



MINUTES
CERTIFICATION COMMITTEE

January 20, 2018

Voting Members

Cameron	Labunski	Chair
Mike	Fullerton	Vice Chair
Mark	Bettin	Member
Mark	Fly	Member
Carlos	Mitroga	Member
Kurt	Monteiro	Member
Dan	Pettway	Member
D. Nirmal	Ram	Member
Ashley	Weekly	Member

Visitors

Billy Austin
Francis Lacharite
Ross Montgomery
Chee Sheng Ow
Keith Reihl

Non-voting Members

Roger	Jones	BOD Ex Officio
Tim	Kline	Staff Liaison

MOTIONS
Meeting of January 20, 2018

Motion 1: Adopt the consent agenda, which includes approval of the September 25, 2017 Meeting Minutes, completed action items, 2017-18 MBOs as distributed, approval of the slate of nominees for the HVAC Designer Exam Subcommittee for the 2018-20 term, and approval of the revised detailed content outline for the HFDP certification program..

PASSED: 8-0-0 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: Request the number of Committee members be increased from nine (9) to eleven (11) in order to better conduct Committee business.

PASSED: 7-0-0 CNV

Motion 5: Request the number of Committee Vice Chairs be increased from one (1) to two (2) in order to better conduct Committee business.

PASSED: 7-0-0 CNV

Motion 6: Forward to Members Council the comment on CRC Motion 42 that crediting to ASHRAE Certified Professionals a certain number of years of experience when considering them for advancement to membership grade would promote awareness of certification.

PASSED: 7-1-0 CNV

Motion 7: Deny the request for additional time through March 15, 2018 to earn the remaining 21 PDHs needed in third-party continuing education.

PASSED: 8-0-0 CNV

Motion 8: Accept the request to be permitted to submit a CPMP-BCxP recertification application two days late, on Jan. 2, 2018.

PASSED: 8-0-0 CNV

Motion 9: Publish the passing score and life-to-date pass rate annually for each certification effective March 31, 2018.

PASSED: 8-0-0 CNV

Motion 10: Adopt the Better Buildings Workforce Guidelines (BBWG) Code of Ethics as a requirement for all ASHRAE certifications effective March 31, 2018, with current certificants required to agree to the Code of Ethics upon recertification.

PASSED: 8-0-0 CNV

ACTION ITEMS
Meeting of January 20, 2018

Action Item 1 (January 20, 2018): Staff to remove draft status and post the Committee’s September 25, 2017 Meeting Minutes on the Committee’s web page.

Action Item 2 (January 20, 2018): Staff to provide statistics on the performance of Certification content in the “ASHRAE Keynotes Newsletter,” as a follow-up to an outstanding action item from the January 24, 2015 meeting “Toolkit for Chapter Promotion.”

Action Item 3 (January 20, 2018): Staff to notify nominees for the HVAC Designer Exam Subcommittee of the Certification Committee’s decision.

Action Item 4 (January 20, 2018): Staff to begin tracking of annual certification applications in the “Certification Lifetime & Annual Statistics” document.

Action Item 5 (January 20, 2018): Staff to provide in the next Certification Committee meeting PSI responses to the following three questions:

1. Is the marked drop in WBT scores in the following three areas an indication of a more serious issue: a) the ease of scheduling examination appointments (22.81% dissatisfaction) b) the ease of locating assessment centers (10.53% dissatisfaction) and c) the ease of marking/reviewing answers (19.64% dissatisfaction).
2. Are there particular WBT locations that are the cause of lower scores in these three areas?
3. Has PSI considered using “white noise” to limit noise distractions?

Action Item 6 (January 20, 2018): Staff to ask the Department of Energy if the BEAP application requirement of five (5) completed commercial building energy audits in fact is a Better Buildings Workforce Guidelines (BBWG) requirement for the energy auditor job in light of the fact that another DOE-recognized energy auditor certification program likely does not have this requirement.¹

¹In double-checking the application of the “other DOE-recognized energy auditor certification program,” prior to contacting DOE, staff saw that this application in fact does have this five (5) energy audit requirement.

Action Item 7 (January 20, 2018): Certification Committee to consider in the June, 2018 meeting the possibility of an “-INT” option for certification candidates “in training” who pass a certification exam but not yet have the years of experience needed to fulfill the certification eligibility criteria.

Action Item 8 (January 20, 2018): In response to a Members Council request, Staff to forward to Members Council the comment on CRC Motion 42 that

crediting to ASHRAE Certified Professionals a certain number of years of experience when considering them for advancement to membership grade would promote awareness of certification.

Action Item 9 (January 20, 2018): Staff to notify the recertification applicant prospect of the Certification Committee's decision to deny the request for additional time through March 15, 2018 to earn 21 PDHs.

Action Item 10 (January 20, 2018): Staff to notify the recertification applicant prospect of the Certification Committee's decision to accept the request for permission to submit a CPMP-BCxP recertification application two days late, on Jan. 2, 2018.

Action Item 11 (January 20, 2018): Staff to publish the passing score and life-to-date pass rate annually for each certification effective March 31, 2018.

Action Item 12 (January 20, 2018): Staff to initiate the Better Buildings Workforce Guidelines (BBWG) Code of Ethics as a requirement for all ASHRAE certifications effective March 31, 2018, with current certificants required to agree to the Code of Ethics upon recertification

Action Item 13 (January 20, 2018): Certification Committee to maintain the current fee schedule one additional year through June 30, 2019 and evaluate the application fee schedule for any possible updates in the January, 2019 meeting.

Action Item 14 (January 20, 2018): Table to the June, 2018 meeting a brief workshop led by staff on considerations related to complying with conflict of interest guidelines as detailed in the ISO/IEC 17024 accreditation standard.

Action Item 15 (January 20, 2018): Upload the ExO PowerPoint presentation to Basecamp.

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

Meeting participants were reminded the meeting would be conducted in accord with the ASHRAE Code of Ethics Commitment.

3. CONSENT AGENDA [MBO #2, 3, 5]

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 September 25, 2017 Meeting Minutes, completed action items, 2017-18 MBOs as distributed, approval of the slate of nominees for the HVAC Designer Exam Subcommittee for the 2018-20 term, and approval of the revised detailed content outline for the HFDP certification program.

PASSED: 8-0-0 CNV

Action Item 1 (January 20, 2018): Staff to remove draft status and post the Committee’s September 25, 2017 minutes on the Committee’s web page.

Action Item 2 (January 20, 2018): Staff to provide statistics on the performance of Certification content in the “ASHRAE Keynotes Newsletter,” as a follow-up to an outstanding action item from the January 24, 2015 meeting “Toolkit for Chapter Promotion.”

Action Item 3 (January 20, 2018): Staff to notify nominees for the HVAC Designer Exam Subcommittee of the Certification Committee’s decision.

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, Chair Cameron Labunski led the Committee in evaluating the following information:

- Results of Internal and External Audits (e.g. accreditation body assessment),
 - 2017 05 23 Year 2 ANSI Annual Surveillance Report
 - 2017 Internal Audit Findings

- Feedback from Applicants, Candidates, Certified Persons and Interested Parties Related to the Fulfillment of this International Standard,
 - 2017 2016 2015 2014 Annual Comparison ASHRAE Facility Questionnaire Report

- Assessments of Third-party Contractors,
 - List of ASHRAE Certification Third-party Contractors
 - Third-party Contractor Assessment - PSI
 - 2017 11 28 Third-Party Contractor Exam Delivery CBT Onsite Assessment

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

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

PASSED: 8-0-0 CNV

- Safeguarding Impartiality,
 - Impartiality Threat Analysis

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

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

PASSED: 8-0-0 CNV

- The Status of Preventive and Corrective actions,
 - 2017 Operations Non-conformities Preventive and Corrective Actions Log

- Follow-up Actions from Previous Management Reviews,
 - Certification Committee January 28 2017 Minutes

- The fulfillment of objectives,
 - 2017-18 MBOs

- Changes that could affect the management system,
 - Certification Lifetime & Annual Statistics

- Appeals and complaints.
 - 2017 Appeals Log
 - 2017 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 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 4 (January 20, 2018): Staff to begin tracking of annual certification applications in the “Certification Lifetime & Annual Statistics” document.

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

Action Item 5 (January 20, 2018): Staff to provide in the next Certification Committee meeting PSI responses to the following three questions:

1. Is the marked drop in WBT scores in the following three areas an indication of a more serious issue: a) the ease of scheduling examination appointments (22.81% dissatisfaction) b) the ease of locating assessment centers (10.53% dissatisfaction) and c) the ease of marking/reviewing answers (19.64% dissatisfaction).
2. Are there particular WBT locations that are the cause of lower scores in these three areas?
3. Has PSI considered using “white noise” to limit noise distractions?

Action Item 6 (January 20, 2018): Staff to ask the Department of Energy if the BEAP application requirement of five (5) completed commercial building energy audits in fact is a Better Buildings Workforce Guidelines (BBWG) requirement for the energy auditor job in light of the fact that another DOE-recognized energy auditor certification program likely does not have this requirement.

Action Item 7 (January 20, 2018): Consider in the June, 2018 meeting the possibility of an “-INT” option for certification candidates “in training” who pass a certification exam but not yet have the years of experience needed to fulfill the certification eligibility criteria.

- Resource needs.

Given the addition of a 7th certification, the HVAC Designer certification slated to launch in June, 2019, it was determined that the addition of two (2) Certification Committee members would be an aid in successfully developing, implementing, and monitoring ASHRAE credentialing programs. In addition, it agreed that increasing the number of Certification Committee Vice Chairs from one to two, with them serving staggered, two-year terms, would not only enable better allocation of increasingly complex responsibilities, e.g. a Vice Chair with promotion duties and a Vice Chair with ANSI accreditation duties, but also facilitate continuity and leadership development.

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

Motion 4: Request the number of Committee members be increased from nine (9) to eleven (11) in order to better conduct Committee business.

PASSED: 7-0-0 CNV

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

Motion 5: Request the number of Committee Vice Chairs be increased from one (1) to two (2) in order to better conduct Committee business.

PASSED: 7-0-0 CNV

5. **REFERRAL [MBO #2, 3]**

In response to a Members Council request, the Certification Committee commented on CRC Motion 42: *that Society credit to ASHRAE Certified Professionals (like BEMP, BEAP) a certain number of years of experience (similar to PEP when considering them for advancement to membership grade.*

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

Motion 6: Forward to Members Council the comment on CRC Motion 42 that crediting to ASHRAE Certified Professionals a certain number of years of experience when considering them for advancement to membership grade would promote awareness of certification.

PASSED: 7-1-0 CNV

Action Item 8 (January 20, 2018): In response to a Members Council request, Staff to forward to Members Council the comment on CRC Motion 42 that crediting to ASHRAE Certified Professionals a certain number of years of experience when considering them for advancement to membership grade would promote awareness of certification.

6. **RECERTIFICATION “EXTENUATING CIRCUMSTANCES” REQUESTS
[MBO #1, 4]**

A. Request #1

The Certification Committee considered a request for additional time through March 15, 2018 to earn the remaining 21 PDHs needed in third-party continuing education in light of extenuating circumstances caused by the 2016 flood in Louisiana and the 2017 Hurricane Harvey.

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

Motion 7: Deny the request for additional time through March 15, 2018 to earn the remaining 21 PDHs needed in third-party continuing education.

PASSED: 8-0-0 CNV

Action Item 9 (January 20, 2018): Staff to notify the recertification applicant prospect of the Certification Committee’s decision to deny the request for additional time through March 15, 2018 to earn 21 PDHs.

B. Request #2

The Certification Committee considered a request to be permitted to submit a CPMP-BCxP recertification application two days late, on Jan. 2, 2018, in light of extenuating circumstances caused by the concurrent expenses of ASHRAE membership renewal and the renewal of two other ASHRAE certifications.

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

Motion 8: Accept the request to be permitted to submit a CPMP-BCxP recertification application two days late, on Jan. 2, 2018.

PASSED: 8-0-0 CNV

Action Item 10 (January 20, 2018): Staff to notify the recertification applicant prospect of the Certification Committee's decision to accept the request for permission to submit a CPMP-BCxP recertification application two days late, on Jan. 2, 2018.

7. **TRANSPARENCY [MBO #2, 3]**

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

Motion 9: Publish the passing score and life-to-date pass rate annually for each certification effective March 31, 2018.

PASSED: 8-0-0 CNV

Action Item 11 (January 20, 2018): Staff to publish the passing score and life-to-date pass rate annually for each certification effective March 31, 2018.

8. **CODE OF ETHICS [MBO #3]**

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

Motion 10: Adopt the Better Buildings Workforce Guidelines (BBWG) Code of Ethics as a requirement for all ASHRAE certifications effective March 31, 2018, with current certificants required to agree to the Code of Ethics upon recertification.

PASSED: 8-0-0 CNV

Action Item 12 (January 20, 2018): Staff to initiate the Better Buildings Workforce Guidelines (BBWG) Code of Ethics as a requirement for all ASHRAE certifications effective March 31, 2018, with current certificants required to agree to the Code of Ethics upon recertification

9. **APPLICATION FEE SCHEDULE EVALUATION [MBO #1, 2, 3, 6]**

Action Item 13 (January 20, 2018): Certification Committee to maintain the current fee schedule one additional year through June 30, 2019 and evaluate the application fee schedule for any possible updates in the January, 2019 meeting.

10. **ANSI [MBO #4]**

Action Item 14 (January 20, 2018): Table to the June, 2018 meeting a brief workshop led by staff on considerations related to complying with conflict of interest guidelines as detailed in the ISO/IEC 17024 accreditation standard.

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

Action Item 15 (January 20, 2018): Upload the ExO PowerPoint presentation to Basecamp.

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

Respectfully Submitted,

Tim Kline