



MINUTES

CERTIFICATION COMMITTEE

January 28, 2017

Voting Members

Rich	Rose	Chair
Cameron	Labunski	Vice Chair
Mark	Bettin	Member
David	Eldridge	Member
Mike	Fullerton	Member
Vanessa	Freidberg	Member
Carlos	Mitroga	Member
Dan	Pettway	Member
D. Nirmal	Ram	Member

Visitors

Billy Austin
John Harrod
Ross Montgomery
Keith Reihl
Edward Tsui

Non-voting Members

Roger	Jones	BOD Ex Officio
Walid	Chakroun	Coordinating Officer
Tim	Kline	Staff Liaison
Susan	Polite	Support Coordinator – Career Development

MOTIONS
Meeting of January 28, 2017

Motion 1: Adopt the consent agenda, which includes approval of the December 9, 2016 Meeting Minutes, completed action items and 2016-17 MBOs, as distributed.

PASSED: 7-0-0 CNV

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

PASSED: 8-0-0 CNV

Motion 3: Accept the findings in the Impartiality Threat Analysis.

PASSED: 8-0-0 CNV

Motion 4: Revoke the certifications of 2015 recertification applicants who did not fulfill audit requirements.

MOTION FAILED: 2-6-0 CV

Motion 5: Accept the Conclusion and Final Recommendation in the “BBWG Energy Auditor ASHRAE BEAP Crosswalk.”

PASSED: 7-0-0 CNV

Motion 6: Approve the following next steps and timeline:

On February 10, 2017 announce the following:

- 3/15 Last day to apply for BEAP under current scheme requirements,
- 3/16 First day to apply for BEAP under new BBWG scheme requirements, with first exam administration to take place at Annual Conference, immediately followed by computer-based administration,
- 6/15 Last (old) BEAP exam given,
- 6/24 & 6/28 Pencil-and-paper administration of new BEAP exam,
- Energy Auditor recertification requirements to take effect for BEAPs beginning with 2018 class of renewals.

PASSED: 7-0-0 CNV

Motion 7: Table to the 2018 Winter Conference a motion to recommend to PEC support of a new HVAC Designer certification.

PASSED: 7-0-0 CNV

ACTION ITEMS
Meeting of January 28, 2017

Action Item 1 (January 28, 2017): Staff to remove draft status and post the Committee's December 9, 2016 minutes on the Committee's web page.

Action Item 2 (January 28, 2017): Staff to begin date stamping updates to the Impartiality Threat Analysis.

Action Item 3 (January 28, 2017): Staff to develop for Certification Committee consideration a recommendation regarding whether Certification Committee members may evaluate the certification process via a "Mystery Shopper" experience as a component of the Management System Review.

Action Item 4 (January 28, 2017): Staff to investigate and report to the Certification Committee whether instructions to pencil-and-paper examinees call for facility questionnaire to be completed during allotted examination time or following the completion of the examination.

Action Item 5 (January 28, 2017): Staff to present for Certification Committee consideration an overview of communications to ensure all exam candidates, including international web-based and pencil-and-paper candidates, are aware of options for managing possible noise during an examination.

Action Item 6 (January 28, 2017): Staff to present to the Certification Committee at 2017 Annual Conference in June an overview of the training for proctors of pencil-and-paper exam administrations.

Action Item 7 (January 28, 2017): Staff to investigate and present for Certification Committee evaluation in the Spring meeting possible considerations related to the 17024 ANSI/ISO/IEC accreditation standard in the event ASHRAE were to suspend the certifications of 2015 recertification applicants who did not fulfill audit requirements with the opportunity for them to earn needed PDHs during a given timeframe.

Action Item 8 (January 28, 2017): In the event suspension and subsequent earning of needed PDHs is acceptable, Mr. Fullerton, Mr. Labunski and Mr. Pettway to develop a suspension procedure.

Action Item 9 (January 28, 2017): Certification Committee to consider in the Spring meeting if the current practice of extending term limits beyond three years for Vice Chairs and Chairs aligns with the current Certification Rules of the Board.

Action Item 10 (January 28, 2017): Include on the agenda for the 2018 Winter Conference a motion to recommend to PEC support of a new HVAC Designer certification.

Action Item 11 (January 28, 2017): Staff to schedule the next meeting for March.

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

The meeting was called to order at 8:05 a.m. A roll call was conducted.

2. **CONSENT AGENDA**

It was moved by Mr. Fullerton and seconded by Mr. Pettway that the Certification Committee:

Motion 1: Adopt the consent agenda, which includes approval of the December 9, 2016 Meeting Minutes, completed action items and 2016-17 MBOs, as distributed.

PASSED: 7-0-0 CNV

Action Item 1 (January 28, 2017): Staff to remove draft status and post the Committee's December 9, 2016 minutes on the Committee's web page.

3. **MANAGEMENT SYSTEM REVIEW OF INPUT & OUTPUT**

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 Rich Rose led the Committee in evaluating the following information:

- 2016 Certification Body Internal Audit.
- 2016 2015 2014 Annual Comparison ASHRAE Facility Questionnaire Report.
- Third-party Contractor Assessment – AMP/PSI.

It was moved by Mr. Labunski and seconded by Ms. Freidberg that the Certification Committee:

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

PASSED: 8-0-0 CNV

- Impartiality Threat Analysis.

It was moved by Mr. Labunski and seconded by Mr. Pettway that the Certification Committee:

Motion 3: Accept the findings in the Impartiality Threat Analysis.

PASSED: 8-0-0 CNV

- 2016-17 MBOs.
- Changes that could affect the management system.

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 the following decisions and actions:

- Improvement of the effectiveness of the management system and its processes, as described in the *Reference Orientation Manual*.

Action Item 2 (January 28, 2017): Staff to begin date stamping updates to the Impartiality Threat Analysis.

Action Item 3 (January 28, 2017): Staff to develop for Certification Committee consideration a recommendation regarding whether Certification Committee members may evaluate the certification process via a “Mystery Shopper” experience as a component of the Management System Review.

- Improvement of the certification services related to the fulfilment of this International Standard.

Action Item 4 (January 28, 2017): Staff to investigate and report to the Certification Committee whether instructions to pencil-and-paper examinees call for facility questionnaire to be completed during allotted examination time or following the completion of the examination.

Action Item 5 (January 28, 2017): Staff to present for Certification Committee consideration an overview of communications to ensure all exam candidates, including international web-based and pencil-and-paper candidates, are aware of options for managing possible noise during an examination.

Action Item 6 (January 28, 2017): Staff to present to the Certification Committee at 2017 Annual Conference in June an overview of the training for proctors of pencil-and-paper exam administrations.

- Resource needs.

4. **RECERTIFICATION AUDIT**

In the case of the recertification applicants who did not fulfill 2015 audit requirements, which is submit supporting documentation for 45 professional development hours (PDHs), the Certification Committee discussed how to apply the policy and procedure outlined in the “Guidelines for Suspending, Withdrawing or Reducing the Scope of Certification,” in the *Reference Orientation Manual*.

It was moved by Mr. Pettway and seconded by Mr. Fullerton that the Certification Committee:

Motion 4: Revoke the certifications of 2015 recertification applicants who did not fulfill audit requirements.

MOTION FAILED: 2-6-0 CV

Action Item 7 (January 28, 2017): Staff to investigate and present for Certification Committee evaluation in the Spring meeting possible considerations related to the 17024 ANSI/ISO/IEC accreditation standard in the event ASHRAE were to suspend the certifications of 2015 recertification applicants who did not fulfill audit requirements with the opportunity for them to earn needed PDHs during a given timeframe.

Action Item 8 (January 28, 2017): In the event suspension and subsequent earning of needed PDHs is acceptable, Mr. Fullerton, Mr. Labunski and Mr. Pettway to develop a suspension procedure.

5. **BETTER BUILDINGS WORKFORCE GUIDELINES (BBWG)**

A. Building Energy Auditor Scheme & BEAP

It was moved by Mr. Labunski and seconded by Mr. Fullerton that the Certification Committee:

Motion 5: Accept the Conclusion and Final Recommendation in the “BBWG Energy Auditor ASHRAE BEAP Crosswalk.”

PASSED: 7-0-0 CNV

It was moved by Mr. Labunski and seconded by Mr. Pettway that the Certification Committee:

Motion 6: Approve the following next steps and timeline:

On February 10, 2017 announce the following:

- 3/15 Last day to apply for BEAP under current scheme requirements,
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- 6/15 Last (old) BEAP exam given,
- 6/24 & 6/28 Pencil-and-paper administration of new BEAP exam,
- Energy Auditor recertification requirements to take effect for BEAPs beginning with 2018 class of renewals.

PASSED: 7-0-0 CNV

B. CWCC Board of Advisors Meeting

During review of Matt Nelson's report from the January 11, 2017 Commercial Workforce Credentialing Council (CWCC) Board of Advisors meeting, it was noted that all BBWG certification schemes will be reevaluated in or around 2020 as part of a five-year periodic review.

6. **CERTIFICATION RULES OF THE BOARD**

Action Item 9 (January 28, 2017): Certification Committee to consider in the Spring meeting if the current practice of extending term limits beyond three years for Vice Chairs and Chairs aligns with the current Certification Rules of the Board.

7. **PROPOSED HVAC DESIGNER CERTIFICATION**

It was moved by Mr. Fullerton and seconded by Mr. Bettin that the Certification Committee:

Motion 7: Table to the 2018 Winter Conference a motion to recommend to PEC support of a new HVAC Designer certification.

PASSED: 7-0-0 CNV

Action Item 10 (January 28, 2017): Include on the agenda for the 2018 Winter Conference a motion to recommend to PEC support of a new HVAC Designer certification.

8. **NEW BUSINESS**

There was no new business.

9. **NEXT MEETING**

Action Item 11 (January 28, 2017): Staff to schedule the next meeting for March.

10. **ADJOURN**

Mr. Rose adjourned the meeting at 12:05 p.m.

Respectfully Submitted,

Tim Kline