



## NEBB Certified Professional (CP) CEC Submission Policy

NEBB Certified Professionals are required to submit 12 hours of continuing education credits, every two years, in addition to paying annual fees, to maintain their certification(s) by December 31.

- An individual can upload their CECs anytime for their two-year cycle, but will be able submit to NEBB on August 1, xxxx.
- A minimum of 6 of the 12 CECs must be from NEBB sponsored events.
- CPs can submit 6 CECs every year or 12 CECs every two years.
- CECs cannot be carried over into the next certification cycle.
  - CEC verification documentation must be uploaded to the individual's online profile in Certelligence on or before December 31, xxxx. Acceptable verification documentation includes a certificate of attendance, letter of attendance, transcripts, course details (including dates, times and content), and formal letter of completion.
- CECs earned after the December 31, xxxx deadline will not be accepted for that cycle. Please make sure to earn your CECs within your two-year cycle to be accepted.

### Individuals requesting OTHER for Non-NEBB submissions:

- Individuals can submit a pre-approval request on behalf of themselves to the NEBB Executive Vice President for non-NEBB alternative industry training taken. Contact [certification@nebb.org](mailto:certification@nebb.org) for more details.
- Certificants will be notified regarding acceptance or denial of pre-approved submissions within two weeks of their submission.

### Examples of acceptable NEBB CECs:

- NEBB Annual Conference
- 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