



## Instructions for Uploading CECs for CPs and CTs

All NEBB certified individuals are required to upload CEC verification documentation to their online profile located in NEBB's online database system, [Certelligence](#).

The steps are as follows:

1. Log in using the user name and password that you received from [support@nebb.org](mailto:support@nebb.org). If you have not received an email with your login details, please contact [certification@nebb.org](mailto:certification@nebb.org) and you will be sent an email to access your personal profile.
2. Once in your Certelligence personal profile, click on the **Individual Recertification** tab located on the left-hand side.

Welcome to your online profile!

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](#)
- [Print Your CP or CT Certificate](#)
- [Update Password](#)
- [Log Off](#)

If you have questions or run into a snag, please email [support@nebb.org](mailto:support@nebb.org)

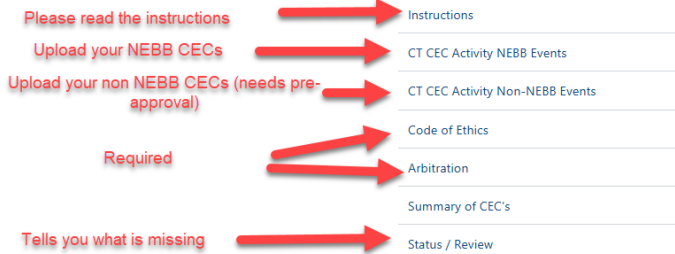
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3. To open a new submission, select the correct certification box:
  - a. Certified Professional
  - b. Certified Technician
4. Click **Create New Application**

Submittal #	Topic	Applicant	Application Status	Year
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[Create New Application](#)

This will open up a submission for you for recertification. Please read the instructions before starting.



Relationship	Last Name	First Name	City	State	Country	Company
Applicant	Meyers	Marina	Gaithersburg	MD	United States of America	Test whirlwind - Maryland

4. To add either NEBB or non-NEBB CECs, click on the appropriate TAB to add your CECs.

Applicant: Marina Meyers  
 Application: Individual Recert 2025  
 Certification: CT  
 You are Currently Editing Submittal #: 16183  
 Application Status: Pending means Unsubmitted

Instructions

**CT CEC Activity NEBB Events**

CT CEC Activity Non-NEBB Events

Code of Ethics

Arbitration

Summary of CEC's

Status / Review

Transactions 🔍

Comments (0)

Summary

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

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. Each certificate you hold will need to be added and saved.

For non-NEBB CECs, you will have to upload the certificate and pre-approval from NEBB to be considered. If you do not have the pre-approval, please contact [certification@nebb.org](mailto:certification@nebb.org) for the pre-approval form.

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Manage Certified Technician NEBB Live and Online Education Events

Certified Technician NEBB Live/Online Education Events

NEBB Annual Conference

Start Date: 11/11/2024

End Date: 11/12/2024

Detail

CEC hours: 8

Detail: Seminar

Documentation:

TEXT PAGE.pdf has been successfully uploaded.

← Correct drop down. Keep in mind, for each Event, you will need to add new.  
 ← Date(s) of education must be between 01/01/2024 - 12/31/2024. 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!



- Once the CECs are added, you will need to review and acknowledge the Code of Ethics and Arbitration as a part of the recertification requirements.

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CT CEC Activity NEBB Events  
CT CEC Activity Non-NEBB Events  
**Code of Ethics**  
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This Code of Business Ethics applies to each NEBB discipline certification held by the individual and can be completed only by a Certified Technician (hereinafter called "Individual").

**Preamble:** Each NEBB Certified Individual shall not act in any manner that detracts from the reputation of NEBB for certifying individuals who provide quality service, in accordance with NEBB Standards, in a timely and professional manner, or in any other such manner, that is, likewise, not in the best interest of NEBB.

**I. NEBB Certified individuals shall:**

- Perform their work in accordance with the current NEBB Procedural Standards.
- Shall not present a report as being a NEBB Certified Report unless a NEBB Certified Firm employs the Individual.
- Prepare detailed reports which are accurate and reliable and in accordance with the appropriate and current NEBB Procedural Standards.
- Report all equipment and system deficiencies which prevent the Individual from completing their work and preparing a final report, specifically and expressly noting in any preliminary report that it is preliminary and not final.
- Report and address problems, if encountered, and when a problem exists, notify appropriate project personnel by providing input as to the cause of the problem and recommend possible solutions.
- Perform their services professionally and with respect for the client's property and personnel.

**II. Certification of a NEBB Certified Individual may, in accordance with provisions and procedures set forth in the NEBB Operational Procedures, be suspended or terminated for, but not limited to, the following reasons:**

- Failure to pay annual fees and/or recently, as provided in the NEBB Operational Procedures
- Failure to abide by the provisions of NEBB's Bylaws and NEBB's Operational Procedures
- Conduct by a NEBB Certified Individual, which, as found by the NEBB Board of Directors, is not in the best interest of NEBB.

**III. No Individual who is a local chapter member, national official, officer, or committee member shall use information gained in that capacity for any purpose other than performing the responsibilities of that Individual's position. Use of such information for any other purpose is grounds for suspension or termination of any NEBB certification held by that person.**

The undersigned, indicated by their signature below, acknowledge having read the foregoing NEBB Code of Business Ethics, acknowledge that they fully understand its content, and agree to follow the NEBB Operational Procedures and the NEBB Code of Business Ethics.

**Code of Ethics**

**COE Affirmation\***

I agree with the COE above

Next

Application: **INDIVIDUAL RE-CERTIFICATION**  
Certification: CT  
You are Currently Editing Submittal #: 16183  
Application Status: Pending means Unsubmitted

Instructions  
CT CEC Activity NEBB Events  
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## NEBB Arbitration Standards Agreement

**The Certified Professional Applicant or Certified Technician Applicant (hereinafter called "Individual") shall read and agree to the Arbitration Agreement stated below. This NEBB Arbitration Agreement applies to each NEBB discipline certification held by the Individual.**

The Individual agrees that if they fail to attain certification or, if certified, certification is subsequently suspended or terminated, all claims, controversies or disputes of any kind whatsoever arising from such failure, suspension or termination shall be resolved and settled by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, including its Rules for Emergency Measures of Protection (to the extent that such Commercial and Emergency Rules are not amended or superseded by this provision).

The Individual further agrees that an interim or final order or judgement on any order or award rendered pursuant to those Rules may be entered in any court having jurisdiction to do so (FOR THE PURPOSE OF JURISDICTION, THE INDIVIDUAL CONSENTS TO PERSONAL JURISDICTION AND VENUE IN THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF MARYLAND OR THE CIRCUIT COURT FOR MONTGOMERY COUNTY MARYLAND). The arbitration shall be conducted and decided by a single arbitrator. The locale of the arbitration shall be in Washington, D.C. or its metropolitan area. Any judicial proceeding that the Individual or NEBB institutes, in aid of arbitration or 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.

Next

- You can check to see if there are any outstanding items with your submission by clicking on Status and Review. When you have all checkmarks, the SUBMIT button will be available.



**Applicant:** Marina Meyers  
**Application:** Individual Recert 2025  
**Certification:** CT  
**You are Currently Editing Submittal #:** 16183  
**Application Status:** Pending means Unsubmitted

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Submit

### 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 1.5 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

Once submitted, you can check the status of your submission by following step 2.

Submittal #	Topic	Applicant	Application Status	Year	
16183	Application	Marina Meyers	Pending means Unsubmitted	2025	<a href="#">Details</a>

### Application Status Definitions:

**Pending means Unsubmitted** - Incomplete or unsubmitted (*staff cannot access/review it*)

**Staff Review** - Application is submitted and is currently in the queue or under review by NEBB staff

**Need More Information** - Review comments/email for additional information required to complete or correct the application.

**Finalize Decision** - means waiting for payment of annual fee(s) or confirmation/response from you to finish, *check your email.*



## FAQs for CPs and CTs

- 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	
16183	Application	Marina Meyers	Pending means Unsubmitted	2025	<a href="#">Details</a>

[Not Eligible to Create New Application](#)

- 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. 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.
- 5. Do I need pre-approval for non-NEBB CECs?**
  - a. Yes. Please fill out the request for pre-approval and submit all required documentation to NEBB for review. Pre-approvals are reviewed on Wednesdays. Please plan accordingly to submit your pre-approval request early to avoid delays. [Non-NEBB CEC Pre-Approval Request Form](#)
- 6. How many CECs do I need?**
  - a. CPs need 6 CECs annually. 3 must be NEBB approved CECs.
  - b. CTs need 3 CECs annually. 1.5 must be NEBB approved CECs.



**7. How do I know what are NEBB approved CECs?**

- a. [Continuing Education Credits for HVAC & More - NEBB](#)

**8. 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.

**9. 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. Once you've 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
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**NEBB Annual Conference**

<a href="#">Edit</a>	<a href="#">Delete</a>		<a href="#">1 Comments</a>	11/11/2024	11/12/2024	6.00	6.00	0.00
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**10. I was not able to obtain my CECs within the 01/01/2024 – 12/31/2024 time frame for 2025. Can I still obtain CECs 01/01/2025-06/30/2025 to use for my 2025 recertification?**

- a. Yes, you can, however, you will not be able to reuse those CECs for your 2026 recertification even though they were obtained during that allowable period. You will have to obtain different CECs to submit for the 2026 recertification period.



**11. Does NEBB have an online video that shows how to fill out the recertification submission online?**

a. Yes, it is located on the NEBB Learning Center (NLC).

i. [CP Tutorial](#)

ii. [CT Tutorial](#)

iii. [DCP Tutorial](#)