



**MINUTES**  
**CERTIFICATION COMMITTEE**

**June 24, 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  
Mark Fly  
Kurt Monteiro  
Ross Montgomery  
Mick Schwedler  
Edward Tsui  
Ashley Weekly

**Non-voting Members**

Roger	Jones	BOD Ex Officio (absent)
Walid	Chakroun	Coordinating Officer (absent)
Tim	Kline	Staff Liaison

**MOTIONS**  
**Meeting of June 24, 2017**

**Motion 1:** Adopt the consent agenda, which includes approval of the March 16, 2017 Meeting Minutes, completed action items and approval of a slate of nominees for the six Exam Subcommittees for the 2017-20 term.

PASSED: 7-0-0 CNV

**Motion 2:** Adopt proposed language in the *Reference Orientation Manual* stating that proctor recruits must agree not to offer training on the content areas of the exams they administer.

PASSED: 8-0-0 CNV

**Motion 3:** Recommend to PEC support of a new HVAC Designer certification.

PASSED: 7-0-0 CNV

**ACTION ITEMS**  
**Meeting of June 24, 2017**

**Action Item 1 (June 24, 2017):** Staff to remove draft status and post the Committee's March 16, 2017 minutes on the Committee's web page.

**Action Item 2 (June 24, 2017):** Staff to maintain certification and recertification revenue and expense actuals per application for 2016-17 and 2017-18 for each program.

**Action Item 3 (June 24, 2017):** Staff to accept proposed language in the *Reference Orientation Manual* stating that proctor recruits must agree not to offer training on the content areas of the exams they administer.

**Action Item 4 (June 24, 2017):** Staff to revise the "ASHRAE Proctor Conflict of Interest, Confidentiality Statement and Copyright Agreement" to require proctor recruits to agree not to offer training on the content areas of the exams they administer.

**Action Item 5 (June 24, 2017):** Staff to forward this observation to the Staff Liaison to Society Rules Committee so that this editorial change to the Certification Committee ROB may be made.

**Action Item 6 (June 24, 2017):** Table to the fall Certification Committee meeting consideration of the recommendation that acceptance of ASHRAE certification(s) should be a high priority when negotiating MOUs.

**Action Item 7 (June 24, 2017):** In the fall Certification Committee meeting, Staff to provide examples of MOUs as a reference during consideration of the recommendation that acceptance of ASHRAE certification(s) should be a high priority when negotiating MOUs.

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 COMMITMENT**

The ASHRAE Code of Ethics Commitment was reviewed.

3. **CONSENT AGENDA**

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

**Motion 1:** Adopt the consent agenda, which includes approval of the March 16, 2017 Meeting Minutes, completed action items and approval of a slate of nominees for the six Exam Subcommittees for the 2017-20 term.

PASSED: 7-0-0 CNV

**Action Item 1 (June 24, 2017):** Staff to remove draft status and post the Committee's March 16, 2017 minutes on the Committee's web page.

4. **MBOs**

A. 2016-17

1) #7 Total Certification Cost

The Certification Committee executed MBO #7: *“Evaluate total cost for each certification exam given to help ASHRAE understand the application fee that should be charged.”*

**Action Item 2 (June 24, 2017):** Staff to maintain certification and recertification revenue and expense actuals per application for 2016-17 and 2017-18 for each program.

2) #8 Total Recertification Cost

The Certification Committee executed MBO #8: *“Evaluate total cost for recertification to help ASHRAE understand the application fee that should be charged,”* noting that the total cost does not include any third-party vendor expense.

3) #9 FAQ Re Translation

Staff have executed MBO #8: “*Develop and publish FAQ summarizing past Committee discussions, decisions and actions regarding the subject of translating certification exam and other materials from English into other languages and otherwise accommodating non-native English speakers.*”

B. 2017-18

Incoming Chair Cameron Labunski invited the Certification Committee, including incoming Committee Members, to comment on draft 2017-18 MBOs.

**5. REFERENCE ORIENTATION MANUAL: GENERAL PERSONNEL - PROCTORS**

ANSI has reopened an Opportunity for Improvement (OFI) related to proctors who conduct training:

REQUIREMENT

5.2.1 Completion of training may be a specified requirement of a certification scheme (see 8.3). The recognition/approval of training by the certification body shall not compromise impartiality or reduce the assessment and certification requirements.

OPPORTUNITY FOR IMPROVEMENT

Trainers can act as proctors and must abide by the same policies as stated in the Certification Reference Orientation Manual. The policy is not clear in specifying how it applies to Trainers as well as Proctors.

To ensure resolution of this ANSI citation, the Certification Committee considered adopting proposed language in the *Reference Orientation Manual*.

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

**Motion 2:** Adopt proposed language in the *Reference Orientation Manual* stating that proctor recruits must agree not to offer training on the content areas of the exams they administer.

PASSED: 8-0-0 CNV

**Action Item 3 (June 24, 2017):** Staff to accept proposed language in the *Reference Orientation Manual* stating that proctor recruits must agree not to offer training on the content areas of the exams they administer.

**Action Item 4 (June 24, 2017):** Staff to revise the “ASHRAE Proctor Conflict of Interest, Confidentiality Statement and Copyright Agreement” to require proctor recruits to agree not to offer training on the content areas of the exams they administer.

## 6. RULES OF THE BOARD

Following investigation, the Certification Committee determined that the Certification Committee ROB 2.429.002.3, which states “The term of service for voting members is intended to be three (3) years,” is incorrectly stated. To be correct and consistent with ROB 3.300 it should read “The period of service for voting members is intended to be three (3) years.”

**Action Item 5 (June 24, 2017):** Staff to forward this observation to the Staff Liaison to Society Rules Committee so that this editorial change to the Certification Committee ROB may be made.

## 7. SOCIETY MOU NEGOTIATING POINT

**Action Item 6 (June 24, 2017):** Table to the fall Certification Committee meeting consideration of the recommendation that acceptance of ASHRAE certification(s) should be a high priority when negotiating MOUs.

**Action Item 7 (June 24, 2017):** In the fall Certification Committee meeting, Staff to provide examples of MOUs as a reference during consideration of the recommendation that acceptance of ASHRAE certification(s) should be a high priority when negotiating MOUs.

## 8. EXECUTIVE SESSION

Mr. Rose led the Committee in analyzing the data from the “Industry Need Survey: HVAC Designer Certification,” sorted along various demographic lines.

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

**Motion 3:** Recommend to PEC support of a new HVAC Designer certification.

PASSED: 7-0-0 CNV

**9. CERTIFICATION AND “ASHRAE BUILT ENVIRONMENT DIPLOMA”**

Certification Committee members provided the following comments on the proposal to require ASHRAE certification as a component of a new “ASHRAE Built Environment Diploma,” to be offered through the ASHRAE Global Training Center for Building Excellence in Dubai:

- Linking certification to specific coursework is a concern,
- The eligibility criteria for certification would have to be met by Diploma candidates.

**10. ANSI YEAR 2 ANNUAL SURVEILLANCE & BCxP SCOPE EXTENSION APPLICATION UPDATES**

The ANSI Year 2 Annual Surveillance application for all accredited programs has been accepted by ANSI with only one Opportunity for Improvement citation, and all citations from the BCxP Scope Extension application for accreditation have been resolved.

**11. BETTER BUILDINGS WORKFORCE GUIDELINES (BBWG) UPDATE**

**A. Building Energy Auditor Scheme & BEAP**

The new BEAP exam, aligned with the Energy Auditor scheme requirements, will be administered beginning August 1, 2017. DOE recognition will be received as soon as July 31, 2017.

**B. Building Commissioning Professional (BCxP)**

The BCxP certification and recertification exams are available internationally as computer-based tests and are in immediate scoring mode. DOE recognition will be received as soon as July 31, 2017.

**12. PRELIMINARY RESULTS OF AUDIT OF 2016 RECERTIFICATION CLASS**

Certification Committee members noted that preliminary results of the audit of 3% of 2016 recertification applicants are very favorable, with 11 of 12 applicants fulfilling audit requirements.

### **13. RECERTIFICATION**

The Certification Committee decided not to pursue a suggestion to have an annual letter sent to each certified person notifying them of recertification PDHs earned to-date and of the number needed to earn in order to renew.

### **14. EXAM DEVELOPMENT**

The Certification Committee noted that in 2016-17 four certification programs – BCxP, BEAP, BEMP and OPMP - completed or substantially completed updates to their respective exam Detailed Content Outlines and exam forms. Detailed Content Outline and exam form development will continue for the HBDP and HFDP programs in 2017-18.

### **15. PROCTOR TRAINING OVERVIEW**

As a follow-up to the meeting on January 28, 2017, Staff presented an overview of the training for proctors of pencil-and-paper exam administrations.

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

**Motion 4:** Recommend to PEC support of assigning PAOE points for multiple certifications earned or renewed by the same chapter member.

PASSED: 7-0-0 CNV

### **16. ADJOURN**

Mr. Rose adjourned the meeting at Noon.

Respectfully Submitted,

Tim Kline