

NEBB Firm Certification Requirements

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Application Information:

Application Submission, Acceptance, Chapters, Instruments and Fees



Thank you for your interest in NEBB certification – as requested, here are the requirements for NEBB firm certification.

In order to start the application process for Firm Certification, you will need to have a NEBB Certified Professional on staff that holds the certification in which your firm is applying for. If you do not, please email certification@nebb.org to obtain the individual certification requirements.

2.3 Firm Certification Requirements

- 2.3.1 An Applicant Firm must have operated continuously as a legal entity, actively engaged in the field for which it is seeking NEBB Certification, regularly providing services in one (1) or more of the disciplines in which NEBB provides certifications, for a minimum period of twelve (12) months prior to submitting an application for certification.
- 2.3.2 An Applicant Firm must submit a minimum of six (6) individual and unique letters of endorsement from architects, engineers, contractors, or commercial building owners, attesting to the Firm's reputation for integrity and business ethics, and knowledgeability in the field for which it is seeking NEBB Certification. These letters must be dated within twelve (12) months of the application date and must reference the Applicant Firm, not any Candidate or Certified Professional, and must list at least one (1) project for which the Applicant Firm provided services for the endorsing party. No more than one (1) letter may be from a contractor. NEBB and the Chapter of application reserve the right to review and communicate with any person or Firm regarding information on the background, integrity and ethics of the Applicant Firm.
- 2.3.3 An Applicant Firm must confirm in its application that it will comply with NEBB requirements for instrumentation for each discipline in which certification is sought.
- 2.3.4 The Applicant Firm must employ a Designated Certified Professional in each discipline for which Firm certification is sought. A Certified Professional may serve as the Designated Certified Professional for more than one (1) discipline, but not more than one (1) Applicant Firm, or more than one (1) office of the Firm, so long as the Professional is certified in each discipline that is applicable. The Designated Certified Professional shall be a full time, management level employee of the Firm, located and primarily working at the Firm address listed with NEBB. NEBB defines full time employment as a minimum average of thirty (30) hours per work week. The Designated Certified Professional shall be responsible for ensuring that the NEBB Certified Firm and all other NEBB Certified Professionals and Technicians in the office the Designated Certified Professional serves perform services in accordance with all NEBB Procedural Standards and comply with these Operational Procedures.
- 2.3.5 The Applicant Firm must affiliate with and pay all NEBB fees and dues and Chapter fees and dues of their assigned NEBB Chapter. Firms affiliated with a Chapter that gives up its NEBB charter or has that charter revoked will be assigned by NEBB to Chapters geographically adjacent to the eliminated Chapter. The NEBB Board of Directors may re-assign Firm affiliations that are affected by Chapter boundary modifications.
- 2.3.6 The Applicant Firm must possess the current edition of the NEBB Procedural Standards applicable to the discipline for each certification sought.



- 2.3.7 The Applicant Firm must submit a NEBB “Agreement to Arbitrate” and “Code of Ethics,” each executed by an appropriate officer or owner in the Firm authorized to bind the Firm.
- 2.3.8 An Applicant Firm’s application may, but will not necessarily, be denied if an owner, partner, shareholder, Certified Professional, director or officer in the Applicant Firm has previously been decertified by NEBB or was employed in or held a similar position with a Firm previously decertified by NEBB.
- 2.3.9 NEBB certification in a given discipline is open to any Applicant Firm that meets the requirements for that NEBB discipline.

To find your local chapter, please reference the listing of chapters [here](#).

Once you feel you are ready to apply and have Certified Professional on staff, please feel free to complete Step 1 through the CP’s online NEBB profile.

After the chapter has reviewed and recommended the firm submission, NEBB will do a review. If all is in order, the NEBB fees will be added to the Designated Certified Professional’s online account for payment. Once paid, we will process the submission.

Please keep in mind, prior to achieving NEBB certification, an Applicant Firm may not:

- ✚ Represent, directly or indirectly, the Applicant Firm as being NEBB Certified or any Applicant Professional or Applicant Technician as holding NEBB certification or Applicant status.
- ✚ Use the NEBB name or logo on letterhead, business cards, brochures or other promotional materials and advertising.

NEBB FIRM FEES (subject to change)

- Initiation Fee (one-time): \$1950
- Quality Assurance Plan (one-time): \$1000
- Annual Base Fee: \$1500
- Annual Discipline Fee (ea): \$300

INSTRUMENT REQUIRMENTS

Every NEBB Firm must comply with the instrumentation requirements set forth in the applicable Procedural Standards for each discipline as to which an office is publicly held out or promoted as providing NEBB services. The current list of instrument requirements can be found on the NEBB [website](#).

If you have any additional questions, please feel free to let us know by emailing tiffany@nebb.org.
Best of luck during your application process!

-NEBB Certification Department