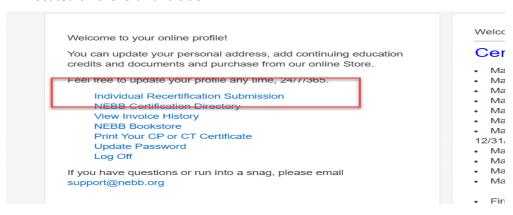


Instructions for DCPs to Upload CECs and Recertify the Firm

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. If you have not received an email with your login details, please contact 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.



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



Create New Application

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





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



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 for the pre-approval form.





5. 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.







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.

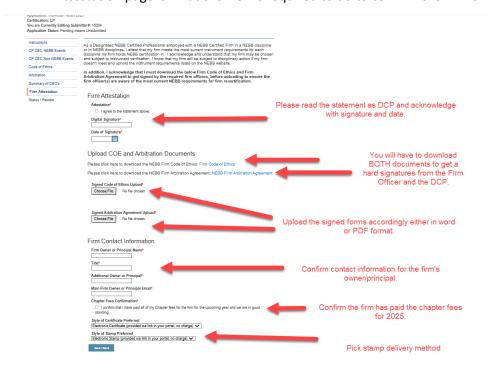
The Individual agrees that if they fail to attain certification or, if certified, certification is subsequently suspended or terminated, all claims, controversies or disputes of any kind whatsoever arising from such failure, suspension or termination shall be resolved and settled by arbitration administered 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 furthers 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 JURSIDICTION, THE INDIVIDUAL CONSENTS TO PERSONAL JURISDICTION AND VENUE IN THE UNITED STATES BISTRICT 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 IAME IRREVOCABLY WAIVED, ABANDONED, AND RELEASED ANY SUCH CLAIM, and CONTROVERSY OR DISPUTE.

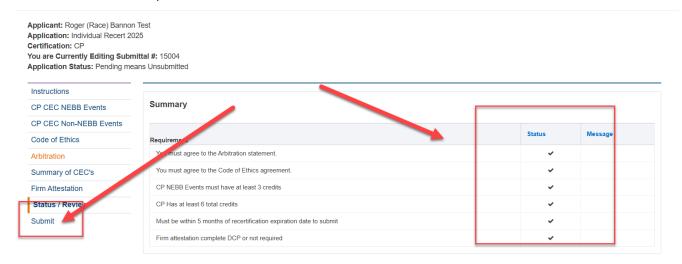


Firm Attestation page is what the DCP is required to do to confirm the firm's recertification.





7. 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.



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

Submittal #	Торіс	Applicant	Application Status	Year	
16183	Application	Marina Meyers	Pending means Unsubmitted	2025	Details

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 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.
 - Click DETAILS

16183 Application Marina Meyers Pending means Unsubmitted 2025 Details	Submittal #	Topic	Applicant	Application Status	Year	
	16183	Application	Marina Meyers	Pending means Unsubmitted	2025	Details

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?

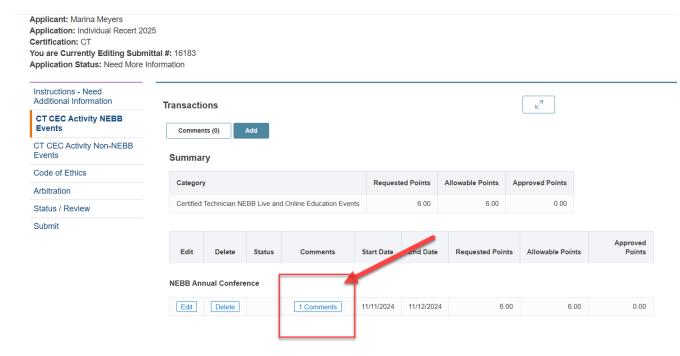
a. Continuing Education Credits for HVAC & More - NEBB

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.



- 8. 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 the 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.



- 9. As DCP, am I responsible for making sure the NEBB Firm fees are paid in order to for the firm to recertify?
 - a. Yes, that is the DCP's responsibility, in addition to confirming that the firm chapter fees have also been paid.
- 10. 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