



Minutes

Certification Committee Meeting

Friday, April 17, 2020

Voting Members

Mark	Bettin	Chair
Ashley	Weekly	Vice Chair
Kurt	Monteiro	Vice Chair
Mark	Fly	Member (absent)
Nick	Armstrong	Member
Kimberly	Cowman	Member
Rachel	Stuckey	Member (absent)
Bassel	Anbari	Member (absent)
Suz Ann	Arroyo	Member
R. Lee	Millies	Member
Kevin	White	Member

Non-voting Members

Chandra	Sekhar	BOD Ex Officio (absent)
Farooq	Mehboob	Coordinating Officer
Tim	Kline	Certification Manager
Susan	Polite	Support Coordinator – Career Development

MOTIONS
Meeting of April 17, 2020

Motion 1: Adopt the consent agenda, which includes approval of the February 1, 2020 Meeting Minutes, completed action items, and the 2019-20 MBOs as distributed.

PASSED: 7-0-0 CNV

Motion 2: Pursue ANSI approval of remote proctoring as an acceptable exam delivery mode in light of 17024 accreditation standard requirements.

PASSED: 7-0-0 CNV

ACTION ITEMS
Meeting of April 17, 2020

Action Item 1 (April 17): Staff to remove draft status and post the Committee’s February 1, 2020 minutes on the Committee’s web page.

Action Item 2 (April 17, 2020): Staff to request that a PSI representative attend the next Certification Committee meeting in order to provide additional information related to Security and the Examination Process, as well as responses to the following questions:

1. Could ASHRAE add one more box to the Scratch Paper procedure: “No words, only numbers. (otherwise a Major violation and test terminated)”?
2. What does scratch paper destruction look like?
3. Could an image of the scratch paper be captured and stored for 90 days, perhaps as part of the video record?
4. Could ASHRAE add one more box to the Breaks procedure: “Up to one (1) break maximum (otherwise a Major violation and test terminated)”?
5. Could the exam be programmed such that if a candidate takes a break, they may not return to items previously answered?
6. Also, do remote testing proctoring procedures call for the testing room to be closed?

Action Item 3 (April 17, 2020): Staff to submit an application to ANSI for approval of remote proctoring as an acceptable exam delivery mode in light of 17024 accreditation standard requirements.

1. **CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 9:30 a.m. A roll call was conducted.

2. **ASHRAE CODE OF ETHICS COMMITMENT**

Meeting participants were reminded the meeting would be conducted in accordance with the ASHRAE Code of Ethics Commitment.

3. **CONSENT AGENDA**

It was moved by Ms. Cowman and seconded by Mr. Millies that the Certification Committee:

Motion 1: Adopt the consent agenda, which includes approval of the February 1, 2020 Meeting Minutes, completed action items, and the 2019-20 MBOs as distributed.

PASSED: 7-0-0 CNV

Action Item 1 (April 17, 2020): Staff to remove draft status and post the Committee's February 1, 2020 minutes on the Committee's web page.

4. **REMOTE PROCTORING**

The Certification Committee evaluated live Remote Proctoring as a possible exam delivery mode in light of the following ANSI/ISO 17024 accreditation considerations:

- A. 6.3 Outsourcing
- B. 7.4 Security
- C. 9.3 Examination Process

Action Item 2 (April 17, 2020): Staff to request that a PSI representative attend the next Certification Committee meeting in order to provide additional information related to Security and the Examination Process, as well as responses to the following questions:

1. Could ASHRAE add one more box to the Scratch Paper procedure: "No words, only numbers. (otherwise a Major violation and test terminated)"?
2. What does scratch paper destruction look like?
3. Could an image of the scratch paper be captured and stored for 90 days, perhaps as part of the video record?

4. Could ASHRAE add one more box to the Breaks procedure: “Up to one (1) break maximum (otherwise a Major violation and test terminated)?
5. Could the exam be programmed such that if a candidate takes a break, they may not return to items previously answered?
6. Also, do remote testing proctoring procedures call for the testing room to be closed?

It was moved by Mr. Monteiro and seconded by Ms. Weekly that the Certification Committee:

Motion 2: Pursue ANSI approval of remote proctoring as an acceptable exam delivery mode in light of 17024 accreditation standard requirements.

PASSED: 7-0-0 CNV

Action Item 3 (April 17, 2020): Staff to submit an application to ANSI for approval of remote proctoring as an acceptable exam delivery mode in light of 17024 accreditation standard requirements.

5. **NEXT MEETING**

A next Certification Committee meeting likely will be scheduled to take place at the beginning of May.

The four-hour-long Certification Committee meeting which usually takes place in conjunction with the Annual Conference likely will be scheduled on a date prior to the dates of this year’s virtual Annual Conference.

6. **ADJOURN**

Mr. Bettin adjourned the meeting at 10:30 a.m. (EDT).

Respectfully Submitted,

Tim Kline