



## Minutes

### Certification Committee Meeting

Saturday, February 4, 2023

#### Voting Members

Kim	Cowman	Chair
Nick	Armstrong	Vice Chair
Suz Ann	Arroyo	Vice Chair
Rodrigo	Arias	Member
Gregory	Jones	Member
Apichit	Lumlertpongpana	Member
Carlos	Mitroga	Member
Vikram	Murthy	Member
Grant	Page	Member
Badri	Patel	Member
Keith	Reihl	Member

#### Guests

Hailey Brennan
Walter Lenzi
Suzanne Levisieur
Tacyo Pantoja

#### Non-voting Members

Dunstan	McCauley	Coordinating Officer
Mark	Tome	BOD Ex Officio
Tim	Kline	Certification Manager
Susan	Polite	Support Coordinator – Career Development

**MOTIONS**  
**Meeting of February 4, 2023**

**Motion 1:** Adopt the consent agenda, which includes approval of the October 21, 2022 Meeting Minutes, completed action items, and 2022-23 MBOs as distributed.

PASSED: 9-0-0 CNV

**Motion 2:** Finalize the 2022 Third-party Contractor Assessment – PSI and Credly findings.

PASSED: 9-0-0 CNV

**Motion 3:** Finalize the findings in the 2022 Impartiality Threat Analysis.

PASSED: 9-0-0 CNV

**Motion 4:** Initiate an update of the BEAP certification scheme in SY 2023-24.

PASSED: 9-0-0 CNV

**Motion 5:** Initiate an update of the HFDP certification scheme in SY 2023-24.

PASSED: 9-0-0 CNV

**Motion 6:** Ratify the outcomes of the BEMP and HBDP job task analyses.

PASSED: 9-0-0 CNV

**Motion 7:** Support development of an MOU with CONFEA, supporting the adoption of ASHRAE certification by engineers for professional practice.

PASSED: 9-0-0 CNV

**ACTION ITEMS**  
**Meeting of February 4, 2023**

**Action Item 1 (February 4, 2023):** Staff to remove draft status and post the Committee’s October 21, 2022 minutes on the Committee’s web page.

**Action Item 2 (February 4, 2023):** Staff to send PSI and Credly 2022 Third-party Contractor Assessments.

**Action Item 3 (February 4, 2023):** Staff to update “Impartiality Threat Analysis Log” to reference “Study Guide Creation,” the threat to impartiality due to self-interest and familiarity, and the following actions taken to reduce the threat: sign confidentiality agreement and resulting Certification Manager decision to recruit non-exam subcommittee members.

**Action Item 4 (February 4, 2023):** Staff to ensure that the certification application agreement includes commitment not to use harvested examination content when taking the exam.

**Action Item 5 (February 4, 2023):** Staff to add to “Lifetime and Annual Stats” log the actual, current number of certificants.

**Action Item 6 (February 4, 2023):** Staff to research possibility of adding link to Credly in the “ASHRAE Certification” subsection of the “Biographical Info” section of the Member Profile.

**Action Item 7 (February 4, 2023):** Staff to inquire among IT/ASHRAE staff with Member Services responsibilities regarding the capability for certificants to log PDHs in ASHRAE’s system.

**Action Item 8 (February 4, 2023):** Staff to forward to NIBS, the owner of the BEAP scheme, the recommendation to initiate an update of the BEAP certification scheme in SY 2023-24.

**Action Item 9 (February 4, 2023):** Staff to initiate an update of the HFDP certification scheme in SY 2023-24.

**Action Item 10 (February 4, 2023):** BCxP, CHD and OPMP Exam Subcommittees to conduct a scheme review in November-December, 2023 and in successive one-year intervals until which time it is determined a scheme update (job task analysis) is needed.

**Action Item 11 (February 4, 2023):** Staff to initiate exam development for the BEMP and HBDP certification programs in SY 2023-24.

**Action Item 12 (February 4, 2023):** Ms. Arroyo, Ms. Cowman, Mr. Murthy, and Mr. Patel to take part in the Task Force to address MBO 3.4: Identify value-proposition for uncertified ASHRAE Membership segments, including YEA, Regions, Non-P.E./P.Eng.

**Action Item 13 (February 4, 2023):** Certification Committee to provide to PEC the following feedback on MBO #4: offering a Certification program in a language other than English may not meet local demand, and would require considerable ASHRAE staff time and financial and translation resources in order to launch and maintain the program.

**Action Item 14 (February 4, 2023):** Committee members to invite potential nominees to [submit nominations electronically](#) by Feb. 17, 2023.

**Action Item 15 (February 4, 2023):** Staff to investigate if there are Membership Promotion channels through which Certification could be promoted.

**Action Item 16 (February 4, 2023):** Confirm if Certification materials are included in Government Affairs advocacy materials for government outreach efforts.

**Action Item 17 (February 4, 2023):** Task Force with Mr. Armstrong, Mr. Mitroga, Mr. Patel, and Mr. Reihl to determine need and demand for a certification for the decarbonization of buildings.

**Action Item 18 (February 4, 2023):** Task Force with Mr. Armstrong, Mr. Murthy, Mr. Patel and Mr. Reihl to monitor the effectiveness of certification programs and recommend any steps to improve program effectiveness.

## **Agenda**

**1. CALL TO ORDER**

The meeting was called to order at 8:00 a.m. (EST). 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. ASHRAE COMMITMENT TO CARE**

Meeting participants were reminded that the meeting would be conducted in accordance with the ASHRAE Commitment to Care protocols.

**4. CONSENT AGENDA**

It was moved by Mr. Reihl and seconded by Ms. Arroyo that the Certification Committee:

**Motion 1:** Adopt the consent agenda, which includes approval of the October 21, 2022 Meeting Minutes, completed action items, and 2022-23 MBOs as distributed.

PASSED: 9-0-0 CNV

**Action Item 1 (February 4, 2023):** Staff to remove draft status and post the Committee's October 21, 2022 minutes on the Committee's web page.

**5. MANAGEMENT SYSTEM REVIEW OF INPUT & OUTPUT [MBO# 4.1]**

**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. Chair Kim Cowman led the Committee in evaluating the following information:

- Results of Internal and External Audits
  - ANSI 2022 ASHRAE Y2 Annual Surveillance
  - 2022 Internal Audit Findings

- Feedback from Applicants, Candidates, Certified Persons and Interested Parties Related to the Fulfillment of this International Standard
  - 2022 Complaints Log
- Assessments of Third-party Contractors
  - List of ASHRAE Certification Third-party Contractors
  - Draft 2022 Third-party Contractor Assessment - PSI
  - Draft 2022 Third-party Contractor Assessment – Credly
  - 2022 03 14 Third-party Contractor RP Exam Delivery Assessment
  - 2022 07 27 Third-party Contractor RP Exam Delivery Assessment
  - 2022 07 28 Third-party Contractor RP Exam Delivery Assessment

It was moved by Ms. Arroyo and seconded by Mr. Murthy that the Certification Committee:

**Motion 2:** Finalize the 2022 Third-party Contractor Assessment – PSI and Credly findings.

PASSED: 9-0-0 CNV

**Action Item 2 (February 4, 2023):** Staff to send PSI and Credly 2022 Third-party Contractor Assessments.

- Safeguarding Impartiality
  - Draft 2022 Impartiality Threat Analysis

It was moved by Mr. Lumlertpongpana and seconded by Ms. Arroyo that the Certification Committee:

**Motion 3:** Finalize the findings in the 2022 Impartiality Threat Analysis.

PASSED: 9-0-0 CNV

- The Status of Preventive and Corrective Actions
  - 2022 Operations Non-conformities Preventive and Corrective Actions Log
- Follow-up Actions from the Previous Management Review
  - Certification Committee January 29, 2022 Minutes

- The Fulfillment of Objectives
  - 2022-23 MBOs
- Changes that Could Affect the Management System
  - Certification Lifetime & Annual Statistics
- Appeals and Complaints
  - 2022 Appeals Log
  - 2022 Complaints Log
  - 2022 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 rendered decisions and actions related to the following:

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

**Action Item 3 (February 4, 2023):** Staff to update “Impartiality Threat Analysis Log” to reference “Study Guide Creation,” the threat to impartiality due to self-interest and familiarity, and the following actions taken to reduce the threat: sign confidentiality agreement and resulting Certification Manager decision to recruit non-exam subcommittee members.

**Action Item 4 (February 4, 2023):** Staff to ensure that the certification application agreement includes commitment not to use harvested examination content when taking the exam.

**Action Item 5 (February 4, 2023):** Staff to add to “Lifetime and Annual Stats” log the actual, current number of certificants.

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

**Action Item 6 (February 4, 2023):** Staff to research possibility of adding link to Credly in the “ASHRAE Certification” subsection of the “Biographical Info” section of the Member Profile.

**Action Item 7 (February 4, 2023):** Staff to inquire among IT/ASHRAE staff with Member Services responsibilities regarding the capability for certificants to log PDHs in ASHRAE's system.

- Resource Needs

6. **SCHEME REVIEW [MBO #4.1]**

*4.1 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 BCxP, BEAP, CHD, HFDP 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)

Ms. Cowman 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 2023-24 in order to update the scheme.

It was noted that the BEAP and HFDP Exam Subcommittees recommend a job task analysis is needed in SY 2023-24.

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

**Motion 4:** Initiate an update of the BEAP certification scheme in SY 2023-24.

PASSED: 9-0-0 CNV



**Action Item 8 (February 4, 2023):** Staff to forward to NIBS, the owner of the BEAP scheme, the recommendation to initiate an update of the BEAP certification scheme in SY 2023-24.

It was moved by Ms. Arroyo and seconded by Mr. Patel that the Certification Committee:

**Motion 5:** Initiate an update of the HFDP certification scheme in SY 2023-24.

PASSED: 9-0-0 CNV

**Action Item 9 (February 4, 2023):** Staff to initiate an update of the HFDP certification scheme in SY 2023-24.

The Certification Committee accepted the recommendation of the BCxP, CHD and OPMP Exam Subcommittees that a scheme update (job task analysis) is not needed in SY 2023-24.

**Action Item 10 (February 4, 2023):** BCxP, CHD and OPMP Exam Subcommittees to conduct a scheme review in November-December, 2023 and in successive one-year intervals until which time it is determined a scheme update (job task analysis) is needed.

7. **BEMP & HBDP JOB TASK ANALYSES [MBO #4.2]**

*4.2 Conduct BEMP and HBDP Job Task Analyses (JTA) to begin 7/1/2022.*

Ms. Cowman referenced the outcomes of the BEMP and HBDP program job task analyses and invited the Certification Committee to ratify the recommended updates to the respective schemes.

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

**Motion 6:** Ratify the outcomes of the BEMP and HBDP job task analyses.

PASSED: 9-0-0 CNV

**Action Item 11 (February 4, 2023):** Staff to initiate exam development for the BEMP and HBDP certification programs in SY 2023-24.

8. **VALUE PROPOSITION [MBO #3.4]**

*3.4 Identify value-proposition for uncertified ASHRAE Membership segments, including YEA, Regions, Non-P.E./P.Eng.*

**Action Item 12 (February 4, 2023):** Ms. Arroyo, Ms. Cowman, Mr. Murthy, and Mr. Patel to take part in the Task Force to address MBO 3.4: Identify value-proposition for uncertified ASHRAE Membership segments, including YEA, Regions, Non-P.E./P.Eng.

9. **PEC MBO #4 [MBO# 10.2]**

*10.2 PEC MBO #4: Translate high-demand products and services into languages other than English.*

Ms. Cowman invited participants to provide input on the Publishing and Education Council's (PEC's) request for the Certification Committee to translate a high-demand certification program(s) into another language.

**Action Item 13 (February 4, 2023):** Certification Committee to provide to PEC the following feedback on MBO #4:

For the reasons which follow below, offering a Certification program in a language other than English may not meet local demand, and would require considerable ASHRAE staff time and financial and translation resources in order to launch and maintain the program:

- In many countries, English is commonly understood and used by engineers in their work. It is the “language of engineering” as oftentimes there is not a translation for key English terms.
- Non-native English speakers already may receive an additional 30 minutes of testing time, which can be an aid in testing in a second language.
- Given the choice, there is greater cachet in earning a credential in English. Also, for firms who do business internationally, such a credential is evidence of an employee's competence in the “language of engineering”- English.
- The breadth of materials which would need to be translated - and maintained - in order to effectively administer the program would require considerable staff time and financial resources:
  - Candidate Guidebook
  - Webpage content

- Certification and recertification applications
- Key policies related to Request for Special Accommodations, Impartiality, Certification Complaint Process, Appeal of Certification Denial, and Guidelines for Suspending, Withdrawing or Reducing the Scope of Certification.
- Certification exam questions
- ASHRAE certification and marketing staff, exam subcommittee members, and psychometric services staff would need language competency in order to effectively perform their duties.

10. **FINANCIALS [MBO# 2, 1, 3]**

Ms. Cowman referenced the PubEd Dashboard December, 2022 and the Certification Financial Statement for the period ending Dec. 31, 2022.

11. **2023-24 COMMITTEE COMPOSITION [MBO# 3, 4]**

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.”

Ms. Cowman 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 14 (February 4, 2023):** Committee members to invite potential nominees to [submit nominations electronically](#) by Feb. 17, 2023.

12. **ExO UPDATE [MBO# 3]**

BOD Ex-Officio Mr. Mark Tome provided an update on Society-wide initiatives.

13. **EXAM DEVELOPMENT [MBO# 3, 4]**

Ms. Cowman referenced an overview of upcoming exam development activities:

BEMP: Exam development against new blueprint beginning July 1, 2023

CHD: New form to be released in Spring/Summer, 2023

HBDP: Exam development against new blueprint beginning July 1, 2023

14. **NEW BUSINESS [MBO# 3]**

Mr. Page presented highlights from his Certification presentation at the CTTC meeting on Feb. 3, 2023.

**Action Item 15 (February 4, 2023):** Staff to investigate if there are Membership Promotion channels through which Certification could be promoted.

It was moved by Mr. Reihl and seconded by Mr. Murthy that the Certification Committee:

**Motion 7:** Support development of an MOU with CONFEA, supporting the adoption of ASHRAE certification by engineers for professional practice.

PASSED: 9-0-0 CNV

**Action Item 16 (February 4, 2023):** Confirm if Certification materials are included in Government Affairs advocacy materials for Government Outreach Efforts.

**Action Item 17 (February 4, 2023):** Task Force with Mr. Armstrong, Mr. Mitroga, Mr. Patel, and Mr. Reihl to determine need and demand for a certification for the decarbonization of buildings.

**Action Item 18 (February 4, 2023):** Task Force with Mr. Armstrong, Mr. Murthy, Mr. Patel and Mr. Reihl to monitor the effectiveness of certification programs and recommend any steps to improve program effectiveness.

16. **ADJOURN**

Ms. Cowman adjourned the meeting at 12:30 p.m. (EST).

Respectfully Submitted,

Tim Kline