



## OFFICIAL NOTICE:

### NEBB Transitioning to an Annual Certification, effective July 1, 2022

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Based on feedback from the last couple of recertification cycles from chapters and individuals, it was determined that the NEBB recertification process needed to be modified to help streamline the efforts of the individuals, firms, and chapters, making the process to maintain certification user-friendly, clear, and straightforward.

Effective July 1, 2022, every firm and individual will now be required to recertify every year by December 31. Moving forward, all stamps and certificates issued will now have an expiration date of December 31, NOT March 31.

Firms will no longer be required to provide instrument submissions through Certelligence. To attest to meeting the most current instrument requirements for the Firm, the Designated Certified Professional(s) will complete the Firm attestation page during his/her annual recertification through Certelligence. If picked for a random instrument verification, the Designated Certified Professional(s) will be required to follow the instrument verification process, for each discipline in which the firm holds.

What does this mean for you? See the chart below!

Designated Certified Professionals will be required to do the following by December 31, 2022, to maintain NEBB certification.	Certified Professionals will be required to do the following by December 31, 2022, to maintain NEBB certification.	Certified Technicians will be required to do the following by December 31, 2022, to maintain NEBB certification.
Submit 6 CECs, sign the Individual Code of Ethics and Arbitration Agreement	Submit 6 CECs, sign the Individual Code of Ethics and Arbitration Agreement	Submit 3 CECs, sign the Individual Code of Ethics and Arbitration Agreement
Attest that the firm meets the 2023 NEBB instrument requirements, sign the Firm Code of Ethics and Arbitration Agreement	Pay individual annual fees	Pay individual annual fees
Pay annual fees for the individual and firm.		

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## Frequently Asked Questions:

Q: When do I have to have my individual CECs, sign the individual Code of Ethics and Arbitration Agreement, and pay annual fees to NEBB to maintain my annual certification?

A: December 31

Q: What happens if I don't pay and/or submit my CECs by December 31?

A: Late fees are assessed starting Jan 1 and are compounded through March 31. Suspension goes into effect on April 1, and decertification is on July 1.

Q: How does my firm submit its recertification annually?

A: The Designated Certified Professional, for each discipline the firm is certified in, will fill out the attestation during the individual recertification submission.

Q: What happens if I am a Designated Certified Professional and don't see the attestation page on my recertification submission? Or I am not the Designated Certified Professional, and I do see it?

A: please get in touch with [certification@nebb.org](mailto:certification@nebb.org) to make sure your status is updated accordingly immediately.

Q: What happens if my firm is picked for instrument verification?

A: The Technical Director will notify the Designated Certified Professional via email and the local chapter. The following steps are defined in the Instrument Verification Process document.

Q: Who participates in the instrument verification?

A: Firms will randomly be chosen for instrument verification by the Technical Director. Once received, the TD will engage the local chapter Technical Committee Chairman to collaborate in the review.

Q: What happens if my firm fails the instrument verification?

A: Non-compliance calibration sheets will be handled per the NEBB Operational Procedures and may require the Chapter Affairs Committee for additional support to decide on corrective action.

Examples of corrective actions for firms who fail the instrument verification:

- Written corrective action, if applicable
- Informal mediation
- Administrative Action
- Mentoring
- Suspension

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Q. If my current expiration date reads 03/31/2023, do I need to submit CECs by December 31, 2022?

A: Yes, CPs need to submit 6 CECs, and CTs need to submit 3 CECs.

Q. If my current expiration date reads 03/31/2024, do I need to submit CECs by December 31, 2022?

A. Yes, CPs need to submit 6 CECs, and CTs need to submit 3 CECs.

Q. Do all my CECs have to be NEBB?

A. CPs have to submit 6 CECs annually. 3 CECs have to be NEBB approved, and 3 CECs can be non-NEBB. CTs have to submit 3 CECs annually. 1.5 CECs have to be NEBB approved, 1.5 can be non-NEBB.

Examples of acceptable NEBB CECs:

- NEBB Annual Conference
- NEBB Learning Center (NLC)
- Chapter Recertification Seminar
- NEBB Discipline Seminars
- ASHRAE e-Learning Courses
- NEBB Webinars
- New NEBB Certifications

Examples of non-NEBB CECs that require prior approval:

- Events from other industry-related professional organizations
- Leadership and Governance (NEBB committee and Leadership participation)
- Speaking/Articles/Technical Writings
- Trade Organization Sponsored Training

Please refer to the [NEBB website](#) calendar for options.

Q. Is there a defined Instrument Verification Process?

A. Yes, it can be downloaded from the NEBB website ([www.nebb.org](http://www.nebb.org))

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