



## **Certification Committee Meeting**

**Saturday, January 31, 2026**

### **Voting Members**

|          |          |
|----------|----------|
| Badri    | Patel    |
| Greg     | Jones    |
| Marianna | Vallejo  |
| Esteban  | Baccini  |
| Marius   | Balan    |
| Kristen  | Cole     |
| Cory     | Jassen   |
| Bruno    | Martinez |
| John     | Nott     |
| Bert     | Phillips |
| Ahmad    | Shaar    |

### **Non-voting Members**

|          |       |
|----------|-------|
| Jonathan | Smith |
| Tim      | Kline |

### **Guests**

|            |              |                   |
|------------|--------------|-------------------|
| Chair      | Ricardo      | Arellano          |
| Vice Chair | Chrysostomos | Bouras            |
| Vice Chair | Kajen        | Ethirveerasingham |
| Member     | Emagii       | Graves            |
| Member     | Catalin      | Lungu             |
| Member     | Nikolaos     | Nikolopoulos      |
| Member     | Justin       | Roush             |
| Member     |              |                   |
| Member     |              |                   |
| Member     |              |                   |
| Member     |              |                   |

BOD Ex Officio  
Certification Manager

**MOTIONS**  
**Meeting of January 31, 2026**

**Motion 1:** Adopt the consent agenda, which includes approval of the June 21, 2025 and July 30, 2025 Meeting Minutes, completed action items, and 2025-26 MBOs.

PASSED: 10-0-0 CNV

**Motion 2:** Finalize the 2025 Third-party Contractor Assessment findings for Kryterion and Credly.

PASSED: 10-0-0 CNV

**Motion 3:** Finalize the findings in the 2025 Impartiality Threat Analysis.

PASSED: 10-0-0 CNV

**Motion 4:** Accept updates to the *Reference Orientation Manual* to better document item and form development procedures enhancing security (p. 20) and streamline the Appeals and Complaints-handling procedures (p. 36-43).

PASSED: 9-0-0 CNV

**Motion 5:** Approve the proposed Marketing Strategy and Plan.

PASSED: 9-0-0 CNV

**Motion 6:** Recommend the following addition to PAOE points for Government Affairs for SY 2026-27:

GA PAOE point item (500 points) - Securing a requirement for an ASHRAE Certification in government or regulatory specification, legislation or code.

PASSED: 9-0-0 CNV

**Motion 7:** Accept the extenuating circumstances put forward by a BCxP recertification candidate with a Dec. 31, 2025 expiration date.

PASSED: 9-0-1 CNV

**Motion 8:** Accept the CHD Exam Subcommittee recommendations not to conduct a job task analysis in SY 2026-27.

PASSED: 9-0-1 CNV

It was moved by Mr. Sha'ar and seconded by Mr. Jones that the Certification Committee:

**Motion 9:** Accept the OPMP Exam Subcommittee recommendations not to conduct a job task analysis in SY 2026-27.

PASSED: 9-0-1 CNV

**ACTION ITEMS**  
**Meeting of January 31, 2026**

**Action Item 1 (January 31, 2026):** Staff to remove draft status and post the Committee's June 21, 2025 and July 30, 2025 meeting minutes on the Committee's web page.

**Action Item 2 (January 31, 2026):** Staff to draft update to *Reference Orientation Manual* "Control of Records" to include an opportunity for improvement (OFI) identified during the 2025 Internal Audit that Certification staff should undergo cybersecurity training.

**Action Item 3 (January 31, 2026):** A Task Force with Mr. Balan, Mr. Martinez and Mr. Phillips to research and recommend to the Certification Committee the appropriate content and length of annual objectives (MBOs).

**Action Item 4 (January 31, 2026):** A Task Force with Mr. Nott and Mr. Phillips to evaluate the *Reference Orientation Manual* and advise whether it continues to meet certification program needs.

**Action Item 5 (January 31, 2026):** Certification Staff to provide Government Affairs staff certification-related search term words and phrases to help ensure that certification as a topic may be tracked in Government Affairs software.

**Action Item 6 (January 31, 2026):** Staff to partner with Government Affairs staff to create a single, certification-specific, hard-copy brochure for use during Government Outreach Events (GOEs).

**Action Item 7 (January 31, 2026):** Staff to forward to the author of the proposal for a Certified Cleanroom Professional certification the recommendation to resubmit the proposal for Certification Committee consideration once the two-volume update to the 2017 *ASHRAE Design Guide for Cleanrooms: Fundamentals, Systems, and Performance* has been published and supporting cleanroom design training has been developed.

**Action Item 8 (January 31, 2026):** Staff to report to the Publishing & Education Council that the proposal for a Refrigeration System Design Professional certification is still being evaluated.

**Action Item 9 (January 31, 2026):** Staff to invite Refrigeration Committee members to join the Task Force evaluating the proposal for a Refrigeration System Design Professional certification.

**Action Item 10 (January 31, 2026):** Task Force with Mr. Baccini, Dr. Balan, Mr. Jassen, Mr. Phillips, Mr. Sha'ar and Dr. Vallejo, as well as any Refrigeration Committee members, to finetune the scope of the proposed Refrigeration System Design Professional certification and complete its evaluation of this proposal.

**Action Item 11 (January 31, 2026):** Staff to communicate to the BCxP recertification candidate the Certification Committee's decision to accept the extenuating circumstances put forward.

**Action Item 12 (January 31, 2026):** Staff to request that Kryterion provide its procedures for controlling the quality of test centers.

**Action Item 13 (January 31, 2026):** Committee members to invite potential nominees to submit nominations electronically by Feb. 13, 2026.

## Minutes

### 1. Call to Order

The meeting was called to order at 8:02 a.m. (PST). A roll call was conducted.

### 2. ASHRAE Value Statement

Meeting participants were reminded that the meeting would be conducted in accordance with the ASHRAE Value Statement.

### 3. Consent Agenda

It was moved by Mr. Martinez and seconded by Mr. Baccini that the Certification Committee:

**Motion 1:** Adopt the consent agenda, which includes approval of the June 21, 2025 and July 30, 2025 Meeting Minutes, completed action items, and 2025-26 MBOs.

PASSED: 10-0-0 CNV

**Action Item 1 (January 31, 2026):** Staff to remove draft status and post the Committee's June 21, 2025 and July 30, 2025 meeting minutes on the Committee's web page.

### 4. Annual Management System Review of Input & Output [MBO# 10]

*#10 Manage certification programs against the ANSI/ISO/IEC 17024 accreditation standard.*

#### A. Input Review

To ensure the requirements of the 17024 International Standard have been met and that the management system is effectively implemented and maintained [*Reference Orientation Manual* "Management System Review of Input & Output"], Chair Badri Patel led the Certification Committee, both in-person and online Members, in evaluating the following information from 2025:

- Results of Internal and External Audits
  - ANSI National Accreditation Board (ANAB) 2025 ASHRAE Reaccreditation
    - ANAB Report re ASHRAE 2025 Reaccreditation

- PCAC Decision ASHRAE 2025 Reaccreditation and Scope Extension
  - 2025 Operations Non-conformities Corrective and Preventive Actions Log
- 2025 Internal Audit Findings
  - 2025 Internal Audit Parts 4 - 8 and Findings
  - 2025 Internal Audit Parts 9 - 10 and Findings
- Result of 2024 Audit of Recertification candidates
  - 2024 Recertification Audit Log
- Result of 2025-26 Audit of Certification candidates
  - 2025-26 Certification Audit Log
- Result of Annual Audit of Non-Native English Speaker Certification Applicants
  - Non-Native English Speaker Audit Log
- Feedback from Applicants, Candidates, Certified Persons and Interested Parties Related to the Fulfillment of this International Standard
  - 2025 Complaints Log
- Assessments of Third-party Contractors
  - List of ASHRAE Certification Third-party Contractors
  - Draft 2025 Third-party Contractor Assessment - Kryterion
  - Draft 2025 Third-party Contractor Assessment – Credly

It was moved by Mr. Jones and seconded by Mr. Balan that the Certification Committee:

**Motion 2:** Finalize the 2025 Third-party Contractor Assessment findings for Kryterion and Credly.

PASSED: 10-0-0 CNV

- Safeguarding Impartiality
  - Draft 2025 Impartiality Threat Analysis

It was moved by Mr. Martinez and seconded by Mr. Jassen that the Certification Committee:

**Motion 3:** Finalize the findings in the 2025 Impartiality Threat Analysis.

PASSED: 10-0-0 CNV

- The Status of Preventive and Corrective Actions
  - 2025 Operations Non-conformities Preventive and Corrective Actions Log
- Follow-up Actions from the Previous Management Review
  - Certification Committee February 8, 2025 Minutes
- The Fulfillment of Objectives
  - 2025-26 MBOs
- Changes that Could Affect the Management System
  - 2025 12 31 Certification Lifetime & Annual Statistics
- Appeals and Complaints
  - 2025 Appeals Log
  - 2025 Complaints Log
  - 2025 Complaints Against Certified Persons Log

## B. Output Review

To ensure the requirements of the 17024 International Standard have been met and that the management system is effectively implemented and maintained, the Certification Committee, both in-person and online Members, rendered decisions and actions related to the following:

- Improvement of the Effectiveness of the Management System and its Processes

**Action Item 2 (January 31, 2026):** Staff to draft update to *Reference Orientation Manual* “Control of Records” to include an opportunity for improvement (OFI) identified during the 2025 Internal Audit that Certification staff should undergo cybersecurity training.

It was moved by Mr. Nott and seconded by Mr. Sha’ar that the Certification Committee:

**Motion 4:** Accept updates to the *Reference Orientation Manual* to better document item and form development procedures enhancing security (p. 20) and streamline the Appeals and Complaints-handling procedures (p. 36-43).

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**Action Item 3 (January 31, 2026):** A Task Force with Mr. Balan, Mr. Martinez and Mr. Phillips to research and recommend to the Certification Committee the appropriate content and length of annual objectives (MBOs).

**Action Item 4 (January 31, 2026):** A Task Force with Mr. Nott and Mr. Phillips to evaluate the *Reference Orientation Manual* and advise whether it continues to meet certification program needs.

- Improvement of the Certification Services Related to the Fulfillment of this International Standard

No improvements to the Certification services related to the fulfillment of the 17024 International Standard were identified.

- Resource Needs

No additional resource needs were identified.

5. **Certification Marketing Strategy and Plan [MBO #2]**

*#2 Grow the number of certification applications by 10% over the 2024-25 total of 778, to a total of 856 applications.*

It was moved by Mr. Jones and seconded by Mr. Martinez that the Certification Committee:

**Motion 5:** Approve the proposed Marketing Strategy and Plan.

PASSED: 9-0-0 CNV

**Action Item 5 (January 31, 2026):** Certification Staff to provide Government Affairs staff certification-related search term words and phrases to help ensure that certification as a topic may be tracked in Government Affairs software.

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It was moved by Mr. Martinez and seconded by Dr. Balan that the Certification Committee:

**Motion 6:** Recommend the following addition to PAOE points for Government Affairs for SY 2026-27:

GA PAOE point item (500 points) - Securing a requirement for an ASHRAE Certification in government or regulatory specification, legislation or code.

PASSED: 9-0-0 CNV

6. **Proposals for New Certification Programs [MBO #2, 18]**

*#2 Grow the number of certification applications by 10% over the 2024-25 total of 778, to a total of 856 applications.*

*#18 PEC MBO #3: Develop new products & services aligned with Strategic Plan initiatives 1 & 2 (ETF & TFBD).*

**Action Item 7 (January 31, 2026):** Staff to forward to the author of the proposal for a Certified Cleanroom Professional certification the recommendation to resubmit the proposal for Certification Committee consideration once the two-volume update to the 2017 *ASHRAE Design Guide for Cleanrooms: Fundamentals, Systems, and Performance* has been published and supporting cleanroom design training has been developed.

**Action Item 8 (January 31, 2026):** Staff to report to the Publishing & Education Council that the proposal for a Refrigeration System Design Professional certification is still being evaluated.

**Action Item 9 (January 31, 2026):** Staff to invite Refrigeration Committee members to join the Task Force evaluating the proposal for a Refrigeration System Design Professional certification.

**Action Item 10 (January 31, 2026):** Task Force with Mr. Baccini, Dr. Balan, Mr. Jassen, Mr. Phillips, Mr. Sha'ar and Dr. Vallejo, as well as any Refrigeration Committee members, to finetune the scope of the proposed Refrigeration System Design Professional certification and complete its evaluation of this proposal.

7. **Recertification Extenuating Circumstances [MBO #10]**

*#10 Manage certification programs against the ANSI/ISO/IEC 17024 accreditation standard.*

It was moved by Mr. Jones and seconded by Mr. Phillips that the Certification Committee:

**Motion 7:** Accept the extenuating circumstances put forward by a BCxP recertification candidate with a Dec. 31, 2025 expiration date.

PASSED: 9-0-1 CNV

**Action Item 11 (January 31, 2026):** Staff to communicate to the BCxP recertification candidate the Certification Committee's decision to accept the extenuating circumstances put forward.

8. **Scheme Review [MBO #10]**

*#10 Manage certification programs against the ANSI/ISO/IEC 17024 accreditation standard.*

Per policy, the Certification Committee shall ensure that the certification scheme is reviewed and validated on an on-going, systematic basis, which is in the fourth year following a job task analysis (JTA).

To this end, the CHD and OPMP Exam Subcommittees met this past fall to review and advise the Certification Committee on the continued validity of the following scheme components for their respective programs:

1. scope of certification
2. job and task description
3. required competence
4. abilities (when applicable)
5. prerequisites (when applicable)
6. code of conduct (when applicable)

Mr. Patel invited the Certification Committee to comment on each of the Exam Subcommittee Scheme Review findings and recommendations, and for each program determine if a job task analysis is needed in SY 2026-27 in order to update the scheme.

Mr. Patel noted that neither Exam Subcommittee recommends that a job task analysis is needed in SY 2026-27.

It was moved by Ms. Cole and seconded by Mr. Jassen that the Certification Committee:

**Motion 8:** Accept the CHD Exam Subcommittee recommendations not to conduct a job task analysis in SY 2026-27.

PASSED: 9-0-1 CNV

It was moved by Mr. Sha'ar and seconded by Mr. Jones that the Certification Committee:

**Motion 9:** Accept the OPMP Exam Subcommittee recommendations not to conduct a job task analysis in SY 2026-27.

PASSED: 9-0-1 CNV

## 9. **Financials [MBO #2, 1]**

*#2 Grow the number of certification applications by 10% over the 2024-25 total of 778, to a total of 856 applications.*

*#1 Attain 80% recertification rate for the 2025 renewal class.*

Mr. Patel reviewed the PubEd Dashboard December, 2025 and the Certification Financial Report for the period ending December 31, 2025.

**10. Application Fee Schedule [MBO #16]**

*#16 Evaluate the certification and recertification application fee schedule and recommend any possible updates in the 2026 Winter Conference meeting.*

In this annual evaluation, there was consensus among the Certification Committee not to recommend any updates to the application fee schedule for SY 2026-27.

**11. Executive Session [MBO #10]**

*#10 Manage certification programs against the ANSI/ISO/IEC 17024 accreditation standard.*

**Action Item 12 (January 31, 2026):** Staff to request that Kryterion provide its procedures for controlling the quality of test centers.

**12. 2026-27 Committee Composition [MBO #10]**

*#10 Manage certification programs against the ANSI/ISO/IEC 17024 accreditation standard.*

Per the “Certification Committee Member Job Description,” a Committee Member responsibility is to “advocate for the Committee composition to reflect the strategic needs of ASHRAE Certification programs,” and the 11 voting members should “provide broad representation across the HVAC&R industry.”

Mr. Patel referenced the current Certification Committee roster and invited the Committee to make recommendations to nominate candidates that will help meet the strategic needs of ASHRAE Certification programs, as well as provide broad representation across the HVAC&R industry.

**Action Item 13 (January 31, 2026):** Committee members to invite potential nominees to submit nominations electronically by Feb. 13, 2026.

**13. ExO Update [MBO #7]**

*#7 Leverage grass roots channels for enhanced communication.*

BOD Ex-Officio Mr. Jonathan Smith provided an update on Society-wide initiatives.

**14. Exam Development [MBO #11, 10]**

*#11 Conduct BCxP, BEMP, HBDP, and HFDP exam development against JTA updates and launch new exam forms.*

*#10 Manage certification programs against the ANSI/ISO/IEC 17024 accreditation standard.*

Mr. Patel referenced an overview of current and upcoming exam development activities:

BCxP: Job Task Analysis (JTA), initiated by NIBS with participation by ASHRAE, AABC Commissioning Group ([ACG](#)), and Building Commissioning Certification Board ([BCCB](#)), was completed in August, 2025. Exam development against updated exam blueprint requirements will take place in 2026.

BEAP: NIBS Job Analysis (JA) tentatively to take place in 2026.

BEMP: Exam development against new JA blueprint requirements is completed, with a new exam form launching in August, 2025.

CDP: Initial exam form released June 25, 2024

CHD: New exam form to be released in Summer/Fall, 2025

HBDP: Exam development against new JA blueprint requirements is completed, with a new exam form launching in August, 2025.

HFDP: Exam development against new JA blueprint requirements began in July, 2025. Item writing is complete. Promotions have begun for a beta administration March 1–31, with a passing score workshop to take place in April.

**15. New Business [MBO# 7]**

*#7 Leverage grass roots channels for enhanced communication.*

A report entitled “Certification Information Chapters and Members Need” was shared in materials for the Chapter Technology Transfer Committee (CTTC) meeting held on January 30, 2026.

16. **Adjourn**

Mr. Patel adjourned the meeting at 12:41 p.m. (PST).

Respectfully Submitted,

Tim Kline