



Certification Committee Meeting

Saturday, February 8, 2025

Voting Members

Suz Ann	Arroyo	Chair
Badri	Patel	Vice Chair
Greg	Jones	Vice Chair
Marius	Balan	Member
Kristen	Cole	Member
Cory	Jassen	Member
Apichit	Lumlertpongpana	Member
Carlos	Mitroga	Member
Vikram	Murthy	Member
Keith	Reihl	Member
Marianna	Vallejo	Member

Guests

Ricardo	Arellano
Billy	Austin
Kevin	Brown
Jeanette	Hay
Cameron	Labunski
Kyron	Richards
Andrea	Russell
Kajen	Singham

Non-voting Members

Jonathan	Smith	BOD Ex Officio
Tim	Kline	Certification Manager

MOTIONS
Meeting of February 8, 2025

Motion 1: Adopt the consent agenda, which includes approval of the June 22, 2024 Meeting Minutes, completed action items, and 2024-25 MBOs.

PASSED: 10-0-0 CNV

Motion 2: Finalize the 2024 Third-party Contractor Assessment findings for Kryterion, Dainis & Co. and Credly.

PASSED: 10-0-0 CNV

Motion 3: Finalize the findings in the 2024 Impartiality Threat Analysis.

PASSED: 10-0-0 CNV

Motion 4: Accept the following two Program Monitoring Task Force recommendations:

- Develop a panel of SMEs to clarify and differentiate the respective value propositions for the CDP and HBDP certifications, as an aid to ASHRAE marketing efforts.
- Update the “Program Evaluation Rubric” to be more dynamic and better reflect changing circumstances

PASSED: 10-0-0 CNV

ACTION ITEMS
Meeting of February 8, 2025

Action Item 1 (February 8, 2025): Staff to remove draft status and post the Committee's June 22, 2024 minutes on the Committee's web page.

Action Item 2 (February 8, 2025): Pursue onsite exam administration at the 2026 Winter Conference to take place at the AHR Expo, leveraging complimentary ALI courses.

Action Item 3 (February 8, 2025): A Task Force with Committee Members Dr. Balan, Mr. Murthy, Mr. Patel, and Dr. Vallejo and meeting guests Ricardo Arellano and Kajen Singham to finetune existing certification application process language and exam preparation guidance.

Action Item 4 (February 8, 2025): Ensure the *Reference Orientation Manual* states whether former Exam Subcommittee Members may develop practice exam or study guide content.

Action Item 5 (February 8, 2025): Staff to send Kryterion, Dainis & Co. and Credly their 2024 Third-party Contractor Assessments.

Action Item 6 (February 8, 2025): Staff to request that ASHRAE IT develop a report providing the following information for a given time period:

- Member and non-member certification applications by country with a comparison to the number of Members by country
- YEA Member applications by country with a comparison to the number of Members by country

Action Item 7 (February 8, 2025): Staff to develop a panel of SMEs from the CDP and HBDP Exam Subcommittees and the population of CDPs, headed by Ms. Cole with Mr. Reihl volunteering, to clarify and differentiate the respective value propositions for the CDP and HBDP certifications.

Action Item 8 (February 8, 2025): A Task Force with Ms. Arroyo, Ms. Cole, Mr. Jassen and Mr. Patel to update the Program Evaluation Rubric to be more dynamic and better reflect changing circumstances, e.g. increases in the numbers of certificants and certification applications.

Action Item 9 (February 8, 2025): Committee members to invite potential nominees to submit nominations electronically by Feb. 14, 2025.

Minutes

1. **Call to Order**

The meeting was called to order at 8:04 a.m. (EST). A roll call was conducted.

2. **ASHRAE Value Statement**

Meeting participants were reminded that the meeting would be conducted in accordance with the ASHRAE Value Statement.

3. **Consent Agenda**

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

Motion 1: Adopt the consent agenda, which includes approval of the June 22, 2024 Meeting Minutes, completed action items, and 2024-25 MBOs.

PASSED: 10-0-0 CNV

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4. **Annual Management System Review of Input & Output [MBO #10]**

A. **Input Review**

To ensure the requirements of the 17024 International Standard had been met and that the management system is effectively implemented and maintained, Chair Suz Ann Arroyo led the Certification Committee in evaluating the following information from 2024:

- Results of Internal and External Audits
 - ANSI 2024 ASHRAE Y4 Annual Surveillance
 - ANAB Report re ASHRAE 2024 Y4 Surveillance
 - PCAC Decision re ASHRAE 2024 Y4 Surveillance
 - 2024 Operations Non-conformities Preventive and Corrective Actions Log
 - 2024 Internal Audit Findings
 - 2024 Internal Audit Parts 4 - 8 and Findings
 - 2024 Internal Audit Parts 9 - 10 and Findings
 - Result of 2023 Audit of Recertification candidates
 - 2023 Recertification Audit Log

Committee Members evaluated 2023 recertification audit outcomes and did not identify any opportunities for improvement.
 - Result of 2024 Audit of Certification candidates.
 - 2024 Certification Application Audit Log
- Feedback from Applicants, Candidates, Certified Persons and Interested Parties Related to the Fulfillment of this International Standard
 - 2024 Complaints Log
- Assessments of Third-party Contractors
 - List of ASHRAE Certification Third-party Contractors
 - Draft 2024 Third-party Contractor Assessment - Kryterion
 - Draft 2024 Third-party Contractor Assessment – Dainis & Co.
 - Draft 2024 Third-party Contractor Assessment – Credly
 - 2024 06 28 Third-party Contractor Test Center Exam Delivery Assessment

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

Motion 2: Finalize the 2024 Third-party Contractor Assessment findings for Kryterion, Dainis & Co. and Credly.

PASSED: 10-0-0 CNV

- Safeguarding Impartiality
 - Draft 2024 Impartiality Threat Analysis

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

Motion 3: Finalize the findings in the 2024 Impartiality Threat Analysis.

PASSED: 10-0-0 CNV

- The Status of Preventive and Corrective Actions
 - 2024 Operations Non-conformities Preventive and Corrective Actions Log
- Follow-up Actions from the Previous Management Review
 - Certification Committee January 20, 2024 Minutes
- The Fulfillment of Objectives
 - 2024-25 MBOs
- Changes that Could Affect the Management System
 - 2024 12 31 Certification Lifetime & Annual Statistics

The Certification Committee evaluated recertification rate statistics and did not identify any opportunities for improvement.
- Appeals and Complaints
 - 2024 Appeals Log
 - 2024 Complaints Log
 - 2024 Complaints Against Certified Persons Log

B. Output Review

To ensure the requirements of the 17024 International Standard had 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 4 (February 8, 2025): Ensure the *Reference Orientation Manual* states whether former Exam Subcommittee Members may develop practice exam or study guide content.

Action Item 5 (February 8, 2025): Staff to send Kryterion, Dainis & Co. and Credly their 2024 Third-party Contractor Assessments.

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- Member and non-member certification applications by country with a comparison to the number of Members by country
- YEA Member applications by country with a comparison to the number of Members by country
- Improvement of the Certification Services Related to the Fulfillment of this International Standard
- Resource Needs

No additional resource needs were identified.

5. **Program Monitoring [MBO #15]**

#15 Monitor the effectiveness of certification programs and recommend and implement any steps to improve program effectiveness.

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

Motion 4: Accept the following two Program Monitoring Task Force recommendations:

- Develop a panel of SMEs to clarify and differentiate the respective value propositions for the CDP and HBDP certifications, as an aid to ASHRAE marketing efforts.
- Update the “Program Evaluation Rubric” to be more dynamic and better reflect changing circumstances

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6. **Financials [MBOs #2, 1, 3]**

Ms. Arroyo referenced the PubEd Dashboard December, 2024 and the Certification Financial Report for the period ending December 31, 2024.

7. **Application Fee Schedule [MBO #16]**

#16 Evaluate the certification and recertification application fee schedule and recommend any possible updates in the 2025 Winter Conference meeting.

In this annual evaluation, there was consensus among the Certification Committee not to recommend any updates to the application fee schedule for SY 2025-26.

8. **2025-26 Committee Composition [MBO #10]**

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. Arroyo 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 9 (February 8, 2025): Committee members to invite potential nominees to submit nominations electronically by Feb. 14, 2025.

9. **Executive Officer (ExO) Update [MBO #10]**

BOD Ex-Officio Mr. Jonathan Smith provided an update on Society-wide initiatives.

10. **Exam Development [MBO #11]**

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

BCxP: Job Task Analysis (JTA), initiated by NIBS with participation by ASHRAE, AABC Commissioning Group ([ACG](#)), and Building Commissioning Certification Board ([BCCB](#)), in progress.

BEMP: Exam development against new blueprint, Item writing is 70% complete.

HBDP: Exam development against new blueprint. Item writing is 70% complete.

HFDP: Exam development against new blueprint beginning April 1, 2025.

11. **New Business [MBO #7]**

A. Chapter Technology Transfer Committee (CTTC)

A report entitled “Certification Information Chapters and Members Need” was shared in materials for the Chapter Technology Transfer Committee (CTTC) meeting held on February 7, 2025.

B. Planning Committee

Billy Austin, ASHRAE Planning Committee member, provided a presentation on how the Planning Committee can help the Certification Committee develop MBOs in alignment with the new ASHRAE Strategic Plan.

12. **Adjourn**

Ms. Arroyo adjourned the meeting at 11:58 a.m. (EST).

Respectfully Submitted,

Tim Kline