



## NEBB Certified Professional (CP) CEC Submission Policy

NEBB Certified Professionals are required to submit 6 hours of continuing education credits, every year, in addition to paying annual fees, to maintain their certification(s) by December 31.

- An individual can upload their CECs anytime for their yearly cycle, but will be able submit to NEBB on August 1, xxxx.
- A minimum of 3 of the 6 CECs must be from NEBB sponsored events.
- 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 yearly 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:

- New NEBB Certification
- NEBB Annual Conference
- Webinar or on-line training program (NLC and/or ASHRAE)
- NEBB Chapter Recertification Seminar
- NEBB Leadership & Governance (Professional Development)

### Examples of non-NEBB CECs that require prior approval:

- Events from other industry-related professional organizations
- Trade Organization Sponsored Training