



Acceptable CEUs (Continuing Education Units) for TABB Supervisors

Any of the following are acceptable with a certificate of completion, attendance submitted, or self-reporting methods. 12 hours are required over the course of two years. In addition 4 CEU hours out of the 12 may be earned by developing Supervisory level test questions and answers.

Acceptable CEU's
1. Any course endorsed by National SMACNA related to TAB
2. Any course relating to HVAC given by or recognized by National TABB
3. Any course sponsored by a local SMACNA chapter and related to the TAB industry
4. Attendance of the TABB Annual Conference or any TABB course
5. Any course sponsored by an affiliate of TABB
6. Any course put on by the Testing, Adjusting and Balancing bureau (TABB)
6. ASHRAE courses on IAQ, HVAC, TAB topics, or HVAC controls
7. Teaching a course in TAB for a local JATC at least 12 hours per year
8. Presenting a seminar on a topic related to TAB (submit the agenda and presentation given)
9. Writing an article that is published by TABB in the TABB Talk newsletter (this will count for 2 years worth of CEU requirements)
10. Papers published involving TAB (6 CEU hours credited per paper)
11. Other (Self-reporting)
12. Supervisor level questions developed (1 CEU hour credited per 4 questions submitted)

(See page 2 for more information on 11. Self-Reporting and 12. Supervisor level questions developed)

Self-reporting

You may self-report CEU's in lieu of a certificate or letter. Please answer the following questions to self-report:

1. Is the topic related to the TAB HVAC industry? (List how it is related)
2. How was the seminar instructor qualified to give the specific topic?
3. Was the topic clearly explained in the submitted material?
4. What is the total time of the seminar?

CEU's earned through study questions

A Supervisor is allowed to earn 4 CEU credit hours for every 2 years by submitting 4 questions per hour earned

Minimum 4 questions = one (1) hour

Maximum 16 questions = four (4) hours

The questions need to be in the following format:

All questions must be on a supervisory level

The question must be developed from the TABB supervisor home study course book or noted reference books.

The question must be of multiple choice.

The answer must be written out on how it is derived

The question must be documented where it came from (which study material)

The question must be of supervisory level material

By signing below, you are confirming the validity of all documentation submitted regarding CEU's.

CEU Credited hours _____

Signature _____

Date _____