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# **TAB CERTIFIED PROFESSIONAL REVIEW SEMINAR August 17-19, 2011**

NEBB, in continuance of its policy to enhance education and training of NEBB contractors, will offer a 3-day review seminar for Testing, Adjusting, and Balancing (TAB) candidates prior to the September 17, 2011 written examinations.

**This is the announcement for the second NEBB TAB Certified Professional Review Seminar in 2011. Enrollment will be limited to 30 persons. Available openings will be filled on a "first come, first served" basis.**

Please contact Elana Noel at 301-977-3698 to confirm that space is available prior to purchasing airline tickets or committing to other expenses.

Interested candidate firms and/or candidate certified professionals, as well as certified firms that intend to add additional certified professionals, should note that the September 17, 2011 examinations may not be given by some local chapters. Please call your local chapter for status.

**August 17-19, 2011  
Arrival - August 16, 2011**

**Boland  
30 W. Watkins Mill Road  
Gaithersburg, MD 20878**

National Environmental Balancing Bureau  
8575 Grovemont Circle  
Gaithersburg, MD 20877-4121  
Phone: 301-977-3698 Fax: 301-977-9589  
[www.nebb.org](http://www.nebb.org)

## CONTENT:

The course will review HVAC principles involved with TAB work and basic test-taking including:

- Test Preparation
- Fan Laws & Curves
- Air Systems
- Formulas and Their Use
- Psychrometrics
- Hydronic Systems
- Electricity
- Pump Laws & Curves
- Problem Solving

**NOTE: In addition to practical TAB experience, seminar attendees must have a minimum working capability in mathematics, including geometry and second-year high school algebra.**

## WHO SHOULD ATTEND:

- TAB Certified Professionals enrolled in the NEBB Home Study Course, taking the September 2011 examinations for the first time or retaking the tests as required by NEBB procedures.
- Others with a strong background in HVAC and TAB work who consider that an extensive review in a classroom setting will enhance their technical education.
- **Attendees should be aware that this is a review seminar.** The material presented, along with time allocated, is only meant to provide an overview of the engineering principles and field practices required of supervisory personnel.

The course will be based on the materials covered in the NEBB Home Study Course. The review will be comprehensive, covering general information, engineering principles, charts, diagrams, problem solving and techniques involved with TAB work.

## REQUIRED EQUIPMENT:

Participants should bring a straight edge, hand calculator (with square, square root, cube and cube root functions), and pencils.

## SCHEDULE:

Wednesday—August 17	8:00 am	Registration
	8:00 am to 5:00 pm	Fundamentals & Principles of Air TAB
Thursday - August 18	7:30 am to 5:00 pm	Principles of Hydronics TAB & Procedural Standards
Friday— August 19	7:30 am to 2:00 pm	Problem Solving & Overview of the TAB Examinations

**FEE:**

\$795 per person for NEBB Firms; \$1,195 per person for Non NEBB Firms. Registration fee does not cover optional study materials, travel and accommodation expenses. Lunches are provided.

**REGISTRATION:**

Complete attached Registration Form and send with payment to:

National Environmental Balancing Bureau  
8575 Grovemont Circle  
Gaithersburg, MD 20877-4121  
Attn. Elana Noel

**REGISTRATION DEADLINE: August 5, 2011**

**NEBB Contact: Elana Noel 301-977-3698 or FAX 301- 977-9589**

**NOTES:**

- Candidates who plan to take the NEBB qualification examinations should contact their local NEBB chapter to determine their cut-off date to receive the applications. You may call your chapter or NEBB for information on requirements for application for the tests.
- All applications must be submitted for review by the appropriate local chapter. NEBB reviews these applications and will notify the chapters of acceptance.
- Applications received after the deadline will be considered for the next examination dates.
- All candidates for the examinations must meet NEBB education/experience requirements to be eligible.

# NEBB TAB CERTIFIED PROFESSIONAL REVIEW SEMINAR REGISTRATION

I WILL ATTEND THE NEBB TAB CERTIFIED PROFESSIONAL REVIEW SEMINAR, August 17-19, 2011 (ARRIVAL August 16th)

NAME: \_\_\_\_\_ NICKNAME: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ CHAPTER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**ALL HOTEL RESERVATIONS MUST BE MADE DIRECTLY BY THE SEMINAR PARTICIPANT. SEE ANNOUNCEMENT FOR INFORMATION ON LOCAL HOTELS.**

## FEES:

NEBB TAB Supervisor Review Seminar (\$795 NEBB Firms ; \$1,195 Non NEBB Firms) per person \$ \_\_\_\_\_

### OPTIONAL Study Material:

TAB Supervisor Home Study Course (INCLUDES the Procedural Standards for TAB & the EST) \$550 \_\_\_\_\_

Procedural Standards for the Testing Adjusting and Balancing of Environmental Systems \$35 \_\_\_\_\_

TOTAL AMOUNT \$ \_\_\_\_\_

## PAYMENT METHOD:

Check Enclosed made payable to NEBB for Seminar Registration Fee

Visa       MasterCard       Amex

Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_ CCV# \_\_\_\_\_

**FORM & CHECK MUST REACH THE NEBB OFFICE NO LATER THAN FRIDAY August 5, 2011. RETURN TO:**

Elana Noel  
National Environmental Balancing Bureau  
8575 Grovemont Circle  
Gaithersburg, Maryland 20877-4121  
301-977-3698 Fax 301-977-9589

Have you applied through your local NEBB Chapter to take the written examinations on September 17, 2011 or do you intend to apply? Please enter response in appropriate box below.

Application Made       Intend to Make Application       Will Not Make Application

**Call your local chapter for their deadline for applications for the September 17, 2011 examinations.**

## CONDITIONS:

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

Cancellation by registrants prior to August 10, 2011, regardless of reason, will be subject to a \$100 service charge. A refund of the pre-paid registration fees will be made less the \$100 service charge.

Those who cancel between August 10 and August 17 (unless a replacement can be found) will forfeit the entire registration fee. No shows (those persons registered for the seminar) who do not cancel prior to August 17 and/or subsequently do not attend the course, will not receive any refund, regardless of the reason. They will also be responsible for their hotel room payment.

NEBB reserves the right to cancel any seminar having insufficient registrants, in which case, all prepaid registration fees will be refunded in full. NEBB cannot be responsible for any losses resulting from cancellation of a seminar.

## FOR NEBB USE:

**Registration Form Received by NEBB and Reservation Made as Requested Above.**

Confirmed by: \_\_\_\_\_ Date \_\_\_\_\_