



## MINUTES

### CERTIFICATION COMMITTEE

June 23, 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

Nick Armstrong  
Billy Austin  
Bradley Brooks  
Kim Cowman  
Julia Keen  
Francis Lacharite  
Ross Montgomery  
Chandra Sekhar  
Rachel Stuckey

#### Non-voting Members

Roger	Jones	BOD Ex Officio
Edward	Tsui	Coordinating Officer
Tim	Kline	Staff Liaison

**MOTIONS**  
**Meeting of June 23, 2018**

**Motion 1:** Adopt the consent agenda, which includes approval of the May 21, 2018 Meeting Minutes, completed action items, and approval of the slate of nominees and alternates for the six Exam Subcommittees for the 2018-21 term.

PASSED: 8-0-0 CNV

**Motion 2:** Adopt Certified HVAC Designer (CHD) as the name for the new HVAC Designer certification program.

PASSED: 7-0-0 CNV<sup>1</sup>

<sup>1</sup>Dan Pettway absent.

**ACTION ITEMS**  
**Meeting of June 23, 2018**

**Action Item 1 (June 23, 2018):** Staff to remove draft status and post the Committee's May 21, 2018 minutes on the Committee's web page.

**Action Item 2 (June 23, 2018):** Staff to notify nominees of the Committee's decision.

**Action Item 3 (June 23, 2018):** Certification Committee to evaluate the following three areas of web-based testing examinee feedback for improvement in the next Management System Review in January, 2019:

- a) The ease of scheduling examination appointments (22.81% dissatisfaction in 2017),
- b) The ease of locating assessment centers (10.53% dissatisfaction in 2017),
- c) The ease of marking/reviewing answers (19.64% dissatisfaction in 2017).

**Action Item 4 (June 23, 2018):** A Task Force consisting of Nick Armstrong, Kim Cowman, Kurt Monteiro and Ashley Weekly to address two items:

- Develop a procedure for monitoring the effectiveness of current certification programs, and present to the Certification Committee for its consideration. Such a procedure likely will include deadlines and steps taken to determine if a given program not meeting procedure guidelines may be rehabilitated.
- Consider a process to enable ASHRAE members to bring forward ideas for new certification programs, and present a recommendation to the Certification Committee for its consideration.

**Action Item 5 (June 23, 2018):** Staff to place the updated Certification Committee Member Job Description on ASHRAE.org.

**Action Item 6 (June 23, 2018):** A Task Force consisting of Mark Bettin, Kurt Monteiro and Rachel Stuckey to evaluate the benefit of instituting an "-INT" option for certification candidates "in training," who would be eligible to pass a certification exam despite not yet having the years of experience needed to fulfill the certification eligibility criteria, and if positive, then develop a framework for instituting, to be presented at the fall Committee meeting.

**Action Item 7 (June 23, 2018):** Staff to survey certified BEAPs on the implications for changing the name of the Building Energy Assessment Professional (BEAP) to Building Energy Auditing Professional (BEAP).

**Action Item 8 (June 23, 2018):** Staff to upload the ExO PowerPoint presentation to Basecamp 3.

**Action Item 9 (June 23, 2018):** Staff to initiate with PSI pursuit of at least one computer-based testing location in each South American and European country with an ASHRAE Chapter, and provide the Certification Committee with an update in the fall meeting.

**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. Fly and seconded by Mr. Fullerton that the Certification Committee:

**Motion 1:** Adopt the consent agenda, which includes approval of the May 21, 2018 Meeting Minutes, completed action items, and approval of the slate of nominees and alternates for the six Exam Subcommittees for the 2018-21 term.

PASSED: 8-0-0 CNV

**Action Item 1 (June 23, 2018):** Staff to remove draft status and post the Committee's May 21, 2018 minutes on the Committee's web page.

**Action Item 2 (June 23, 2018):** Staff to notify nominees of the Committee's decision.

**4. MANAGEMENT SYSTEM OUTPUT [MBO #4]**

**Action Item 3 (June 23, 2018):** Certification Committee to evaluate the following three areas of web-based testing examinee feedback for improvement in the next Management System Review in January, 2019:

- a) The ease of scheduling examination appointments (22.81% dissatisfaction in 2017),
- b) The ease of locating assessment centers (10.53% dissatisfaction in 2017),
- c) The ease of marking/reviewing answers (19.64% dissatisfaction in 2017).

## 5. MONITORING PROGRAM EFFECTIVENESS [MBO #3]

**Action Item 4 (June 23, 2018):** A Task Force consisting of Nick Armstrong, Kim Cowman, Kurt Monteiro and Ashley Weekly to address two items:

- Develop a procedure for monitoring the effectiveness of current certification programs, and present to the Certification Committee for its consideration. Such a procedure likely will include deadlines and steps taken to determine if a given program not meeting procedure guidelines may be rehabilitated.
- Consider a process to enable ASHRAE members to bring forward ideas for new certification programs, and present a recommendation to the Certification Committee for its consideration.

## 6. COMMITTEE 2018-19 ROLES AND RESPONSIBILITIES

The Committee reviewed and accepted revised Certification Committee Member “Roles and Responsibilities,” updated per the *Reference Orientation Manual* and Board Source materials.

**Action Item 5 (June 23, 2018):** Staff to place the updated Certification Committee Member Job Description on ASHRAE.org.

## 7. HVAC DESIGNER CERTIFICATION [MBO #3]

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

**Motion 2:** Adopt Certified HVAC Designer (CHD) as the name for the new HVAC Designer certification program.

PASSED: 7-0-0 CNV<sup>1</sup>

<sup>1</sup>Dan Pettway absent.

## 8. -INT OPTION [MBO #2, 3]

**Action Item 6 (June 23, 2018):** A Task Force consisting of Mark Bettin, Kurt Monteiro and Rachel Stuckey to evaluate the benefit of instituting an “-INT” option for certification candidates “in training,” who would be eligible to pass a certification exam despite not yet having the years of experience needed to fulfill the certification eligibility criteria, and if positive, then develop a framework for instituting, to be presented at the fall Committee meeting.

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

A. Conflict of Interest Workshop

The Certification Committee and Incoming Committee Members took part in a workshop on considerations related to complying with conflict of interest guidelines as detailed in the ISO/IEC 17024 accreditation standard.

B. Year 3 Annual Surveillance Application Update

The Certification Committee evaluated the outcome of the ANSI Year 3 Annual Surveillance of all accredited programs. In reviewing the two Opportunity for Improvement (OFI) citations received, Committee members noted the apparent discrepancy in the domestic and international examinee pass rates.

**10. MARKETING [MBO #3]**

A. Toolkit for Chapter Promotion

There was general agreement that the [Resource Request form](#) (now referred to as “[Chapter Promo Supplies](#)” and found on the [Marketing Central webpage](#)) effectively enables Chapters to promote Certification to members. Of the 74 promotional resource requests received in 2018 to-date, 49 have specifically requested Certification brochures.

B. BEAP Name

The Certification Committee considered the implications for changing the name of the Building Energy Assessment Professional (BEAP) to Building Energy Auditing Professional (BEAP), and as a first step agreed to survey certified BEAPs.

**Action Item 7 (June 23, 2018):** Staff to survey certified BEAPs on the implications for changing the name of the Building Energy Assessment Professional (BEAP) to Building Energy Auditing Professional (BEAP).

**11. ExO Update [MBO #2, 3]**

**Action Item 8 (June 23, 2018):** Staff to upload the ExO PowerPoint presentation to Basecamp 3.

## 12. CTTC REPORT [MBO #2, 3]

Roger Jones reported that some international CTTC members have the following concerns related to Certification:

- Due to the high cost of the application fee, many South American professionals seek other (Non-ASHRAE) certifications.
- The availability of testing locations is also a challenge. South American professionals must travel to North America to take exams.
- Language is somewhat of a barrier, but far lower in importance.

The Committee discussed that while there are computer-based testing locations in some Central and South American countries with ASHRAE Chapters, for instance Argentina, Brazil and Mexico, there are other such countries, for example Colombia, without a testing location. With the recent ASHRAE transition to an updated exam delivery platform, PSI (ASHRAE's exam delivery partner) may be in the process of bringing new testing locations online internationally.

**Action Item 9 (June 23, 2018):** Staff to initiate with PSI pursuit of at least one computer-based testing location in each South American and European country with an ASHRAE Chapter, and provide the Certification Committee with an update in the fall meeting.

## 13. NEXT MEETING

The next meeting will take place in the fall.

## 14. ADJOURN

Mr. Labunski adjourned the meeting at Noon.

Respectfully Submitted,

Tim Kline