



Minutes

Certification Committee Meeting

Saturday, January 29, 2021

Voting Members

Kurt	Monteiro	Chair
Kim	Cowman	Vice Chair
Nick	Armstrong	Vice Chair
Bassel	Anbari	Member
Rodrigo	Arias	Member
Suz Ann	Arroyo	Member
R. Lee	Millies	Member
Grant	Page	Member
Badri	Patel	Member
Rachel	Stuckey	Member
Kevin	White	Member

Guests

Eric Granzow

Non-voting Members

Mark	Tome	BOD Ex Officio
Tim	Kline	Certification Manager

MOTIONS
Meeting of January 29, 2022

Motion 1: Adopt the consent agenda, which includes approval of the December 7, 2021 Meeting Minutes, completed action items, and 2021-22 MBOs as distributed.

PASSED: 9-0-0 CNV

Motion 2: Accept the 2021 Third-party Contractor Assessment – PSI and Credly findings.

PASSED: 9-0-0 CNV

Motion 3: Accept the findings in the 2021 Impartiality Threat Analysis.

PASSED: 9-0-0 CNV

Motion 4: Recommend an update to the Rules of the Board, in order to ensure consistent recognition of ASHRAE certification designations in ASHRAE print and electronic media.

PASSED: 9-0-0 CNV

Motion 5: Allow all OPMPs to recertify through Dec. 31, 2027.

PASSED: 9-0-0 CNV

Motion 6: Staff to forward to the ASHRAE staff Director of Publications and Education for evaluation the recommendation that ASHRAE apply the same Developing Economies discount (41%) to certification and recertification application fees effective immediately.

PASSED: 9-0-0 CNV

ACTION ITEMS
Meeting of January 29, 2022

Action Item 1 (January 29, 2022): Staff to remove draft status and post the Committee's December 7, 2021 minutes on the Committee's web page.

Action Item 2 (January 29, 2022): Task Force consisting of Mr. Armstrong, Ms. Cowman, Mr. Monteiro and Mr. Patel to plan strategic planning session to take place at Annual Conference.

Action Item 3 (January 29, 2022): Staff to provide Regional Vice Chairs (RVCs) with breakdown of the numbers of ASHRAE-certified professionals in their region by chapter, ahead of their respective Chapter Regional Conference (CRC).

Action Item 4 (January 29, 2022): Staff to send PSI and Credly their 2021 Third-party Contractor Assessments.

Action Item 5 (January 29, 2022): Staff to meet with PSI to address the following issues and achieve the metrics indicated:

- Correct invoicing for three consecutive months, beginning with invoicing for March exam administrations,
- Correct the root causes of complaints resulting from RP exam administrations in order to lower the frequency of complaints to 15% of RP exam administrations by March 31, 10% by June 30 and 5% by September 30.

Action Item 6 (January 29, 2022): Staff to research options for possible exam development and delivery contractor.

Action Item 7 (January 29, 2022): Staff to forward to the ASHRAE staff Director of Publications and Education for evaluation the recommendation that OPMPs recertifying for two (2) years pay 67% of the full application fee and those recertifying for 1 (1) year pay 50% of the full application fee.

Action Item 8 (January 29, 2022): By Feb. 18, Certification Committee Members to nominate candidates to serve on the Committee for the 2022-23 term that will help meet the strategic needs of ASHRAE Certification programs.

Action Item 9 (January 29, 2022): In the June, 2022 Annual Conference, Certification Committee to evaluate the application fee schedule for any possible recommended updates.

Action Item 10 (January 29, 2022): By April 30, Staff to send the following information to Mr. Page, per the request of CTTC:

- The number of certified YEA members, including as a percentage of the total number of certificants.
- General metrics suggesting trends.

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

The meeting was called to order at 8:05 a.m. 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 Ms. Stuckey and seconded by Ms. Cowman that the Certification Committee:

Motion 1: Adopt the consent agenda, which includes approval of the December 7, 2021 Meeting Minutes, completed action items, and 2021-22 MBOs as distributed.

PASSED: 9-0-0 CNV

Action Item 1 (January 29, 2022): Staff to remove draft status and post the Committee's December 7, 2021 minutes on the Committee's web page.

Action Item 2 (January 29, 2022): Task Force consisting of Mr. Armstrong, Ms. Cowman, Mr. Monteiro and Mr. Patel to plan strategic planning session to take place at Annual Conference.

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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, Chair Kurt Monteiro led the Committee in evaluating the following information:

- Results of Internal and External Audits
 - ANSI 2021 ASHRAE Reassessment
 - 2021 Internal Audit Findings
- Feedback from Applicants, Candidates, Certified Persons and Interested Parties Related to the Fulfillment of this International Standard
 - 2021 Complaints Log
- Assessments of Third-party Contractors
 - List of ASHRAE Certification Third-party Contractors
 - Draft 2021 Third-party Contractor Assessment - PSI
 - Draft 2021 Third-party Contractor Assessment – Credly
 - 2021 04 02 Third-party Contractor RP Exam Delivery Assessment
 - 2021 08 13 Third-party Contractor RP Exam Delivery Assessment

It was moved by Ms. Cowman and seconded by Ms. Stuckey that the Certification Committee:

Motion 2: Accept the 2021 Third-party Contractor Assessment – PSI and Credly findings.

PASSED: 9-0-0 CNV

Action Item 4 (January 29, 2022): Staff to send PSI and Credly 2021 Third-party Contractor Assessments.

- Safeguarding Impartiality
 - 2021 Impartiality Threat Analysis

It was moved by Mr. Millies and seconded by Ms. Stuckey that the Certification Committee:

Motion 3: Accept the findings in the 2021 Impartiality Threat Analysis.

PASSED: 9-0-0 CNV

- The Status of Preventive and Corrective Actions
 - 2021 Operations Non-conformities Preventive and Corrective Actions Log
- Follow-up Actions from the Previous Management Review
 - Certification Committee January 20, 2021 Minutes
- The Fulfillment of Objectives
 - 2021-22 MBOs
- Changes that Could Affect the Management System
 - Certification Lifetime & Annual Statistics
- Appeals and Complaints
 - 2021 Appeals Log
 - 2021 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 shall render any decisions and actions related to the following:

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

The Certification Committee did not render any decisions or actions related to improvement of the effectiveness of the management system and its processes.

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

Action Item 5 (January 29, 2022): Staff to meet with PSI to address the following issues and achieve the metrics indicated:

- Correct invoicing for three consecutive months, beginning with invoicing for March exam administrations,
- Correct the root causes of complaints resulting from RP exam administrations in order to lower the frequency of complaints to 15% of RP exam administrations by March 31, 10% by June 30 and 5% by September 30.

- Resource Needs

Action Item 6 (January 29, 2022): Staff to research options for possible exam development and delivery contractor.

6. **CERTIFICATION DESIGNATION RECOGNITION [MBO #3.2]**

3.2 Ensure consistent recognition of ASHRAE certificant designations in ASHRAE print and electronic media wherever the P.E., P.Eng. and Ph.D. designations also appear.

As a follow-up to the Dec. 7, 2021 Certification Committee meeting, a Task Force consisting of Mr. Brandt, Mr. Monteiro and Mr. Tome, together with Mr. Dunstan Macauley, met to develop a recommendation regarding next steps needed to ensure consistent recognition of ASHRAE certification designations in ASHRAE print and electronic media. This Task Force recommends that the Certification Committee consider a proposed update to the Rules of the Board.

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

Motion 4: Recommend an update to the Rules of the Board, in order to ensure consistent recognition of ASHRAE certification designations in ASHRAE print and electronic media.

PASSED: 9-0-0 CNV

7. **OPMP RECERTIFICATION [MBO #4.1]**

Background: the OPMP program is being sunsetted with the opportunity for current certificants to apply for recertification one additional time. The last OPMP certification will expire on Dec. 31, 2027. Currently, this means that an OPMP with a Dec. 31, 2022 recertification application deadline, for example, may renew through Dec. 31, 2025, after which time their OPMP will expire with no further opportunity to apply for recertification.

An OPMP asked the Certification Committee to consider allowing all OPMPs to recertify through Dec. 31, 2027. In this case, an OPMP with a Dec. 31, 2025 certification expiration date would be able to apply for recertification for an additional two years of OPMP certification.

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

Motion 5: Allow all OPMPs to recertify through Dec. 31, 2027.

PASSED: 9-0-0 CNV

Action Item 7 (January 29, 2022): Staff to forward to the ASHRAE staff Director of Publications and Education for evaluation the recommendation that OPMPs recertifying for two (2) years pay 67% of the full application fee and those recertifying for 1 (1) year pay 50% of the full application fee.

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

The Certification Committee reviewed budgeted versus actual revenue and expense for the period ending Dec. 31, 2021, as presented in the PubEd Dashboard and the Certification Financial Statement.

9. **2022-23 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.”

Board-appointed committees, including Certification, have been invited to submit by February 18, 2022 the names of candidates to serve on their respective committees.

Mr. Monteiro 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.

Committee members were asked to contact recommended nominees regarding their possible interest.

Action Item 8 (January 29, 2022): By Feb. 18, Certification Committee Members to nominate candidates to serve on the Committee for the 2022-23 term that will help meet the strategic needs of ASHRAE Certification programs.

10. **APPLICATION FEE SCHEDULE [MBO# 8, 3.4]**

Mr. Monteiro referenced MBO 3.4 which calls for the Committee to “recommend Developing Economies Member Certification application fee structure.”

The [Developing Economies](#) membership program provides a 41% reduction in dues, with a [reduction](#) in Member benefits, for applicants and renewing members who reside in countries categorized as “Low Income,” which is a GNI per capita of \$1,045 or less in 2020, and “Lower Middle Income,” which is GNI per capita of \$1,046 - \$4,095 in 2020, by the [World Bank List of Economies](#) statistics. ASHRAE Member Services approves Developing Economies membership applications.

All told, 49 of ASHRAE’s 1,734 certifications, or 2.8%, are held by certificants from “Lower Middle Income” countries. Currently, ASHRAE does not offer a Developing Economies Member discount on either publications or ASHRAE Learning Institute courses.

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

Motion 6: Staff to forward to the ASHRAE staff Director of Publications and Education for evaluation the recommendation that ASHRAE apply the same Developing Economies discount (41%) to certification and recertification application fees effective immediately.

PASSED: 9-0-0 CNV

Action Item 9 (January 29, 2022): In the June, 2022 Annual Conference, Certification Committee to evaluate the application fee schedule for any possible recommended updates.

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

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

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

Mr. Page presented highlights from his Certification presentation at the CTTC meeting on Jan. 28, 2022.

Action Item 10 (January 29, 2022): By April 30, Staff to send the following information to Mr. Page, per the request of CTTC:

- The number of certified YEA members, including as a percentage of the total number of certificants.
- General metrics suggesting trends.

13. **ADJOURN**

Mr. Monteiro adjourned the meeting at 12:15 p.m. (PST).

Respectfully Submitted,

Tim Kline