



Minutes

Certification Committee Meeting

Voting Members

Mike	Fullerton	Chair
Mark	Bettin	Vice Chair (absent)
D. Nirmal	Ram	Vice Chair
Nick	Armstrong	Member
Bradley	Brooks	Member
Kimberly	Cowman	Member
Mark	Fly	Member
Kurt	Monteiro	Member
Dan	Pettway	Member
Rachel	Stuckey	Member
Ashley	Weekly	Member

Visitors

Cameron Labunski

Non-voting Members

Chandra	Sekhar	BOD Ex Officio
Julia	Keen	Coordinating Officer
Tim	Kline	Certification Manager
Susan	Polite	Support Coordinator-Career Development

MOTIONS
Meeting of January 12, 2019

Motion 1: Adopt the consent agenda, which includes approval of the December 5, 2018 Meeting Minutes, completed action items, and 2018-19 MBOs as distributed.

PASSED: 9-0-0 CNV

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

PASSED: 8-0-0 CNV

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

PASSED: 8-0-0 CNV

Motion 4: Pursue digital badging for all seven certification programs, provided the expense will fall within the 2018-19 and 2019-20 Promotion budget.

PASSED: 9-0-0 CNV

Motion 5: Adopt the current application fee schedule for the CHD program.

PASSED: 8-1-0 CNV

ACTION ITEMS
Meeting of January 12, 2019

Action Item 1 (January 12, 2019): Staff to append a copy of the PEC Restructuring presentation to the draft Committee Minutes.

Action Item 2 (January 12, 2019): Committee to provide comment on the PEC Restructuring Plan and vote whether to approve in advance of the Annual Conference in Kansas City.

Action Item 3 (January 12, 2019): Staff to remove draft status and post the Committee's December 5, 2018 minutes on the Committee's web page.

Action Item 4 (January 12, 2019): Staff to forward the "2018 2017 2016 2015 2014 Annual Comparison ASHRAE Facility Questionnaire Report" to Committee members.

Action Item 5 (January 12, 2019): Staff to ask PSI to calculate the pass rate for non-native English speakers in the U.S. and Canada versus the pass rate for non-native English speakers in the rest of the world to better understand if the low "international" pass rate in fact is due to job practice or more a question of English as a second language.

Action Item 6 (January 12, 2019): Staff to pursue an agreement for digital badging **services** for all seven certification programs, provided the expense will fall within the 2018-19 and 2019-20 Promotion budget.

Action Item 7 (January 12, 2019): Staff to investigate industry publications for key ASHRAE certification jobs, including Consulting-Specifying Engineer and Engineered Systems Magazine, for possible synergies related to salary surveys and demand for certification.

Action Item 8 (January 12, 2019): Committee members to make recommendations to nominate by Feb. 15 candidates that will help meet the strategic needs of ASHRAE Certification programs for the 2019-20 Society Year: [submit nominations electronically](#).

Action Item 9 (January 12, 2019): Certification Committee to maintain the current fee schedule for existing programs one additional year through June 30, 2020 and evaluate the application fee schedule for any possible recommended updates in the January, 2020 meeting.

Action Item 10 (January 12, 2019): Staff to relay to the concerned party the Certification Committee's determination that the following description accurately and clearly describes in which subject matter acceptable PDHs may be earned for recertification purposes:

To be eligible for renewal, Certificants must submit a completed application, which attests to having earned 45 Professional Development Hours (PDHs) in subject matter related to the certification earned.

Action Item 11 (January 12, 2019): Upload the Executive Officer PowerPoint presentation to Basecamp.

Action Item 12 (January 12, 2019): Table to the next Committee meeting the following agenda item:

- Advise whether the Certification Committee could assist with executing any of the items listed under "E. Workplan/Results" in Initiatives 1 and 2
- Advise whether any new items may be included under "E. Workplan/Results"

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

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

2. **PEC RESTRUCTURING**

Certification Committee Coordinating Officer Julia Keen presented an overview of the proposed PEC Re-structuring initiative.

Action Item 1 (January 12, 2019): Staff to append a copy of the PEC Re-structuring presentation to the draft Committee Minutes.

Action Item 2 (January 12, 2019): Committee to provide comment on the PEC Restructuring Plan and vote whether to approve in advance of the Annual Conference in Kansas City.

3. **ASHRAE CODE OF ETHICS COMMITMENT**

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

4. **CONSENT AGENDA**

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

Motion 1: Adopt the consent agenda, which includes approval of the December 5, 2018 Meeting Minutes, completed action items, and 2018-19 MBOs as distributed.

PASSED: 9-0-0 CNV

Action Item 3 (January 12, 2019): Staff to remove draft status and post the Committee's December 5, 2018 minutes on the Committee's web page.

5. **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. Fullerton led the Committee in evaluating the following information:

- Results of Internal and External Audits (e.g. accreditation body assessment)
 - 2018 04 13 Year 3 ANSI Annual Surveillance Report
 - 2018 05 16 HBDP International Pass Rates
 - 2018 Internal Audit Findings

In considering the causes of the difference in U.S exam pass rates compared to rest-of-world pass rates, the Committee noted that in the U.S. and Canada, for instance, the legal system as well as various local, state and national codes and regulations require much more strict adherence to best engineering practices, including those put forward in ASHRAE standards and guidelines, while internationally the best practices that appear in ASHRAE standards and guidelines are much more a point of reference rather than a legal requirement.

The Certification Committee believes exam candidates with job practice implementing best engineering practices, including those put forward in ASHRAE standards and guidelines, likely will have more success on their exam.

- Feedback from Applicants, Candidates, Certified Persons and Interested Parties Related to the Fulfillment of this International Standard
 - 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]

As a follow-up to an action Item from the June 23, 2018 meeting, the Certification Committee evaluated the following three areas of web-based testing examinee feedback in the 2018 ASHRAE Facility Questionnaire Report and agreed that that there had been marked improvement over 2017:

- a) The ease of scheduling examination appointments
- b) The ease of locating assessment centers
- c) The ease of marking/reviewing answers

Action Item 4 (January 12, 2019): Staff to forward the “2018 2017 2016 2015 2014 Annual Comparison ASHRAE Facility Questionnaire Report” to Committee members.

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

- 2018 12 27 Third-Party Contractor Exam Delivery CBT Onsite Assessment

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

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

PASSED: 8-0-0 CNV

- Safeguarding Impartiality

- 2018 Impartiality Threat Analysis

It was moved by Mr. Monteiro and seconded by Ms. 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

- 2018 Operations Non-conformities Preventive and Corrective Actions Log

- Follow-up Actions from Previous Management Reviews

- Certification Committee January 20, 2018 Minutes

- The fulfillment of objectives

- 2018-19 MBOs

- Changes that could affect the management system

- Certification Lifetime & Annual Statistics

- Appeals and complaints

- 2018 Appeals Log
- 2018 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*.
- Improvement of the certification services related to the fulfilment of this International Standard.
- Resource needs.

Action Item 5 (January 12, 2019): Staff to ask PSI to calculate the pass rate for non-native English speakers in the U.S. and Canada versus the pass rate for non-native English speakers in the rest of the world to better understand if the low “international” pass rate in fact is due to job practice or more a question of English as a second language.

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

A 2018-19 revenue forecast increase of \$30,000 has been applied due to anticipated application fees for the Certified HVAC Designer program, beginning March 1.

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

A. HVAC Designer and Employer Opt-ins

As a follow-up to the Dec. 5, 2018 meeting, the Committee evaluated a country-of-origin overview of HVAC Designer and Employer opt-ins.

B. Digital Badging

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

Motion 4: Pursue digital badging for all seven certification programs, provided the expense will fall within the 2018-19 and 2019-20 Promotion budget.

PASSED: 9-0-0 CNV

Action Item 6 (January 12, 2019): Staff to pursue an agreement for digital badging **services** for all seven certification programs, provided the expense will fall within the 2018-19 and 2019-20 Promotion budget.

C. In-Training “-INT” Application Option

Mr. Monteiro and Ms. Stuckey presented Task Force findings and recommendation not to go forward with instituting an “-INT” application option for certification candidates “in training,” due to the anticipated low return on investment.

D. Industry Publications

Action Item 7 (January 12, 2019): Staff to investigate industry publications for key ASHRAE certification jobs, including Consulting-Specifying Engineer and Engineered Systems Magazine, for possible synergies related to salary surveys and demand for certification.

8. 2019-20 COMMITTEE COMPOSITION [MBO# 3]

Action Item 8 (January 12, 2019): Committee members to make recommendations to nominate by Feb. 15 candidates that will help meet the strategic needs of ASHRAE Certification programs for the 2019-20 Society Year: [submit nominations electronically](#).

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

A. Annual Evaluation

Action Item 9 (January 12, 2019): Certification Committee to maintain the current fee schedule for existing programs one additional year through June 30, 2020 and evaluate the application fee schedule for any possible recommended updates in the January, 2020 meeting.

B. Certified HVAC Designer (CHD)

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

Motion 5: Adopt the current application fee schedule for the CHD program.

PASSED: 8-1-0 CNV

10. COMMUNICATION [MBO# 4]

Action Item 10 (January 12, 2019): Staff to relay to the concerned party the Certification Committee’s determination that the following description accurately and clearly describes in which subject matter acceptable PDHs may be earned for recertification purposes:

To be eligible for renewal, Certificants must submit a completed application, which attests to having earned 45 Professional Development Hours (PDHs) in subject matter related to the certification earned.

11. ExO UPDATE [MBO# 3]

A. Executive Officer Update

Action Item 11 (January 12, 2019): Upload the Executive Officer PowerPoint presentation to Basecamp.

B. 2019-2024 Strategic Plan (19-24 SP)

Action Item 12 (January 12, 2019): Table to the next Committee meeting the following agenda item:

- Advise whether the Certification Committee could assist with executing any of the items listed under “E. Workplan/Results” in Initiatives 1 and 2
- Advise whether any new items may be included under “E. Workplan/Results”

Mr. Fullerton adjourned the meeting at Noon.

Respectfully Submitted,

Tim Kline