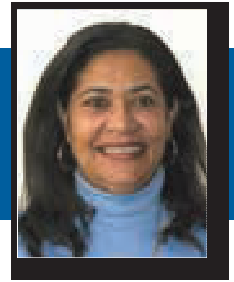


Getting NEBB-Certified: A Stepped Approach

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More than a few people think that getting a NEBB certification involves attending a training course and taking a test. While those two aspects can certainly be part of the overall certification process, becoming NEBB-certified involves much more than that.

Being part of a professional certification program is a stepped approach, with individuals going through the proper procedures in a timely manner to get the most out of the certification experience and achieve NEBB certification.

A Quick Overview

Those who apply for any NEBB certification program are considered **Applicants** and must meet specific prerequisites of that discipline's certification program (education and/or professional experience) and must submit documentation that verifies the information. Applicants meeting all eligibility requirements are then granted the status of **Candidate**.

Candidates are encouraged to advance their knowledge through self-study, attendance at specific training courses, on-the-job training. When they are fully prepared, they may then sit for and pass all necessary exams. Adhering to NEBB's Code of Ethics and Professional Conduct is also part of earning certification. The end result is applying for the actual certification, paying a fee to receive the Certification Number and formal certificate.

Step 1: The Application for Candidacy

The first step of the certification process is acquiring the necessary prerequisite education and training for the specific certification. Once those requirements are met, Applicants may obtain the appropriate Application for Candidacy by emailing certification@nebb.org. *Application processing takes time* and everyone is encouraged to start the process as soon as they decide to pursue certification.

Step 2: From Applicant to Candidate

Information provided in the Application for Candidacy and the supporting documentation is used to determine the Applicant's eligibility. The Application for Candidacy form, all supporting documentation, and a non-refundable application

fee must be submitted before going to the next step. Applicants are also required to sign the NEBB *Code of Conduct* and NEBB *Agreement to Arbitrate* and acknowledge having read and be bound by NEBB's current Bylaws, Operational Procedures and Procedural Standards.

Upon approval, Applicants are considered Candidates and receive an email confirmation along with instructions for registering and scheduling their specific exam. The email will include authorization to take the exam along with information about the date, time, and location of the exam, be it taken online at a Kryterion Test Center or as a paper-based exam at a specific NEBB event.

Step 3: Study and Prepare

Candidates are strongly encouraged to prepare for their exams through a combination of self-study, attendance at industry training events, and participating in peer group study sessions that enhance their area of knowledge and expertise. A wide variety of publications are available at www.nebb.org and more information can be found in the appropriate certification appendices located at the back of NEBB's *Comprehensive Certification Candidate Handbook* located on the NEBB website under "Become NEBB Certified."

Step 4: Scheduling Exams -- Written and/or Practical

Each NEBB certification requires an exam, be it online or paper-based, and in some cases is combined with a practical written exam or a practical hands-on exam.

1. Computer-based Written Exams may be taken at Kryterion test centers located worldwide.
2. Paper-based Written Exams are offered at specific NEBB events held throughout the year.
3. Practical Hands-on Exams may be taken at a designated test center.
4. Practical Written Exams may be scheduled at a national test center OR at a specific NEBB event.

Computer-based exams are offered on demand at more than 350 test centers within the United States and more than 700

test centers worldwide. Specific, computer-based exams locations are listed on Kryterion's website: <http://www.kryteriononline.com>.

Paper-based exams are also made available periodically in conjunction with NEBB events, such as specific discipline seminars or the NEBB Annual Conference.

Many of NEBB's certification programs require a practical exam in addition to a standard written exam. Practical exams can be administered in two forms: Written Practical or Hands-on Practical.

1. Written Practical Exams can be scheduled through NEBB or at select locations throughout the U.S. Contact the NEBB office or certification@nebb.org for more information.
2. Hands-On Practical Exams can be scheduled through the Candidate's local Chapter or through a NEBB Chapter closest in proximity.

Step 5: Awarding of Certification

Upon successful completion of all the prerequisites and passing the certification exam, Candidates receive notification about how to complete the final step to achieve their new certification status, which is completion of the Application for Certification and payment of their certificate fee.

Upon receipt of the required documentation at the National Office, Candidates will be sent their official certificate and Certificant number and are now known as "Certificants," joining the ranks of those who raise the level of professionalism within the HVAC and related fields. ■



Adherence to Certification Procedures

Moving forward, there will be stricter enforcement of NEBB's certification application processes, particularly when it comes to those attending discipline seminars.

Those attending discipline seminars with the intent of taking the paper-based exam at the end of the seminar must begin the certification process well in advance of taking the exam. The main purpose of enforcing compliance is to ensure individuals are fully engaged and ready to sit for the exam by allowing the proper amount of time to study and prepare.

Beginning in fall 2016, the application process will be strictly enforced. Those attending any discipline seminar with the intent to sit for the paper-based exam at the completion of the seminar will be required to have their:

1. *Application for Candidacy submitted and approved one month before the paper-based exam date.*
2. *Related application fees paid.*
3. *Exam pre-registration payment made.*
4. *Individual profile entered into Kryterion prior to taking the exam.*

Again, the purpose of adherence to the procedures is NEBB's vested interest in its Applicants and Candidates, ensuring the best possible exam experience. NEBB's Certification Personnel are always available to answer questions, or guide an Applicant through the process. For more information, contact certification@nebb.org.

About the Author

Sheila Simms is the Certification Manager for NEBB. She has worked with NEBB Applicants, Candidates and Certificants for over a decade and is the familiar voice when people call in asking questions about "How do I get certified?"