

# Commissioning Professional (CxCP) Seminar

June 26-28, 2025

## This Seminar is Designed For

- Individuals who are interested in learning more about commissioning procedures
- Management-level personnel with commissioning experience who want to enhance their overall knowledge in commissioning
- Certification candidates interested in building knowledge about building systems commissioning
- Individuals who hold a key role in the commissioning process within their companies

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## Location

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

Registration Deadline: **May 27, 2025**



June 26-28, 2025



**Luke Bumgardner**

Luke Bumgardner: Luke is a Project Professional specializing in MEP systems with a focus on mechanical and control systems. His professional passions are mission critical applications such as healthcare, laboratories, and compounding pharmacies. Luke enjoys anything outdoors, namely playing baseball, hiking, and climbing.



**Steve Wiggins**

Mr. Wiggins has over 45 years of experience in optimizing building operations. His work has involved commissioning, retrocommissioning, and operations and training activities on educational, research, cultural, health care, and corporate projects. Mr. Wiggins has been responsible for more than 400 projects for over 30,000,000 square feet of facilities. Widely published and a sought-after speaker, he often teaches certification seminars for commissioning and retrocommissioning professionals. Whether a complex facility on a health care campus, in academia or private industry, or on a military base, Mr. Wiggins has expertise in making buildings perform at their best.

## About This Seminar:

**Whole Building Technical Commissioning of New Construction (Cx) is the process of verifying in new construction, all of the subsystems for mechanical (HVAC), plumbing, electrical, fire/life safety, building envelopes, interior systems, cogeneration, utility plants, sustainable systems, lighting, wastewater, controls, and building security to achieve the Owner's Project Requirements (OPR) as intended by the building owner and as designed by the building architects and engineers. NEBB's process is contained in the NEBB/ANSI Standard S110-2019, Second Edition Whole Building Technical Commissioning of New Construction which is one of the primary references for this seminar. The commissioning process's main goal is to improve a project from the design phase through post-construction and occupancy.**

This 3-day seminar provides attendees with information that will cover the following:

- Review of NEBB's Whole Building Technical Commissioning of New Construction Standard and Procedures
- Development of Owner's Project Requirements documents
- Development of Commissioning Plans
- Commissioning Communications
- Marketing Commissioning Services
- Estimating Commissioning Services
- Technical, hands-on review of HVAC and Control systems



## Thursday, June 26, 2025

(7 CECs)

**7:30 am:** Registration

**8:00 am – 5:00 pm:** Introductions, Introduction to Technical Commissioning & Example Projects, Review of the NEBB/ANSI Standard S110-2019, Second Edition Whole Building Technical Commissioning of New Construction, Commissioning Activities Prior to Design. (Lunch Provided)

## Friday, June 27, 2025

(7 CECs)

**8:00 am – 5:00 pm:** Commissioning Activities Prior to Design, Activities During Design, OPR Development, Basis of Design (BOD) Review, Commissioning Design Review. (Lunch Provided)

## Saturday, June 28, 2025

(7 CECs)

**8:00 am – 5:00 pm:** Commissioning Activities During Construction, Submittal Review, Cx Meetings and Communication, Pre-Functional Testing, Functional Testing, Cx Reports, Activities Post-Construction, Continuous Performance Tracking (CPT), NEBB Quality Assurance Program, Ethics, Seminar Review. (Lunch Provided)

## Sunday, June 29, 2025

Optional Exam Day

**8:00 am:** CxCP Technical Exam

**1:00 pm:** CxCP Procedural 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

Wednesday, June 25, 2025

#### Seminar Dates:

Thursday-Saturday, June 26-28, 2025

#### Optional CxCP Paper-based Exams

Sunday, June 29, 2025

### Seminar Location:

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

8575 Grovemont Circle  
Gaithersburg, MD 20877

# NEBB June CxCP SEMINAR REGISTRATION FORM

**Registration and payment must be submitted on or before May 27, 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 CxCP 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)
- \$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 **May 13th**.

### 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:

- ANSI/NEBB Standard S110-2019 – Second Edition – Whole Building Technical Commissioning of New Construction
- Design Phase Commissioning Handbook
- 2019 Procedural Standard for TAB of Environmental Systems – 9th Edition
- Environmental Systems Technology, 1999
- SMACNA Duct Standard, 4th Edition, 2017
- ASHRAE Guideline 1.4, The Systems Manual for Facilities
- BoK approved 3/31/19, v. 18

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”

