

# Commissioning Professional (CxCT) Seminar

April 21-23 2025

## This Seminar is Designed For

- Entry-level professionals who are interested in advancing their knowledge of the technical commissioning test procedures required to effectively commission HVAC and control systems
- Professionals seeking to enhance their knowledge of technical testing and troubleshooting of building systems and their associated controls
- Experienced commissioners seeking to enhance their knowledge of building systems

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## Location

**Robert B. Gawne NEBB Training and Education Center**  
8575 Grovemont Circle  
Gaithersburg, MD 20877

Registration Deadline: **March 21, 2025**



April 21-23, 2025



**Curtis Anthony**

Curtis Anthony is a Senior Associate at Newcomb & Boyd Consultants and Engineers. He has more than 30 years of experience in Mechanical Construction, TAB, Building Systems Commissioning, and specialized containment disciplines. Curtis began his own firm in 1992 - 2020, TAB/ Optimum Energy Solutions, Inc. Curtis has an array of experience in various building types, including healthcare and Biosafety laboratory facilities. Curtis has been a member of the Commissioning Committee since 2013 and was instrumental in the development of various handbooks and Standards, including the 2019 S110 and S120 standards. NEBB Certified Professional Credentials include TAB, Cx, RCx, FHT, S&V, and is an Advanced NSF accredited certifier of Class 2 Bio Safety Cabinets.



**Bill Kinser**

Bill Kinser is the President and CEO of ES2 a building automation, Cx, and TAB Company. He is a registered professional engineer who provides mechanical design-build services. Bill has held multiple NEBB certifications for over 20 years. His entire 32-year career has been in commercial construction and the HVAC industry.

## About This Seminar

**This seminar introduces the technical commissioning and retrocommissioning procedures outlined in NEBB Standards S110 & S120. The seminar is tailored to new and mid-level professionals within the construction industry and is an opportunity for those wanting to:**

- Pursue their professional development in the construction industry
- Learn about performing system testing for the commissioning and retro-commissioning process
- View demonstration in testing procedures provided in the technical commissioning process
- Make first steps toward the Building Systems Commissioning CP

The goal of this seminar is to provide the knowledge for individuals to become successful technicians working under a NEBB Certified Professional and encouraged the pursuit of Cx Technician certification. Those attending should have a base knowledge of commissioning work.

## Learning Objectives

- Fundamental knowledge of building systems commissioning
- Understanding of performing Pre-Functional and Functional Tests
- Air and Water System troubleshooting
- Handling report preparation
- Evaluating existing systems and determining corrective actions
- Adherence to the overall safety plan
- Maintaining instruments and calibration program
- Knowledge in evaluating HVAC and control systems
- Understanding testing control systems



## Monday, April 21, 2025

(7 CECs)

**7:30 am:** Registration

**8:00 am – 12:00 pm:** Overview of NEBB, NEBB Commissioning Procedural Standards, Quality Assurance Program, and Commissioning Technician Roles and Responsibilities.

**1:00 pm - 5:00 pm:** Hands-On Training: TAB Verification, Data Loggings, Sensor, and Device Checks

(Lunch Provided)

## Tuesday, April 22, 2025

(7 CECs)

**8:00 am - 12:00 pm:** Hands-On Control Systems Training: Introduction to Building Automation Systems, Point-to-Point Verification, Graphics, Commissioning BAS.

**1:00 pm – 5:00 pm:** Pre-Functional Testing, Functional Testing, Commissioning Reporting & Documentation (Lunch provided)

## Wednesday, April 23, 2025

(3.5 CECs)

**8:00 am - 12:00 pm:** Seminar Wrap-Up, Review, and Q&A Session

**1:30 pm:** Optional Exam

(Lunch NOT provided)



## Travel Information

We recommend all attendees that are unfamiliar with the seminar location or require travel from another location review the following information prior to registering for this seminar.

### Hotels

Attendees can make reservations directly with the hotel of their choice. Below is a short list of hotels in close proximity to the training center. Hotel and transportation costs are not covered by the seminar registration fee.

#### Homewood Suites Gaithersburg

805 Russell Ave  
Gaithersburg, MD 20879  
301-670-0008

[Booking Link](#)

#### Hilton Garden Inn & Homewood Suites by Hilton

14975 Shady Grove Rd  
Rockville, MD 20850  
240-507-1800

[Booking Link](#)

### Airport

#### Ronald Reagan Washington National

**Airport (DCA):** 30 miles from the facility, 37 minutes average drive time; \$80 average taxi fare.

**Dulles International Airport (IAD):** 33 miles from the facility, 34 minutes average drive time; \$80 average taxi fare.

#### Baltimore/ Washington International

**Airport (BWI):** 40 miles from the facility, 44 minutes average drive time; \$100 average taxi fare.

### Important Dates and Times:

#### Arrival in Gaithersburg, MD

Sunday, April 20, 2025

#### Seminar Dates:

Monday-Wednesday, April 21-23, 2025

### Seminar Location:

#### The Robert B. Gawne NEBB Training and Education Center

8575 Grovemont Circle  
Gaithersburg, MD 20877

# NEBB APRIL CxCT SEMINAR REGISTRATION

**Registration form and payment must reach the NEBB office on or before March 21, 2025.**

Pre-registration and payment of fees are necessary to ensure your participation in the seminar.

## Register Online

1. Log into your [Certelligence](#) portal
2. Scroll down to “My Events”
3. Select your desired seminar and complete the registration

## Seminar Fees

\$1600 CxCT Seminar Registration Fee  
(Does not include candidacy application or exam fees)

## Publication Fees

- \$125: ANSI/NEBB S110-2019, Second Edition Whole Building Technical Commissioning of New Construction (hard copy or electronic)
- \$125: ANSI/NEBB S120-2019, Third Edition Technical Retro-Commissioning of Existing Buildings (hard copy or electronic)
- \$150 NEBB/ \$200 Non-NEBB: Handbook for Energy & Water Calculations, includes CD with Energy Calculations
- \$200 NEBB/\$250 Non-NEBB: Environmental Systems Technology
- \$90 NEBB/\$150 Non-NEBB: NEBB Commissioning Handbook

## Optional Exam Opportunity

If you are interested in testing after the seminar, please email [certification@nebb.org](mailto:certification@nebb.org) for the candidacy application material. Pre-approval and payment are required before **March 7th**.

### Cancellation Policy

Cancellation by registrants, regardless of reason, will be subject to a \$250 service charge to cover NEBB's expenses. A refund of the prepaid registration will be made less the \$250 service charge. No Shows or late cancellations (those who registered for the seminar who do not cancel at least 14 days prior to the seminar and subsequently do not attend the course) will forfeit the entire registration fee unless a replacement can be found. NEBB reserves the right to cancel any seminars having insufficient registrants, in which case, all prepaid registration fees will be refunded in full. Please advise NEBB and your hotel of your cancellation as soon as possible.

## Attendee and Seminar Requirements:

### Recommended Publications:

To achieve the best learning results, it is highly recommended that attendees read the following publications BEFORE attending the seminar:

- NEBB Fundamental Formulas
- Commissioning Technicians Handbook - 2015
- ANSI/NEBB S110 - 2019, Second Edition: Whole Building Technical Commissioning of New Construction
- ANSI/ NEBB S210 - 2019, Third Edition: Technical Retro-Commissioning of Existing Buildings
- NEBB's Procedural Standards for Testing, Adjusting and Balancing of Environmental Systems
- Environmental Systems Technology
- [Honey Engineering Manual of Automatic Control of Commerical Buildings](#) (free download)

The instructor assumes that all attendees have a thorough working knowledge of the requirements of those NEBB publications prior to attending the seminar. Publications can be purchased online at [www.nebb.org](http://www.nebb.org)

### Important Reminders:

1. Registrations will be filled on a "first come-first served" basis. Please note that class sizes are limited due to Covid Social Distancing Protocol.
2. Seminar fees include course instruction, lunch, am/pm breaks.
3. Seminar fees do not include anything pertaining to certification.
4. For information on certification or exams, please contact [certification@nebb.org](mailto:certification@nebb.org).



## Our COVID-19 Response Plan

Considering COVID-19, NEBB has taken several proactive steps to help ensure the health and safety of our attendees and instructors. Precautions such as constant sanitization of the seminar area, increased attention to high-touch areas in the rooms.

- **We ask that you**
  - Sanitize hands prior to entering the seminar location
  - Avoid shaking hands or engaging in any unnecessary physical contact
  - Signing a waiver prior to the seminar
  
- **Please stay home if**
  - You are experiencing any symptoms of COVID-19 like running a fever, coughing, or shortness of breath, please do not attend the seminar
  - You have been exposed to someone who has tested positive for COVID-19 in the last 14 days
  - You have a compromised immune system or are considered “high risk”

