



## Minutes

### Certification Committee Meeting

Thursday, Dec. 12, 2019

#### Voting Members

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

#### Non-voting Members

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

**MOTIONS**  
**Meeting of December 12, 2019**

**Motion 1:** Adopt the consent agenda, which includes approval of the October 4, 2019 Meeting Minutes, completed action items, and the 2019-20 MBOs as distributed.

PASSED: 7-0-0 CNV

**ACTION ITEMS**  
**Meeting of December 12, 2019**

**Action Item 1 (December 12):** Staff to remove draft status and post the Committee's October 4, 2019 minutes on the Committee's web page.

**Action Item 2 (December 12):** Staff to request that the certified BEAP in question forward for the Committee's consideration energy audit project and energy audit-related teaching experience details.

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 Mr. Fly and seconded by Ms. Cowman that the Certification Committee:

**Motion 1:** Adopt the consent agenda, which includes approval of the October 4, 2019 Meeting Minutes, completed action items, and the 2019-20 MBOs as distributed.

PASSED: 7-0-0 CNV

**Action Item 1 (December 12, 2019):** Staff to remove draft status and post the Committee’s October 4, 2019 minutes on the Committee’s web page.

4. **ELIGIBILITY REQUIREMENTS**

The Certification Committee considered the question of whether teaching experience in tasks tested on the BEAP exam may be acceptable to fulfill the following recertification requirement: *“Lead, supervise or participate in five commercial (non-residential) audits during the certification cycle. No PDHs awarded.”*

The certified BEAP in question offered that in order to teach job tasks, one has to be able to do the job tasks. Further to that, the certified BEAP added that to be successful such teachers need to be up-to-date with current job practice.

After evaluating examples of other credentialing bodies that allow teaching experience to be used to satisfy a work experience requirement, the Committee requested the following information be forwarded for the Committee’s consideration:

A. The below “Project Information” for the five audits most recently led, supervised or participated in.

Project #1: Description

Owner/Client Name:

Building Type:

Project Dates:

Project location (city, state & country):

B. The following energy audit-related teaching experience details from the current BEAP certification period:

Course #1 Description

Title:

Subject Matter:

Student type (e.g. “experienced professionals”):

Course date(s) and length:

**Action Item 2 (December 12, 2019):** Staff to request that the certified BEAP in question forward for the Committee’s consideration energy audit project and energy audit-related teaching experience details.

## 5. ANSI

Mr. Kline provided an update on the Security of Examination Materials (ANSI 7.4) and detailed any next steps.

## 6. 2019- 20 MBOs

In support of achieving MBO #9, Mr. Kline detailed the following next steps needed to generate proposals for possible certification program(s) that support SP Initiatives 1 and 2:

1. Send invitation to select TCs and SSPCs and other groups to submit Certification program proposal by Feb. 28. Include offer to have a Certification Committee member attend a committee meeting in Orlando and answer any questions.
2. Jan. 15. – Requests for Certification Committee Member attendance at TC, SSPC and other group meetings in Orlando due.
3. Jan. 16 – Make assignments for Certification Committee Member attendance at TC, SSPC and other group meetings in Orlando.

## 7. MARKETING

Mr. Kline presented Digital Badging analytics through Dec. 12, 2019.

8. **NEXT MEETING**

A Certification Committee meeting is scheduled to take place at the ASHRAE Winter Conference on Saturday, Feb. 1 @ 8:00 a.m. – Noon (EST) in Orlando, Florida.

An informal Committee dinner will take place on the Friday evening at 6:30 p.m. at a location to be determined.

9. **ADJOURN**

Mr. Bettin adjourned the meeting at 11:00 a.m. (EST).

Respectfully Submitted,

Tim Kline