



**MINUTES**  
**CERTIFICATION COMMITTEE**

**December 5, 2018**

**Voting Members**

Mike	Fullerton	Chair
Mark	Bettin	Vice Chair
D. Nirmal	Ram	Vice Chair

Nick	Armstrong	Member
Bradley	Brooks	Member
Kimberly	Cowman	Member
Mark	Fly	Member
Kurt	Monteiro	Member
Dan	Pettway	Member
Rachel	Stuckey	Member
Ashley	Weekly	Member

**Non-voting Members**

Chandra	Sekhar	BOD Ex Officio
Julia	Keen	Coordinating Officer
Tim	Kline	Certification Manager

## MOTIONS

### **Meeting of December 5, 2018**

**Motion 1:** Adopt the consent agenda, which includes approval of the June 23, 2018 Meeting Minutes and completed action items.

PASSED: 10-0-0 CNV

**Motion 2:** Approve the updated CHD job description.

PASSED: 9-0-0 CNV

**Motion 3:** Approve the proposed CHD exam content outline, education and work experience paths, code of ethics, and recertification requirements.

PASSED: 9-0-0 CNV

**Motion 4:** Adopt a three-option (1 correct response and 2 distractors) exam question format for the CHD certification exam.

PASSED: 9-0-0 CNV

**ACTION ITEMS**  
**Meeting of December 5, 2018**

**Action Item 1 (December 5, 2018):** Staff to remove draft status and post the Committee's June 23, 2018 minutes on the Committee's web page.

**Action Item 2 (December 5, 2018):** Staff to share with the Certification Committee a country-of-origin overview of HVAC Designer and Employer opt-ins.

**Action Item 3 (December 5, 2018):** Nirmal Ram to give a Certification presentation at the AASA meeting at the 2019 ASHRAE Winter Conference.

**Action Item 4 (December 5, 2018):** Staff to work with the Marketing department to redouble marketing efforts targeted to owners, principals and hiring managers, in lieu of marketing to ASHRAE Learning Institute (ALI) Member attendees.

**Action Item 5 (December 5, 2018):** Incorporate an evaluation of areas for potential growth and reduction as an annual MBO item.

**Action Item 6 (December 5, 2018):** Task Force consisting of Nick Armstrong, Kim Cowman, Kurt Monteiro and Ashley Weekly to evaluate OPMP against a new procedure for monitoring the effectiveness of current certification programs, determine if it may be rehabilitated, and present recommendations to the Certification Committee.

**Action Item 7 (December 5, 2018):** In light of Task Force recommendations and recent six-month application numbers, the Certification Committee will reevaluate the profitability of the OPMP in its June 22, 2019 meeting.

**Action Item 8 (December 5, 2018):** Staff to present to the PEC Fiscal Planning Subcommittee by Dec. 11 Committee recommendations regarding areas with potential for growth and reduction.

**Action Item 9 (December 5, 2018):** Table to the Jan. 12, 2019 Certification Committee meeting, Task Force presentation of findings and recommendations after having addressed the following MBO: "Evaluate the benefit of instituting an "-INT" option for certification candidates "in training," and develop possible framework for instituting."

**Action Item 10 (December 5, 2018):** Table to the Jan. 12, 2019 Certification Committee meeting, Committee determination of whether the following description accurately and clearly describes in which subject matter acceptable PDHs may be earned for recertification purposes:

*To be eligible for renewal, Certificants must submit a completed application, which attests to having earned 45 Professional Development Hours (PDHs) in subject matter related to the certification earned.*

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**

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

3. **CONSENT AGENDA**

It was moved by Mr. Fly and seconded by Mr. Pettway that the Certification Committee:

**Motion 1:** Adopt the consent agenda, which includes approval of the June 23, 2018 Meeting Minutes and completed action items.

PASSED: 10-0-0 CNV

**Action Item 1 (December 5, 2018):** Staff to remove draft status and post the Committee's June 23, 2018 minutes on the Committee's web page.

4. **2018-19 MBOs**

A. Areas for Potential Growth and Reduction (MBO #12)

In light of lifetime and annual Certification program statistics, as well as annual program certification and recertification revenue and fixed and variable expenses, the Committee identified the following areas with potential for growth and reduction:

Growth

- With over 450 unique HVAC Designers and Employers having opted in through Nov. 16 to receive updates on the Certified HVAC Designer (CHD) certification, *there is additional evidence to project there will be good demand for this new certification program, including among both non-members and internationally.* Application for the CHD will launch March 1 for examination which will begin globally on June 3.

**Action Item 2 (December 5, 2018):** Staff to share with the Certification Committee a country-of-origin overview of HVAC Designer and Employer opt-ins.

**Action Item 3 (December 5, 2018):** Nirmal Ram to give a Certification presentation at the AASA meeting at the 2019 ASHRAE Winter Conference.

- *Owners, principals and hiring managers oftentimes are the primary driver for employee demand for certification.*

**Action Item 4 (December 5, 2018):** Staff to work with the Marketing department to redouble marketing efforts targeted to owners, principals and hiring managers, in lieu of marketing to ASHRAE Learning Institute (ALI) Member attendees.

**Action Item 5 (December 5, 2018):** Incorporate an evaluation of areas for potential growth and reduction as an annual MBO item.

### Reduction

- Of ASHRAE's six (6) certification programs, *the OPMP is the only one with a negative annual net revenue, approximately (\$4,023), not taking into account overhead or staff time.*

**Action Item 6 (December 5, 2018):** Task Force consisting of Nick Armstrong, Kim Cowman, Kurt Monteiro and Ashley Weekly to evaluate OPMP against a new procedure for monitoring the effectiveness of current certification programs, determine if it may be rehabilitated, and present recommendations to the Certification Committee.

**Action Item 7 (December 5, 2018):** In light of Task Force recommendations and recent six-month application numbers, the Certification Committee will reevaluate the profitability of the OPMP in its June 22, 2019 meeting.

**Action Item 8 (December 5, 2018):** Staff to present to the PEC Fiscal Planning Subcommittee by Dec. 11 Committee recommendations regarding areas with potential for growth and reduction.

## B. Certified HVAC Designer (CHD)

### 1. Scheme Requirements (MBO#5)

#### a. Certification Job Description

*An HVAC Designer, working under the responsible charge of an engineer, designs HVAC systems to meet building/project*

*requirements, including load calculations, equipment selection and sizing, mechanical equipment room design, duct and piping design and layout for the development of HVAC plans for permit and construction.*

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

**Motion 2:** Approve the updated CHD job description.

PASSED: 9-0-0 CNV<sup>1</sup>

<sup>1</sup>Absent Ms. Cowman.

- b. CHD Exam Content Outline
- c. Education & Work Experience

Bachelor's degree in engineering or a related field and two (2) years of HVAC Design work experience

OR

Associate's degree or Technical degree or certificate in design, construction, or a related field and three (3) years of HVAC Design work experience

OR

High School diploma or equivalent and five (5) years of HVAC Design work experience

- d. Code of Ethics
- e. Recertification
  - ✓ Three (3)-year recertification period, based on regulatory requirements, changes to normative documents, and the nature and maturity of the industry in which the HVAC designer works.
  - ✓ Participation in one (1) HVAC design project for no PDHs. Applicant must have participated in a minimum of two of the following four activities: System Design, Design Calculations, Procedural and Coordination (per CHD exam content outline).

- ✓ Thirty (30) Professional Develop Hours (PDHs). Note: in the case of retaking and passing the CHD exam for 30 PDHs, no mandatory HVAC design project will be required.

It was moved by Mr. Fly and seconded by Mr. Pettway that the Certification Committee:

**Motion 3:** Approve the proposed CHD exam content outline, education and work experience paths, code of ethics, and recertification requirements.

PASSED: 9-0-0 CNV

## 2. Four-option vs. Three-option CHD Exam Questions

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

**Motion 4:** Adopt a three-option (1 correct response and 2 distractors) exam question format for the CHD certification exam.

PASSED: 9-0-0 CNV

## C. In-Training “-INT” Application Option (MBO #7)

**Action Item 9 (December 5, 2018):** Table to the Jan. 12, 2019 Certification Committee meeting, Task Force presentation of findings and recommendations after having addressed the following MBO: “Evaluate the benefit of instituting an “-INT” option for certification candidates “in training,” and develop possible framework for instituting.”

## D. Recertification (MBO #1 & 3)

**Action Item 10 (December 5, 2018):** Table to the Jan. 12, 2019 Certification Committee meeting, Committee determination of whether the following description accurately and clearly describes in which subject matter acceptable PDHs may be earned for recertification purposes:

*To be eligible for renewal, Certificants must submit a completed application, which attests to having earned 45 Professional Development Hours (PDHs) in subject matter related to the certification earned.*



5. **NEXT MEETING**

The next meeting will take place on Saturday, January 12, 2019 @ 8:00 a.m. – Noon at the following location:

Omni Hotel at CNN Center – Headquarter Hotel  
Room: Cottonwood A (North Tower, Floor M1)  
100 CNN Center  
Atlanta, GA 30303

6. **ADJOURN**

Mr. Fullerton adjourned the meeting at 11:45 a.m.

Respectfully Submitted,

Tim Kline