



Minutes

Certification Committee Meeting

Saturday, February 1, 2020

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
Bassel	Anbari	Member
Suz Ann	Arroyo	Member
R. Lee	Millies	Member
Kevin	White	Member

Visitors

Quaiser Abbas
Billy Austin
Enrica Galasso
Jeffrey Gilbeaux
Cameron Labunski
Matt Nelson
Bruce Pitts
Keith Reihl
Christine Sun

Non-voting Members

Chandra	Sekhar	BOD Ex Officio
Farooq	Mehboob	Coordinating Officer (absent)
Tim	Kline	Certification Manager

MOTIONS
Meeting of February 1, 2020

Motion 1: Adopt the consent agenda, which includes approval of the December 12, 2019 Meeting Minutes, completed action items, and 2019-20 MBOs as distributed.

PASSED: 10-0-0 CNV

Motion 2: Accept the 2019 Third-party Contractor Assessment – PSI findings.

PASSED: 10-0-0 CNV

Motion 3: Accept the 2019 Third-party Contractor Assessment – Credly/Acclaim findings.

PASSED: 10-0-0 CNV

Motion 4: Accept the findings in the 2019 Impartiality Threat Analysis.

PASSED: 10-0-0 CNV

Motion 5: Adopt a proposed update to the Reference Orientation Manual related to the Certification Application Process.

PASSED: 10-0-0 CNV

Motion 6: Adopt proposed updates to the Reference Orientation Manual to reflect changes to the procedure for processing certification applications.

PASSED: 10-0-0 CNV

Motion 7: Increase the Non-Member initial certification application fee to \$595 beginning July 1, 2020.

PASSED: 10-0-0 CNV

Motion 8: Pursue ANSI accreditation of all ASHRAE Certification programs.

PASSED: 10-0-0 CNV

ACTION ITEMS
Meeting of February 1, 2020

Action Item 1 (February 1, 2020): Staff to remove draft status and post the Committee's December 12, 2019 minutes on the Committee's web page.

Action Item 2 (February 1, 2020): Staff to ask PSI to pursue a Facility Questionnaire feedback method for pencil-and-paper examinees that does not require examination testing time to complete.

Action Item 3 (February 1, 2020): Staff to request that PSI provide Facility Questionnaire feedback from pencil-and-paper examinees for the Nov. 1, 2018 – Dec. 31, 2019 timeframe.

Action Item 4 (February 1, 2020): Staff to inform the BEAP in question of the Committee's decision that teaching experience in tasks tested on the BEAP exam does not fulfill the five commercial energy audit recertification requirement.

Action Item 5 (February 1, 2020): By Feb. 15, Certification Committee Members to nominate candidates to serve on the Committee for the 2020-21 term that will help meet the strategic needs of ASHRAE Certification programs.

Action Item 6 (February 1, 2020): Staff to initiate pursuit of ANSI accreditation of the CHD, HFDP and OPMP Certification programs.

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

The meeting was called to order at 8:00 a.m. A roll call was conducted.

2. **ASHRAE CODE OF ETHICS COMMITMENT**

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

Motion 1: Adopt the consent agenda, which includes approval of the December 12, 2019 Meeting Minutes, completed action items, and 2019-20 MBOs as distributed.

PASSED: 10-0-0 CNV

Action Item 1 (February 1, 2020): Staff to remove draft status and post the Committee's December 12, 2019 minutes on the Committee's web page.

4. **MANAGEMENT SYSTEM REVIEW OF INPUT & OUTPUT [MBO# 4]**

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, Mr. Bettin led the Committee in evaluating the following information:

- Results of Internal and External Audits (e.g. accreditation body assessment)
 - 2019 06 07 Year 4 PCAC Surveillance Assessment Report
 - 2019 Internal Audit Findings

- Feedback from Applicants, Candidates, Certified Persons and Interested Parties Related to the Fulfillment of this International Standard
 - 2019 2018 2017 2016 2015 2014 Annual Comparison ASHRAE Facility Questionnaire Report [Note: "CBT" = U.S. computer-based exams; "WBT" = International web-based exams; "PnP" = pencil-and-paper exams]

- Assessments of Third-party Contractors
 - List of ASHRAE Certification Third-party Contractors
 - 2019 Third-party Contractor Assessment - PSI

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

Motion 2: Accept the 2019 Third-party Contractor Assessment – PSI findings.

PASSED: 10-0-0 CNV

- 2019 Third-party Contractor Assessment – Credly/Acclaim

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

Motion 3: Accept the 2019 Third-party Contractor Assessment – Credly/Acclaim findings.

PASSED: 10-0-0 CNV

- 2019 12 03 Third-Party Contractor Exam Delivery CBT Onsite Assessment

- Safeguarding Impartiality
 - 2019 Impartiality Threat Analysis

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

Motion 4: Accept the findings in the 2019 Impartiality Threat Analysis.

PASSED: 10-0-0 CNV

- The Status of Preventive and Corrective Actions
 - 2019 Operations Non-conformities Preventive and Corrective Actions Log

- Follow-up Actions from the Previous Management Review
 - Certification Committee January 12, 2019 Minutes
- The Fulfillment of Objectives
 - 2019-20 MBOs
- Changes that Could Affect the Management System
 - Certification Lifetime & Annual Statistics
- Appeals and Complaints
 - 2019 Appeals Log
 - 2019 Complaints 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 rendered decisions and actions related to the following:

- Improvement of the Effectiveness of the Management System and its Processes, as Detailed in the *Reference Orientation Manual*
- Improvement of the Certification Services Related to the Fulfilment of this International Standard
- Resource Needs

Action Item 2 (February 1, 2020): Staff to ask PSI to pursue a Facility Questionnaire feedback method for pencil-and-paper examinees that does not require examination testing time to complete.

Action Item 3 (February 1, 2020): Staff to request that PSI provide Facility Questionnaire feedback from pencil-and-paper examinees for the Nov. 1, 2018 – Dec. 31, 2019 timeframe.

5. **REFERENCE ORIENTATION MANUAL [MBO# 3, 4]**

A. Application Process

The Certification Committee reviewed a proposed update to the Reference Orientation Manual related to the Certification Application Process.

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

Motion 5: Adopt a proposed update to the Reference Orientation Manual related to the Certification Application Process.

PASSED: 10-0-0 CNV

B. Other Updates

The Certification Committee reviewed proposed updates to the Reference Orientation Manual to reflect changes to the procedure for processing certification applications.

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

Motion 6: Adopt proposed updates to the Reference Orientation Manual to reflect changes to the procedure for processing certification applications.

PASSED: 10-0-0 CNV

6. **ELIGIBILITY REQUIREMENTS [MBO# 3]**

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

Upon review of energy audit-related teaching experience details submitted by the BEAP in question, the Committee agreed that teaching experience in tasks tested on the BEAP exam does not fulfill the five commercial energy audit recertification requirement.

Action Item 4 (February 1, 2020): Staff to inform the BEAP in question of the Committee’s decision that teaching experience in tasks tested on the BEAP exam does not fulfill the five commercial energy audit recertification requirement.

7. **BUDGET [MBO# 2, 3, 8, 9]**

Through the period ending Dec. 31, 2019, Certification is nearly at budget for Revenue and the forecast for Expense anticipates a decrease of \$20,000.

8. MARKETING [MBO# 2, 3]

A. Updated Drip Email Campaign

Drip email campaigns are being updated to incorporate digital badging.

B. Digital Badging

A total of 542 (70%) of 773 badges issued have been accepted by certificants. There have been over 5,300 badge views in various electronic media. As examinees continue to pass their exam and certificants continue to renew their certification, more badges will be issued.

C. Updated Certification Brochure

The Certification brochure has been streamlined and updated to include mention of digital badging.

D. Monitoring Program Effectiveness

Certification staff are meeting with ASHRAE Marketing on Feb. 13 to review possible root causes for two underperforming certification programs, potential corrective marketing activities, and develop a Marketing plan to help return these two programs to health.

9. 2020-21 COMMITTEE COMPOSITION [MBO# 3]

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.”

Board-appointed committees, including Certification, have been invited to submit by February 15 the names of candidates to serve on their respective committees.

Mr. Bettin 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.

Committee members were asked to contact recommended nominees regarding their possible interest and [submit nominations electronically](#).

Action Item 5 (February 1, 2020): By Feb. 15, Certification Committee Members to nominate candidates to serve on the Committee for the 2020-21 term that will help meet the strategic needs of ASHRAE Certification programs.

10. APPLICATION FEE SCHEDULE [MBO# 1, 2, 3, 8]

In this annual evaluation, the Certification Committee evaluated the application fee schedule for any possible updates. The application fee schedules were last updated in January, 2016, with updates taking effect July 1, 2016.

	<u>2007 – 2016</u>	<u>2016 – 2020</u>
Certification		
<u>Member</u>		
Initial:	\$295	\$395
Re-take:	\$125	\$175
<u>Non-Member</u>		
Initial:	\$415	\$545
Re-take:	\$175	\$225
 Recertification		
<u>Member</u>		
On time:	\$125	\$195
Grace Period:	\$125	\$295
<u>Non-Member</u>		
On time:	\$195	\$295
Grace Period:	\$195	\$395

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

Motion 7: Increase the Non-Member initial certification application fee to \$595 beginning July 1, 2020.

PASSED: 10-0-0 CNV

11. ExO UPDATE [MBO# 3]

BOD Ex-Officio Dr. Chandra Sekhar provided an update on Society-wide initiatives.

12. EXAM DEVELOPMENT [MBO# 3, 4]

Mr. Bettin referenced an overview of current exam development activities:

BCxP: New exam form scheduled to launch March, 2020.

BEMP: New exam form scheduled to launch March, 2020.

HBDP: New form to launch July 1, 2020.

HFDP: New form to launch in February, 2020.

13. NEW BUSINESS [MBO# 2, 3]

Mr. Bettin referenced an overview of his presentation at the CTTC meeting.

It was moved by Mr. Fly and seconded by Mr. Monteiro that ASHRAE pursue ANSI accreditation of all Certification programs:

Motion 8: Pursue ANSI accreditation of all ASHRAE Certification programs.

PASSED: 10-0-0 CNV

Action Item 6 (February 1, 2020): Staff to initiate pursuit of ANSI accreditation of the CHD, HFDP and OPMP Certification programs.

14. ADJOURN

Mr. Bettin adjourned the meeting at 12:15 p.m.

Respectfully Submitted,

Tim Kline