



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.

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

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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.



Please read before starting → Instructions

Upload CECs. Non-NEBB CECs needs pre-approval.

Required to read and acknowledge → Code of Ethics
→ Arbitration

Designated Certified Professional is responsible for the Firm Attestation to complete the firm recertification. ← Firm Attestation

Relationship	Last Name	First Name	City	State	Country	Company
Applicant	Bannon Test	Roger (Race)	Rockville	MD	United States of America	Chicago Test NEBB Firm

Status / Review

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 for the pre-approval form.



Applicant: Marika Meyers
Application: Individual Recert 2025
Certification: CT
You are Currently Editing Submission #: 16183
Application Status: Pending review (Underdraft)

Instructions

- CT CEC Activity NEBB Events
- CT CEC Activity Non-NEBB Events
- Code of Ethics
- Arbitration
- Summary of CEC's
- Status / Review

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*
Choose File

TEST PAGE.pdf has been successfully uploaded.

Save

Annotations:
- Red arrow pointing to the dropdown menu: "NEBB Correct drop down. Keep in mind, for each Event, you will need to add more."
- Red arrow pointing to the Start Date field: "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."
- Red arrow pointing to the CEC hours field: "List the amount of CECs."
- Red arrow pointing to the Choose File button: "Click to upload your Certificate in one file. The File can have many pages. Only upload Word or PDF files."
- Red arrow pointing to the Save button: "Don't forget to click SAVE!"

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.

Instructions

- CT CEC Activity NEBB Events
- CT CEC Activity Non-NEBB Events
- Code of Ethics**
- Arbitration
- Summary of CEC's
- Status / Review

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:

- a. Perform their work in accordance with the current NEBB Procedural Standards.
- b. Shall not present a report as being a NEBB Certified Report unless a NEBB Certified Firm employs the individual.
- c. Prepare detailed reports which are accurate and reliable and in accordance with the appropriate and current NEBB Procedural Standards.
- d. 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.
- e. 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.
- f. 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:

- a. Failure to pay annual fees and/or recertify, as provided in the NEBB Operational Procedures
- b. Failure to abide by the provisions of NEBB's Bylaws and NEBB's Operational Procedures

Procedures

- c. 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 officer, 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

Annotations:
- Red arrow pointing to the Code of Ethics section header.
- Red arrow pointing to the COE Affirmation checkbox.
- Red arrow pointing to the Next button.



Application: 16183
 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

NEBB Arbitration 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

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

Application: 16183
 Certification: CP
 You are Currently Editing Submittal #: 1504
 Application Status: Pending means Unsubmitted

Instructions
 CP CEC NEBB Events
 CP CEC Non-NEBB Events
 Code of Ethics
 Arbitration
 Summary of CEC's
Firm Attestation
 Status / Review

As a Designated NEBB Certified Professional employed with a NEBB Certified Firm in a NEBB discipline or in NEBB disciplines, I attest that my firm meets the most current instrument requirements for each discipline my firm holds NEBB certification in. I acknowledge and understand that my firm may be chosen and subject to instrument verification. I know that my firm will be subject to disciplinary action if my firm doesn't meet and uphold the instrument requirements listed on the NEBB website.

In addition, I acknowledge that I must download the below Firm Code of Ethics and Firm Arbitration Agreement to get signed by the required firm officers, before uploading to ensure the firm officer(s) are aware of the most current NEBB requirements for firm recertification.

Firm Attestation

Attestation*
 I agree to the statement above.

Digital Signature*

Date of Signature*

Upload COE and Arbitration Documents

Please click here to download the NEBB Firm Code of Ethics: [Firm Code of Ethics](#)

Please click here to download the NEBB Firm Arbitration Agreement: [NEBB Firm Arbitration Agreement](#)

Signed Code of Ethics Upload*
 No file chosen

Signed Arbitration Agreement Upload*
 No file chosen

Firm Contact Information

Firm Owner or Principal Name*

Title*

Additional Owner or Principal*

Main Firm Owner or Principal Email*

Chapter Fees Confirmation*
 I confirm that I have paid all of my Chapter fees for the firm for the upcoming year and we are in good standing.

Style of Certificate Preferred
 (Electronic Certificate (provided via link in your portal, no charge) ▼)

Style of Stamp Preferred
 (Electronic Stamp (provided via link in your portal, no charge) ▼)

Please read the statement as DCP and acknowledge with signature and date.

You will have to download BOTH documents to get a hard signatures from the Firm Officer and the DCP.

Upload the signed forms accordingly either in word or PDF format.

Confirm contact information for the firm's owner/principal.

Confirm the firm has paid the chapter fees for 2025.

Pick stamp delivery method



- 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: Roger (Race) Bannon Test
Application: Individual Recert 2025
Certification: CP
You are Currently Editing Submittal #: 15004
Application Status: Pending means Unsubmitted

Instructions	Summary <table border="1"> <thead> <tr> <th>Requirements</th> <th>Status</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td>You must agree to the Arbitration statement.</td> <td>✓</td> <td></td> </tr> <tr> <td>You must agree to the Code of Ethics agreement.</td> <td>✓</td> <td></td> </tr> <tr> <td>CP NEBB Events must have at least 3 credits</td> <td>✓</td> <td></td> </tr> <tr> <td>CP Has at least 6 total credits</td> <td>✓</td> <td></td> </tr> <tr> <td>Must be within 5 months of recertification expiration date to submit</td> <td>✓</td> <td></td> </tr> <tr> <td>Firm attestation complete DCP or not required</td> <td>✓</td> <td></td> </tr> </tbody> </table>	Requirements	Status	Message	You must agree to the Arbitration statement.	✓		You must agree to the Code of Ethics agreement.	✓		CP NEBB Events must have at least 3 credits	✓		CP Has at least 6 total credits	✓		Must be within 5 months of recertification expiration date to submit	✓		Firm attestation complete DCP or not required	✓	
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CP CEC NEBB Events																						
CP CEC Non-NEBB Events																						
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Arbitration																						
Summary of CEC's																						
Firm Attestation																						
Status / Review																						
Submit																						

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	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.**
 - a. Click 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.

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)

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

<input type="button" value="Edit"/>	<input type="button" value="Delete"/>		<input type="button" value="1 Comments"/>	11/11/2024	11/12/2024	6.00	6.00	0.00
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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](#)