



Minutes

Certification Committee Meeting

Tuesday, Dec. 7, 2021

Voting Members

Kurt	Monteiro	Chair
Kim	Cowman	Vice Chair
Nick	Armstrong	Vice Chair
Bassel	Anbari	Member
Rodrigo	Arias	Member
Suz Ann	Arroyo	Member
R. Lee	Millies	Member
Grant	Page	Member (absent)
Badri	Patel	Member
Rachel	Stuckey	Member
Kevin	White	Member

Non-voting Members

Mark	Tome	BOD Ex Officio
Don	Brandt	Coordinating Officer (absent)
Tim	Kline	Certification Manager
Susan	Polite	Support Coordinator - Career Development

MOTIONS
Meeting of December 7, 2021

Motion 1: Adopt the 2021-22 MBOs as revised to include the objective for the Committee to pursue opportunities to strengthen the Security of Examination Materials (ANSI 7.4) procedure for Item Development.

PASSED: 9-0-0 CNV

Motion 2: Adopt the consent agenda, which includes approval of the June 8, 2021 minutes and completed action items, as distributed.

PASSED: 9-0-0 CNV

Motion 3: Initiate an update of the HBDP certification scheme in SY 2022-23.

PASSED: 9-0-0 CNV

Motion 4: Accept the HFDP Exam Subcommittee recommendation that a scheme update is not needed in SY 2022-23.

PASSED: 9-0-0 CNV

Motion 5: Accept the extenuating circumstances put forward by the non-renewing certificant, at the on-time application fee.

PASSED: 9-0-0 CNV

ACTION ITEMS
Meeting of December 7, 2021

Action Item 1 (Dec. 7, 2021): Staff to remove draft status and post the Committee's June 8, 2021 minutes on the Committee's web page.

Action Item 2 (Dec. 7, 2021): A Task Force consisting of Mr. Brandt, Mr. Monteiro and Mr. Tome to develop a recommendation ahead of the Jan. 29, 2022 Certification Committee meeting regarding next steps needed to ensure consistent recognition of ASHRAE certification designations in ASHRAE print and electronic media.

Action Item 3 (Dec. 7, 2021): Staff to initiate an update of the HBDP certification scheme in SY 2022-23.

Action Item 4 (Dec. 7, 2021): Staff to notify the non-renewing (now expired) HFDP certificant of the Certification Committee's decision.

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

The meeting was called to order at 11:00 a.m. by Certification Committee Chair Kurt Monteiro. A roll call was conducted.

2. **ASHRAE CODE OF ETHICS**

Meeting participants were reminded that 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 Ms. Arroyo that the Certification Committee:

Motion 1: Adopt the 2021-22 MBOs as revised to include the objective for the Committee to pursue opportunities to strengthen the Security of Examination Materials (ANSI 7.4) procedure for Item Development.

PASSED: 9-0-0 CNV

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

Motion 2: Adopt the consent agenda, which includes approval of the June 8, 2021 minutes and completed action items, as distributed.

PASSED: 9-0-0 CNV

Action Item 1 (Dec. 7, 2021): Staff to remove draft status and post the Committee's June 8, 2021 minutes on the Committee's web page.

4. **2021-22 MBO #3.2**

3.2 Ensure consistent recognition of ASHRAE certificant designations in ASHRAE print and electronic media wherever the P.E., P.Eng. and Ph.D. designations also appear.

After referencing the *ASHRAE Marketing Content Guide* (March, 2021), which provides the guidance that ASHRAE certification designations should be listed after certificant names in ASHRAE print and electronic media pieces which also cite the P.E., P.Eng. and Ph.D. designations, Mr. Monteiro presented several SY 2021-22

examples of ASHRAE media, including press releases and ashrae.org content, which do not adhere to these guidelines.

Action Item 2 (Dec. 7, 2021): A Task Force consisting of Mr. Brandt, Mr. Monteiro and Mr. Tome to develop a recommendation ahead of the Jan. 29, 2022 Certification Committee meeting regarding next steps needed to ensure consistent recognition of ASHRAE certification designations in ASHRAE print and electronic media.

5. **SCHEME REVIEW AND VALIDATION [MBO #4.1]**

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.

To this end, the HBDP and HFDP Exam Subcommittees met this 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. Monteiro invited the Certification Committee to review each of the Exam Subcommittee findings and recommendations to determine if any scheme updates are needed in SY 2022-23.

In discussion it was noted that the High-Performance Building Design Professional (HBDP) certification scheme does not take into account building decarbonization.

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

Motion 3: Initiate an update of the HBDP certification scheme in SY 2022-23.

PASSED: 9-0-0 CNV

Action Item 3 (Dec. 7, 2021): Staff to initiate an update of the HBDP certification scheme in SY 2022-23.

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

Motion 4: Accept the HFDP Exam Subcommittee recommendation that a scheme update is not needed in SY 2022-23.

PASSED: 9-0-0 CNV

6. **2020 Recertification Extenuating Circumstances [MBO #4.1]**

In the case of Certificants who do not renew by the March 31 “grace period” deadline, the Certification Committee will review extenuating circumstances on a case-by-case basis, upon request.

In light of this Recertification procedure, the Certification Committee reviewed the below extenuating circumstances put forward by a non-renewing (now expired) HFDP certificant.

Motion 5: Accept the extenuating circumstances put forward by the non-renewing certificant, at the on-time application fee.

PASSED: 9-0-0 CNV

Action Item 4 (Dec. 7, 2021): Staff to notify the non-renewing (now expired) HFDP certificant of the Certification Committee’s decision.

7. **New Business [MBO# 2, 3]**

There was no new business.

8. **Next Meeting**

The next Certification Committee meeting is scheduled for Jan. 29, 2022 @ 8:00 a.m. – Noon (PST).

9. **Adjourn**

Mr. Monteiro adjourned the meeting at 1:00 p.m. (EST).

Respectfully Submitted,

Tim Kline