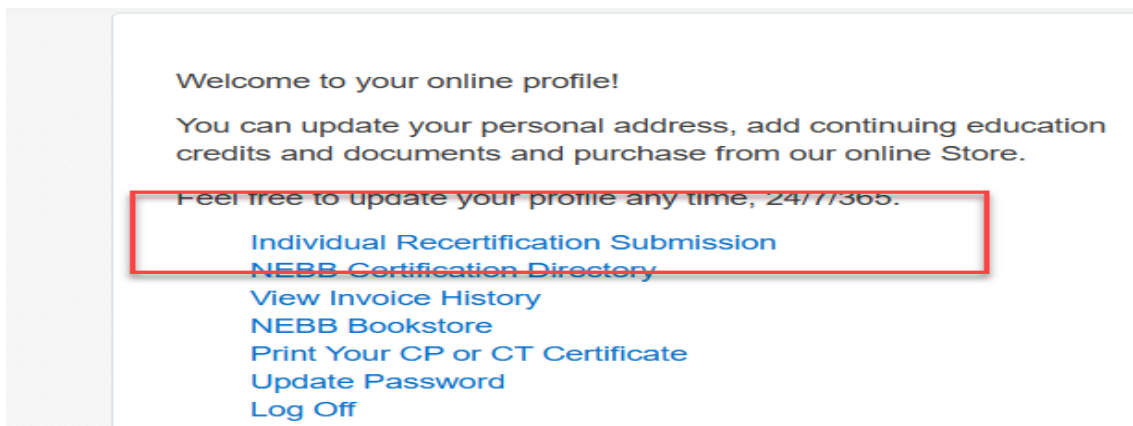
Please have the following available before starting your recertification:

- ☐ Your Certelligence login credentials
- ☐ All CEC documentation
- ☐ Signed Firm Code of Ethics
- ☐ Signed Firm Arbitration Agreement
- ☐ Current contact information for the individual authorized to sign on behalf of the certified firm
- ☐ Confirmation that chapter dues have been paid
- ☐ Payment method (if annual invoices have not already been paid)



INSTRUCTIONS FOR DCPs TO UPLOAD CECs AND RECERTIFY THE FIRM

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:

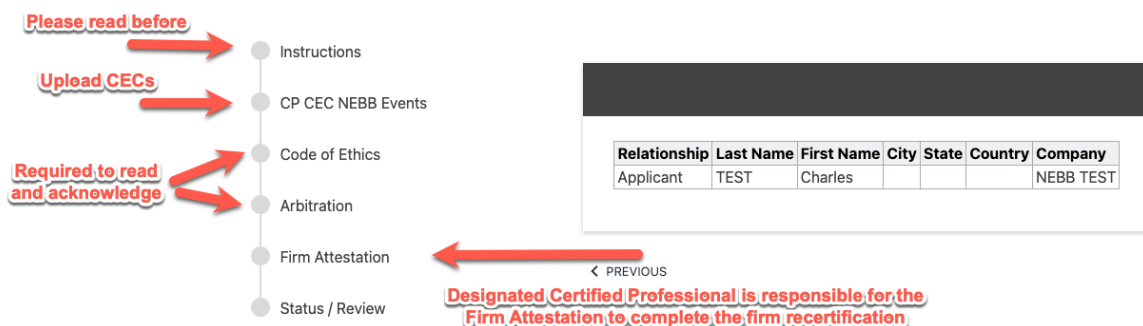
a. Certified Professional

(Keep in mind that if you also hold a Certified Technician certification in a different discipline, you will also need to complete the CEC application for the Technician level in addition to the CP application.)

4. Click **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





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

Applicant: Charles TISOT
Application: Individual Recert 2025
Certification: CP
Submission #: 15762

Instructions
CP CEC NEBB Events
Code of Ethics
Arbitration
Firm Attestation
Status / Review

EXIT

CP CEC NEBB Events

Transactions

Summary

Category	Requested	Allowable	Approved
Certified Professional NEBB live and online education events	5.00	5.00	5.00

Category (0) Add

Use the drop down to pick what category your CECs fall under. Be sure to fill out all the required fields and click **Save** before moving to the next step

Instructions
CP CEC NEBB Events
Code of Ethics
Arbitration
Firm Attestation
Status / Review

EXIT

CP CEC NEBB Events

Manage Certified Professional NEBB live and online education events

NEBB Live/Online Educational Events

NEBB Annual Conference

Start Date
07/28/2025

End Date
07/28/2025

Detail

CEC Hours*
6

Detail

Documentation*
Choose File No file chosen

Click the correct drop down. Keep in mind for each Event, 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

PREVIOUS NEXT



7. Firm Attestation: The Firm Code of Ethics and Firm Arbitration Agreement are legally binding agreements and must be executed by an individual authorized to legally bind the certified legal entity.

- a. Download the Firm Code of Ethics and Firm Arbitration Agreement and have them signed by an individual authorized to legally bind the certified firm (e.g., Owner, Managing Member, President, or CEO).
- b. Upload the signed documents before submitting the recertification.

Important! The Firm Code of Ethics and Firm Arbitration Agreement may **not** be signed by the DCP unless the DCP is also an authorized owner or officer of the certified legal entity. Office managers, administrative staff, project managers, or other employees without legal signing authority may not execute these documents.

Firm Attestation

Attestation*

☐ I agree to the statement above.

Digital Signature*

Date of Signature*

Upload COE and Arbitration Documents

Please click here to download the NEBB Firm Code of Ethics: [Firm Code of Ethics](#)

Please click here to download the NEBB Firm Arbitration Agreement: [NEBB Firm Arbitration Agreement](#)

Signed Code of Ethics Upload*

Choose File No file chosen

Signed Arbitration Agreement Upload*

Choose File No file chosen

Firm Contact Information

Name of Firm Owner*

Title*

Firm Owner Email*

Firm Owner Phone Number*

Chapter Fees Confirmation*

☐ I confirm that I have paid all of my Chapter fees for the firm for the upcoming year and we are in good standing.

Please read the statement as DCP and acknowledge with signature and date

You will have to download BOTH documents to get a hard signature from the Firm Owner

Upload the signed forms accordingly either in word or PDF format

Confirm contact information of the Firm Owner

Confirm the firm has paid the chapter fees for 2027



8. 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.

Requirement	Status	Message
You must agree to the Arbitration statement.	✓	
You must agree to the Code of Ethics agreement.	✓	
CP NEBB Events must have at least 6 credits	✓	
CP Has at least 6 total credits	✓	
Must be within 6 months of recertification expiration date to submit	✓	
Firm attestation complete DCP or not required	✓	

Once submitted, you can 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

Important! If your application status is **Pending**, your application has **NOT** been submitted to NEBB. Staff cannot review it until you complete all required steps and click **Submit**.

Annual Invoices

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

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
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Frequently Asked Questions for DCPs

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	
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, for the DCP AND the firm.

5. How many CECs do I need?

- a. CPs need 6 NEBB CECs annually
b. CTs need 3 NEBB CECs 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 for yourself AND the



firm, 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?

- Click on Details to go back into the submission.
- Click on the CEC tab to review the comments from the reviewer.
- 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: 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

- Once you have corrected the discrepancy, make sure to click SUBMIT to send to NEBB for 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
			1 Comments	11/11/2024	11/12/2024	6.00	6.00	0.00

NEBB Annual Conference

Edit Delete

9. As DCP, am I responsible for making sure the NEBB Firm fees are paid in order to for the firm to recertify?

- Yes, that is the DCP's responsibility, in addition to confirming that the firm chapter fees have also been paid.

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

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

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

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