



# PUBLISHING & EDUCATION COUNCIL (PEC)

Conference Call

Minutes

Wednesday June 9, 2010

1. Call to Order / Chairs and Vice Chair Welcomes

The Meeting was called to order at 10:02am.

Mr. Fields welcomed the current PEC members and the in-coming PEC members that attended the conference call. Mr. Fields also welcomed the incoming DRC, Mr. Gulledge.

2. Introductions – Roll Call

**PEC Members**

|              |           |               |        |
|--------------|-----------|---------------|--------|
| James        | Fields    | Chair         |        |
| Sheila       | Hayter    | Vice Chair    |        |
| Constantinos | Balaras   | DAL           |        |
| Timothy      | Dwyer     | DAL           |        |
| Samir        | Traboulsi | DAL           | absent |
| Gary         | Debes     | MAL           | absent |
| Hugh         | McMillan  | MAL           |        |
| Larry        | Fisher    | Past Cert     | absent |
| Mark         | Fly       | Past Pubs     |        |
| Gerald       | Groff     | Past ECC      | absent |
| Tim          | McGinn    | Past PDC      |        |
| Cynthia      | Callaway  | Past HB       |        |
| Pamela       | Immekus   | Hist Chair    | absent |
| Florentino   | Mendez    | PDC Chair     | absent |
| Stanley      | Mumma     | Pubs Chair    | absent |
| Dennis       | O'Neal    | HB Chair      |        |
| Michael      | Pouchak   | ECC Chair     |        |
| Timothy      | Wentz     | Cert Chair    |        |
| Steve        | Comstock  | Staff Liaison |        |

**Incoming PEC Members**

|         |            |            |        |
|---------|------------|------------|--------|
| David   | Underwood  | Vice Chair |        |
| Charles | Gulledge   | DAL        |        |
| Karen   | Thrasher   | DAL        |        |
| Thomas  | Werkema    | DAL        | absent |
| Bruce   | Billedeaux | past ECC   |        |
| Darryl  | Boyce      | Cert Chair | absent |
| Amy     | Patenaude  | ECC Chair  |        |
| William | McCartney  | HB Chair   | absent |
| Renison | Tisdale    | Hist Chair | absent |
| Filza   | Walters    | PDC chair  |        |
| John    | Clark      | Pubs Chair | absent |

**Others**

|       |           |       |
|-------|-----------|-------|
| Mark  | Owen      | Staff |
| Jef   | Meulemans | Staff |
| Joyce | Abrams    | Staff |
| Julie | Harr      | Staff |

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### 3. Staff Update

#### **E-Learning**

Mr. Comstock reported ASHRAE has purchased the eLearning assets from Elsevier as approved by PEC at the Orlando Meeting.

The transition is moving along but with some difficulties; ASHRAE began taking payments for orders as of April 23, 2010. Payments for the month of May were approximately \$15,000 with little promotion, as there are still a few details to work out before more aggressive marketing will take place.

#### **On Line Bookstore**

Mr. Comstock reported that the recommendation of PEC to the BOD to transition to a new bookstore with TechStreet (Thomson Reuters) was proceeding. The Ad Hoc Bookstore Subcommittee of PEC has been looking at the new bookstore and assisting staff with their suggestions. There has been some complications with member logins and coordinating with the fulfillment service but the search function will be greatly improved and progress is continuing. There will be a wine & cheese reception sponsored by Thomson Reuters directly before the Plenary in Albuquerque to celebrate the launch of the bookstore. Everyone is invited to attend and see the first order be taken.

#### **Research Journal**

Mr. Comstock reported a contract with Taylor & Francis has been signed for the firm to assume publication of HVAC&R Research. ASHRAE will still own the publication. There has been some difficulty with coordination of the subscription renewal schedules between ASHRAE and Taylor & Francis but they are being worked out. ASHRAE continues to maintain control of all editorial decisions and copyright of the Research Journal but this arraignment will improve the impact factor of the journal and provide a valued benefit to our academic members with a net zero cost to ASHRAE.

#### **General Health of PEC**

Mr. Comstock reported that the May financial statements indicated that PEC's budget will be approximately \$89,000 off net budget for the 2009-2010 fiscal year. Revenue may have been over estimated for the year for this difficult economy.

Mr. Comstock commented that issues for the new year will include coordination of Certification & Education programs and defining the difference between Distinguished Lectures and ALI Instructors.

### 4. Committee Reports

#### **Electronic Communications (ECC)**

Mr. Pouchak gave the report for ECC. (*Attachment A*)

An Action Item was assigned to staff to forward the ECC responses to referral from Members Council. (**ACTION ITEM 1**) *Completed.*

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### **Certification**

Mr. Wentz gave the report for Certification Committee. (*Attachment B*)

### **Handbook**

Mr. O'Neil gave the report for Handbook Committee. (*Attachment C*)

### **Professional Development (PDC)**

Mr. Mendez, the chair of the committee, was unable to attend. Ms. Walters, the vice chair, gave the report for PDC. (*Attachment D*)

Ms. Abrams also pointed out that Mr. Gullede will be presented the long awaited all day seminar on Integrated Building Design (IBD) at the Albuquerque Meeting on Saturday, from 8:00am to 3:00pm at the Albuquerque Convention Center. Mr. Gullede invited the council to come and enjoy all 244 slides of valuable information that he missed hockey games to prepare.

### **Publications**

Mr. Mumma, the chair of the committee, was unable to attend. Mr. Comstock reported a dialog between this PEC and Tech Council regarding development of publications resulting from Special Projects. There have been differing expectations concerning publication format and pricing. Mr. Comstock pointed out that in most publishing houses the publisher chooses the format and price to meet market needs, not the author.

### **Historical**

Both Ms. Immekus, the chair and Mr. Tisdale, the vice chair were unable to attend the meeting and will make their report at the Albuquerque meeting.

**Mr. Fields reminded the committee chairs that at the Albuquerque meeting to please not report on the same information reported today, but to make a short report about the future plans of their committees to give PEC a look forward at their plans and action plans.**

## 5. Subcommittees

### **Fiscal**

Mr. Debes, the chair of the subcommittee, was unable to attend. Mr. Comstock had reported on the council fiscal outlook under item 3 of this meeting "General Health of PEC".

### **Functional Planning**

Mr. McGinn reported that Functional Planning made a motion at the January 2010 Meeting that was postponed by PEC and needed to be dealt with at the June meeting.

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Mr. McGinn had moved:

**Publishing and Education Council approve that ROB 2.302.002 be revised**

**From: This council is authorized to fund development of special publications when requested to do so by TCs, TGs, and TRGS with such approvals contingent upon: (a) recognized need; (B) potential for sales income; and (c) budget constraints.**

**To: This council is responsible for the manufacturing, delivery and the fiscal impact of all ASHRAE publications and products with consideration given to (a) recognized need (B) potential for sales income (c) budget constraints (d) Joint funding & marketing agreements**

Background: In response to action items assigned to the Functional Planning Subcommittee the above motion is proposed. Development and release of publications has implications affecting technology dissemination, cost recovery, efficient use of ASHRAE resources, and opportunity for income. The intent of the motion is to ensure that effective communications occurs at the initiation of publication projects to ensure that all implications are considered and the most balanced approach to ASHRAE's publishing process is achieved.

After discussion the council decided to postpone this motion until a conference call vote sometime in the spring.

Mr. McGinn also reported that there had been some discussion on refocusing the responsibilities of the Functional Planning Subcommittee to include review of PEC's strategic plan goals. Mr. McGinn will call Mr. Fields on Monday of next week to discuss this further.

### 6. Items Referred from Other Councils to PEC

Mr. Comstock reported on two referrals to the PEC.

An Action Item was assigned to Mr. Comstock to send the council's response to Members Council. **(ACTION ITEM 2) Completed. (Attachment E)**

### 7. Certification Training Plan

Mr. Fields asked all PEC members to review Attachment E. This action plan will be voted on by PEC at the Albuquerque meeting. **(Attachment F)**

### 8. Publication and Education Council – Strategic Planning and Issues or Food for Thought:

**Mr. Fields asked PEC members to review the list below and be prepared for discussion with questions, comments and suggestions.**

#### A. International Programs:

Do we need to establish policy for the distribution of ASRHAE materials and programs to other countries? Some discussion but will just need to assign to someone for more detail work.

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B. Certification Program:

What is the future of this program do we keep going? How many certifications are enough?  
If our answer is yes how can we get this program to generate more revenue?  
How many Certifications are enough? At what point do we dilute our potential customer base?  
Study Guides – is anyone working on these? How long to we see one?  
Promotion of Certification is our current level right or do we need more?

C. Building EQ:

Is this coming to our way? Will the administration of this be PEC?  
This is just something that we may need to look over the horizon to see what will happen.

D. Marketing and Communications:

How do we increase revenues?  
How do we create the model where who will buy and who will pay becomes the accepted way  
of operations before we seek to pursue ASHRAE projects?  
The ASHRAE Website is that Pub Ed's? If so let's improve it

9. Adjourn

The meeting was adjourned at 11:15am.

Respectfully Submitted,

W. Stephen Comstock  
Staff Liaison

### Attachments

- A. ECC Report to PEC - pages 6-7  
*Referral to ECC - Motion 10 (10/25/09) El Paso and Pike Peaks Chapters- page 8*  
*Referral to ECC - Motion 18 (10/25/09) Bahrain Chapter - page 9*
- B. Certification Committee Report to PEC – page 10
- C. Handbook Committee Report to PEC- page 11
- D. PDC Report to PEC- page 12
- E. Responses to Members Council Referrals- page 13
- F. Developing the Educational Link to ASHRAE Certification Programs- pages 14-15



June 9, 2010  
**Electronic Communications Committee**  
**Report for June 9, 2010**  
**Conference Call with PEC**

Addressed two new motions assigned to ECC from Members Council:

**Motion 10-** Solution for having workshop webinars and webcasting services for CRCs - Motion 10 (10/25/09) – El Paso and Pike Peaks Chapters:

That Society, through Members Council, assign to the ECC to research a timely solution for having workshop webinars and webcasting services for CRCs, available for Spring 2010 CRCs, such as the purchase of laptop air cell with camera systems that can be used by CRC and DRC for workshop presentations.

- ECC response: Issues of standardized way to do e-meetings is a concern. Vast majority of hotels that hold CRCs employ “cellular/wireless block”. Internet access is one of their largest revenue items for the conferences. Air cards and other wifi/cellular technology may work in some hotels and not other. CRC host committees/RECCS can decide if this option can work at their location. (Detailed response in *Attachment B*)

**Motion 18-** Email communications between the RAL and Society be unified. Motion 18 (10/25/09) – Bahrain Chapter:

That all email communications between the RAL and Society be unified. Background: It will be better follow up for tracking actions and deadlines (see example below). This motion is a Society motion because it deals with the way we write emails in order to search for previous correspondence. Sample: **Email Subject:** *ASHRAE/(Society, RAL, DRC, RVC, etc.)/Topic*

**Email Heading:** *From: (Society, RAL, DRC, RVC, etc.) To: Chapters Delegates/Alternates, CTTC,*

- ECC response: Pending ECC policy for Email addresses issue. (Detailed response in *Attachment B*)

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### Other Actions:

- Team A: Chapter and regional support – updated RECC chairs through regular monthly liaisons meetings. Positional Email Alias system – working to remove obstacles to smooth database updates.
- Team B: Electronic meetings – enhanced and developed further GotoMeeting usage and reviewed reservation system.
- Team C: Renew membership Webinar in English and Spanish – on line recorded demo. On Line web collaboration and team room technology features: Groups search and OCR conversion tools.
- Team D: Publications and program – reviewing Rules of the board for searchable text feature.
- Team E: TC/SPC/SSPC support – prepared report listing active TC websites and compliance to ASHRAE policy.

### Action Items Completed:

- Update to ECC white papers
- Post key/promote positional email promotion
- MBO Procedures

Mike Pouchak  
ECC Chair

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*ECC report to PEC  
Attachment A*

**TO:** Michael Pouchak, Electronic Communications Committee Chair  
Jef Meulemans, Electronic Communications Committee Staff Liaison

**FROM:** Carolyn Kettering *CK*

**DATE:** November 19, 2009

**SUBJECT:** Referral from Members Council

During the 2009 Fall Meeting of Members Council in Atlanta, the motion listed below was referred to your committee. Members Council requests ECC to develop policies, logistics, equipment needs and address ways to resolve technical issues, such as, poor reception, types of cables needed, etc., for host chapters of CRCs. The council will include the information you provide in the CRC Manual. I would appreciate being advised of your actions concerning this item. If you have any questions, please feel free to contact me. Thank you.

**Motion 10 (10/25/09) – El Paso and Pike Peaks Chapters:**

That Society, through Members Council, assign to the ECC to research a timely solution for having workshop webinars and webcasting services for CRCs, available for Spring 2010 CRCs, such as the purchase of laptop air cell with camera systems that can be used by CRC and DRC for workshop presentations.

Background: Currently Region IX has hosted five web based presentations at three separate CRCs and after evaluations of all three it has been concluded that the weak link to having these run efficiently and without incidents is the hotel IT staff. The hotel staff are typically only maintenance personnel and do not have the experience to handle problems when they arise. Host chapters are paying for outside IT support but they are having the same problems with the host hotels staff. Having internet access that does not have to go thru the hotels systems would eliminate these issues. Having standardized means of internet access for these presentations would eliminate individual regions/host chapters from having to "reinvent the wheel" every time the CRC moves to a new facility.

Fiscal Impact: Unknown.

cc: Lynn Bellenger, Members Council Chair  
Ronald Jarnagin, Members Council Vice Chair  
James Fields, Publishing and Education Council Chair  
Steve Comstock, Publishing and Education Staff Liaison

**ECC RESPONSE 5/12/2010**

The issue of having a more standardized way of doing e-meetings, from the internet connection side, is a real concern. ECC was tasked to determine if air cards were a viable means of solving the issue with the hotels internet access. After reviewing 9 different air cards and their functionality, the air cards themselves appear to work fine for GoToMeeting sessions. The problem is that the vast majority of hotels that we can hold a CRC at (ones that have meeting space and such) also employ a "cellular/wireless block" in those rooms so that you must use their internet. They do this as internet access is one of their largest revenue items for conferences.

The conclusion is that air cards, as well as other wifi or cellular technologies, may work in some hotels and not in others. CRC host committees, along with their respective RECC's, can decide if this option will work at their location. ASHRAE, on a society level, does not have the staff nor the budget to purchase and implement this technology.

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*ECC Report to PEC  
Attachment B*

**Motion 18 (10/25/09) – Bahrain Chapter:**

That all email communications between the RAL and Society be unified.

Background: It will be better follow up for tracking actions and deadlines (see example below). This motion is a Society motion because it deals with the way we write emails in order to search for previous correspondence.

**Sample Heading:**

**Email Subject:** *ASHRAE/(Society, RAL, DRC, RVC, etc.)/Topic*

**Email Heading:** *From: (Society, RAL, DRC, RVC, etc.)*

*To: Chapters Delegates/Alternates, CTTC, etc.*

*Purpose: Info, Action, deadline, etc.*

Fiscal Impact: Unknown.

cc: Lynn Bellenger, Members Council Chair  
Ronald Jarnagin, Members Council Vice Chair  
James Fields, Publishing and Education Council Chair  
Steve Comstock, Publishing and Education Staff Liaison

I have consulted with Jef Meulmans, Carolyn Kettering, Vickie Grant all of ASHRAE Staff, and Ross Montgomery Chair of Member Council Planning on this item. It seems that the intent of this motion was for ECC to recommend an e-mail policy that would provide accurate subject lines in e-mail communications resulting in more useful e-mail subject searches. To clarify, it seems that people will start on one subject and skip to another without modifying the e-mail subject line. This makes the resulting e-mail subject not searchable with any accuracy. I reviewed the Manual for Chapter Operations, the Society Website, and the ECC Public Webpage and see that no document for e-mail policy or format exists. I remembered seeing something from Amy Patenaude in past e-mails on this subject. I searched a little more and it appears that such a policy is a work in progress by ECC Team A. It appears that this particular subject is specifically covered there. I suggest that the subject line information in the proposed ECC document be embellished to more clearly cover the spirit of Motion 18. Responding to the referral from Member's Council will require that ECC consider the motion in Orlando first. I recommend to ECC to defeat the motion, as the action suggested in the motion is already included in the pending ECC Policy for E-mail. A record of the ECC vote with an explanation that the requested action from the motion is already included in the pending E-mail Policy should be reported as information item to Member's Council so that they may respond to the Region at Large and Bahrain Chapter why the motion was defeated by ECC. Second action required of ECC would be a committee action item to Team A for the completion of the policy. This would be followed by a later vote by ECC to adopt the policy when completed and forwarded to the committee for consideration. On successful adoption of the policy, a suggested action would be that an information item sent to Member' Council that they might consider including the policy as an appendix item in the Manual for Chapter Operations (MCO).



**Certification Committee Report  
June 9, 2010 Conference Call**

1. Progress towards Energy Assessor certification
2. 3-year review of High-performance Building Design Professional (HBDP)
3. Generating external partnerships to produce more market penetration
4. Marketing of certification and educational services

Tim Wentz



**Handbook Committee Report**  
**Dennis O’Neal, Chair**  
**June 9, 2010**

1. TC Volume Handbook Subcommittee Chairs meetings – Some of the volumes had good attendance of the TC Handbook Subcommittee Chairs. Those that did attend these meetings had very positive feedback about the usefulness of them. It provided an opportunity for the all the TC Handbook Subcommittee Chairs to get together, deal with common issues. It saved a significant amount of time for members of the ASHRAE Handbook Liaisons who would normally be spending their time running from TC meeting to TC meeting.
2. Chapters for the HVAC Applications Volume have started coming in to Mark Owen. Many chapters will be approved in Albuquerque and due in the next few months after that.



**Professional Development Committee  
Report to PEC – 6/9/2010**

The PDC is pleased to report that most of the MBOs for this year have been completed. Status is as follows:

1. PDC has two courses under development in support of Certification, one is in Energy Modeling and the other is in Operation and Maintenance. Additionally, a course in Energy Assessments has been approved in support of the upcoming program
2. A new brochure has been developed for Group Learning Opportunities with special pricing to encourage Chapters to use the available material for their programs.
3. Group Learning Courses based on existing SDLs are being packaged and promoted.
4. 12 online seminars were offered last fall and 11 this Spring.
5. 22 courses were offered at the Winter Meeting in Orlando and 8 are being offered at the Summer Meeting in Albuquerque, which is 50% more than what we had planned for this year.
6. Four new courses are under way in support of the Strategic Plan and Vision 20/20. All day seminars on Std 189.1 and Integrated Building Design (IBD) will launch in June and an SDL on Operations and Maintenance is under development. PDC is also working with IBPSA-USA on an Energy Modeling Course.
7. Development of the long awaited “HVAC&R Boot Camp” program is finally under way with plans to present it at the ASHRAE Foundation Learning Center spring 2011.
8. PDC has been working hard to identify Subject Matter Experts for the development of Review Courses in support of the Certification Program. Five individual assignments will be made at the meeting in Albuquerque to get this much-needed program underway. The short list of SMEs consists of individuals that have certification in that particular subject and experience with development of educational programs and have no evident organizational conflict of interest.



## Responses to Referral from Members Council

The following referrals were discussed and acted upon by PEC at its conference call meeting of June 9, 2010:

**Referred Motion 19 (01/26/10):** That each of the following publications include a “Join ASHRAE” insert, produced by the Membership Promotion Committee, promoting ASHRAE membership and benefits: Standard 189, Advance Energy Design Guides, Standard 90.1, and the ASHRAE Green Guide.

**PEC Response:** PEC supports efforts to promote ASHRAE membership. An insert encouraging members to join ASHRAE can be included in outgoing orders for the publications identified in the motion at an insertion cost of \$.10 per order. Sales of these items are estimated at 4,000 to 5,000 units per year. Members Council may wish to consider that 80% of ASHRAE orders are from members and that as alternative, non member mailing lists with physical addresses can be provided for mailing. Also the Publications Catalog is already included in all outbound orders and the catalog includes a membership application. If Members Council wishes to proceed, coordination should be through the staff Publishing and Education Department. The costs of insertion, design and printing the membership promotion piece will be charged to the designated Members Council budget.

**Referred Motion 20B (01/26/10):** That Membership Promotion Committee be approved an opportunity to market membership via email to all non-member purchasers (including free downloads) of Standard 189, Advance Energy Design Guides, Standard 90.1, the ASHRAE Green Guide, Standard 62.1 and Standard 62.2.

**PEC Response:** Email solicitation is used extensively. Use of email addresses is dictated by CAN-SPAM requirements and web site best practices. Email addresses are available for nonmember purchasers of ASHRAE publications and for free download items – as allowed by CAN-SPAM. Questions concerning access should be addressed to the staff Publishing and Education Department.



## Developing the Educational Link to ASHRAE Certification Programs April 26, 2010

### PDC Actions

#### *Review Course Development:*

1. Set as an objective that there shall be one full-day review course to review the main concepts for each certification.
2. Existing full-day or half-day courses (such as in the case of healthcare) might well suffice to meet this need with little or no modification.
3. Assign a single PDC member to each certification to identify developers for the course.
4. There shall be one or two developers per review course.
5. There should be a commitment that the developers will also be the instructors of the corresponding course.
6. ASHRAE however shall own copyright to the course and may use other instructors as the Society wishes.
7. Instructors should be certified in the corresponding certification; if not currently certified, they may sit for the exam on a complimentary basis.
8. The title of each of these supporting courses shall be, as an example: Healthcare Facility Design: An Overview of Best Practices. A prominent descriptor will state that attending the course can be used for preparation or review for the certification examination.
9. The development fees will be as follows:
  - a. \$3000 total when minor modifications to an existing course required
  - b. \$6000 total when major modifications to an existing course required
  - c. \$9000 total when new course is required
10. Total budget for effort to be \$30,000. Funds currently budgeted for new SDLs and for PDS to be allocated here.
11. The content for a review course is to be excerpts from existing ASHRAE materials relevant to the certification, coupled with comment regarding their application. While use of non-ASHRAE materials is permitted, such uses will need to be limited both in terms of frequency and also amount of content due to copyright restrictions. ASHRAE will allot up to \$2000 per course for use of non ASHRAE owned content under non-exclusive, perpetual use agreements.
12. Target for completion of all development work is October 1, 2010.
13. It is to be clearly stated that the review course is not a requirement for earning the certification and that the examination covers an understanding of the body of the knowledge that is gained through experience. However, we also need to highlight the opportunity to prepare or review for the examination by taking the course.
14. It is to be understood by the course developer and presenter that the course is intended to cover information relevant to the topics on the certification examination as indicated by the program's Detailed Content Outline. However, in no case should the course or instructor "give away" examination items either directly or indirectly.
15. For all of these courses, include statements that clarify that ASHRAE's certification programs are not designed to teach. Instead, they are designed to assess mastery of a body of knowledge that reflects best practices and that a fully competent professional should have obtained in his or her experience in that field of endeavor.

#### *Review Course Scheduling:*

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1. To launch, ASHRAE may consider scheduling all review courses three times in calendar year 2011: perhaps at Winter Conference, Annual Conference, and one CRC in a major metropolitan area. This schedule to be under continuous review. (Note, more thought needs to be given before courses can be scheduled to fully appreciate conflicts).
2. The concept will be to present the courses over two days, enabling individuals to schedule two courses if they so desire.
3. Those registering for two courses will receive a discount on the second course.
4. Each course will include a set of instructor PowerPoints in notebook form.
5. Attendees will also receive a review guide which includes the excerpts from the ASHRAE (and non-ASHRAE) publications selected by the instructors as being appropriate.
6. First presentations will be in January 2011. A possible schedule might be: courses given Saturday and Sunday, examinations given Monday morning and Tuesday morning. [I don't much care for this, but would be willing to accept it, as long as the marketing indicates the separation between the two.]

### Certification Committee Actions

1. Promotional materials and web site to be refocused when it comes to resources.
2. Emphasis needs to be on what a candidate should use to prepare rather than an identification of the body of knowledge. (e.g., citing Handbook of Fundamentals in its entirety does not provide realistic assistance to a student).
3. Each certification should list 5 specific ASHRAE resources that are suggested for review and preparation. These 5 suggested resources should be actionable: Purchased from ASHRAE and available (not simply that a course for example exists in PDC inventory. [Making it a "maximum" list of 5 resources is, in effect, telling the Certification Committee how to write certification examinations and is inappropriate, in my opinion.]
4. All of the review courses must always have at least one scheduled date of presentation.
5. A full list of resources that compose the body of knowledge should be included for reference in the candidate guide but are not prominently featured in promotions, examination information, etc.
6. This list is in addition to the review course and review guide.
7. The review course needs to be prominently featured in all promotions so it stands out from the other key resources. It should be impossible to register for the examination without seeing this review course and the 5 specific resources. [Note: We know that ASHRAE members can be precise. Being extremely clear about the purpose of the course and the intent of the list of resources will be important to avoid misleading customers and to setting their expectations realistically.]
8. Preparation statements must clearly state that the resources and review course/eLearning course are not required for earning the certification and that the examination covers an understanding of the body of knowledge that is gained through experience.
9. The availability of various ASHRAE educational offerings and the pencil and paper examination opportunity should be prominently featured in the description of each certification program. [I would hope that the Certification Committee at least has some input on how this is done to ensure the link between certification and education is as thin as possible.]

[Note: eLearning courses are currently in transition by staff will work with the new eLearning course provider to also make the review courses available as an eLearning courses once the new program is stable.]

WSC