



Minutes

Certification Committee Meeting

Tuesday, June 8, 2021

Voting Members

Ashley	Weekly	Chair
Kim	Cowman	Vice Chair
Kurt	Monteiro	Vice Chair
Bassel	Anbari	Member
Nick	Armstrong	Member
Suz Ann	Arroyo	Member
Suzanne	LeViseur	Member
R. Lee	Millies	Member
Grant	Page	Member
Rachel	Stuckey	Member
Kevin	White	Member

Visitors

Rodrigo	Arias
Don	Brandt
Badri	Patel
Keith	Reihl
Mark	Tome

Non-voting Members

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

MOTIONS
Meeting of June 8, 2021

Motion 1: Adopt the consent agenda, which includes approval of the January 20, 2021 Meeting Minutes, completed action items, 2020-21 MBOs as distributed, and approval of slate of nominees and alternates for seven Exam Subcommittees for the 2021-24 term, including the replacement of the one non-member BCxP Exam Subcommittee nominee with the alternate.

PASSED: 8-0-0 CNV

Motion 2: Initiate an update of the BEMP certification scheme beginning July 1, 2022.

PASSED: 10-0-0 CNV

Motion 3: Accept the OPMP Exam Subcommittee recommendation that a scheme update is not needed in SY 2021-22

PASSED: 10-0-0 CNV

Motion 4: Sunset the OPMP certification program with the following timeline:

1. Announce and explain sunseting of OPMP program to current 39 OPMPs by June 30, 2021.
2. Discontinue accepting OPMP applications beginning July 1, 2021.
3. Discontinue OPMP examination September 30, 2021
4. Discontinue OPMP recertification, beginning with the 2024 renewal class.
5. Last OPMP certification will expire Jan. 1, 2027.

PASSED: 10-0-0 CNV

Motion 5: Adopt a proposed update to the audit procedure for Recertification, which details an updated list of acceptable evidence of professional development hour (PDH) attainment for recertification purposes.

PASSED: 10-0-0 CNV

Motion 6: Accept the extenuating circumstances put forward by the non-renewing certificant “A,” and allow recertification application provided the candidate applies within two weeks of notification at the “grace period” application fee.

PASSED: 10-0-0 CNV

Motion 7: Accept the extenuating circumstances put forward by the non-renewing certificant “B,” and allow recertification application provided the candidate applies within two weeks of notification at the “grace period” application fee.

PASSED: 10-0-0 CNV

Motion 8: Accept the extenuating circumstances put forward by the non-renewing certificant “C,” and allow recertification application provided the candidate applies within two weeks of notification at the on-time application fee.

PASSED: 10-0-0 CNV

ACTION ITEMS
Meeting of June 8, 2021

Action Item 1 (June 8, 2021): Staff to remove draft status and post the Committee's January 20, 2021 minutes on the Committee's web page.

Action Item 2 (June 8, 2021): Staff to forward to the National Institute of Building Sciences (NIBS), the developer, publisher of and holder of copyright in the BCxP and BEAP scheme requirements, respective Exam Subcommittee findings.

Action Item 3 (June 8, 2021): Staff to initiate an update of the BEMP certification scheme beginning July 1, 2022.

Action Item 4 (June 8, 2021): OPMP Exam Subcommittee to conduct a scheme review in spring, 2022.

Action Item 5 (June 8, 2021): Staff to request that the Publishing and Education Council (PEC) in its June 22, 2021 meeting consider the Certification Committee recommendation to sunset the OPMP certification program, with the proposed timeline.

Action Item 6 (June 8, 2021): Staff to accept a proposed update to the recertification audit procedure in the *Reference Orientation Manual*.

Action Item 7 (June 8, 2021): Staff to notify the non-renewing certificant "A" of the Certification Committee's decision.

Action Item 8 (June 8, 2021): Staff to notify the non-renewing certificant "B" of the Certification Committee's decision.

Action Item 9 (June 8, 2021): Staff to notify the non-renewing certificant "C" of the Certification Committee's decision.

Action Item 10 (June 8, 2021): A joint Certification Committee - Training and Education Committee (TEC) Task Force with Mr. Armstrong, Ms. Arroyo, Mr. Monteiro, Mr. Reihl, Ms. Weekly and Mr. White to develop ideas for products and services that PEC could develop, in light of the large volume of valuable and timely information the [Epidemic Task Force](#) (ETF) recently has created.

Action Item 11 (June 8, 2021): A Task Force with Ms. Cowman, Mr. Monteiro, Mr. Patel, and Ms. Stuckey to draft 2021-22 MBOs.

Action Item 12 (June 8, 2021): 2020-21 Certification Committee members will be invited to complete a self-assessment following the June 8 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 that the meeting would be conducted in accordance with the ASHRAE Code of Ethics Commitment.

3. **Consent Agenda**

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

Motion 1: Adopt the consent agenda, which includes approval of the January 20, 2021 Meeting Minutes, completed action items, 2020-21 MBOs as distributed, and approval of slate of nominees and alternates for seven Exam Subcommittees for the 2021-24 term, including the replacement of the one non-member BCxP Exam Subcommittee nominee with the alternate.

PASSED: 8-0-0 CNV

Action Item 1 (June 8, 2021): Staff to remove draft status and post the Committee's January 20, 2021 minutes on the Committee's web page.

4. **ExO UPDATE**

BOD Ex-Officio Dr. Chandra Sekhar provided an update on Society-wide initiatives.

5. **SCHEME REVIEW AND VALIDATION [MBO #4.1]**

Per policy, the Certification Committee shall ensure that the certification scheme is reviewed and validated on an on-going, systematic basis, which is in the fourth year following a job task analysis.

To this end, the BEAP, BCxP, BEMP and OPMP Exam Subcommittees met this spring to review and advise the Certification Committee on the continued validity of the following scheme components for their respective programs:

- 1.scope of certification
- 2.job and task description

- 3.required competence
- 4.abilities (when applicable)
- 5.prerequisites (when applicable)
- 6.code of conduct (when applicable)

Ms. Weekly invited the Certification Committee to review each of the Exam Subcommittee findings to determine if any scheme updates are needed in SY 2021-22.

Action Item 2 (June 8, 2021): Staff to forward to the National Institute of Building Sciences (NIBS), the developer, publisher of and holder of copyright in the BCxP and BEAP scheme requirements, respective Exam Subcommittee findings.

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

Motion 2: Initiate an update of the BEMP certification scheme beginning July 1, 2022.

PASSED: 10-0-0 CNV

Action Item 3 (June 8, 2021): Staff to initiate an update of the BEMP certification scheme beginning July 1, 2022.

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

Motion 3: Accept the OPMP Exam Subcommittee recommendation that a scheme update is not needed in SY 2021-22.

PASSED: 10-0-0 CNV

Action Item 4 (June 8, 2021): OPMP Exam Subcommittee to conduct a scheme review in spring, 2022.

7. **PROGRAM MONITORING TASK FORCE [MBO #5]**

The Certification Committee considered April 13, 2021, Program Monitoring Task Force recommendations, as well as Certification Committee Rules of the Board, 17024 accreditation standard requirements and a possible timeline for sunseting the OPMP program with financial implications.

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

Motion 4: Sunset the OPMP certification program with the following timeline:

1. Announce and explain sunset of OPMP program to current 39 OPMPs by June 30, 2021.
2. Discontinue accepting OPMP applications beginning July 1, 2021.
3. Discontinue OPMP examination September 30, 2021
4. Discontinue OPMP recertification, beginning with the 2024 renewal class.
5. Last OPMP certification will expire Jan. 1, 2027.

PASSED: 10-0-0 CNV

Action Item 5 (June 8, 2021): Staff to request that the Publishing and Education Council (PEC) in its June 22, 2021 meeting consider the Certification Committee recommendation to sunset the OPMP certification program, with the proposed timeline.

2. **PDH EVIDENCE [MBO #4.1]**

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

Motion 5: Adopt a proposed update to the audit procedure for Recertification, which details an updated list of acceptable evidence of professional development hour (PDH) attainment for recertification purposes.

PASSED: 10-0-0 CNV

Action Item 6 (June 8, 2021): Staff to accept a proposed update to the recertification audit procedure in the *Reference Orientation Manual*.

3. **2020 RECERTIFICATION EXTENUATING CIRCUMSTANCES [MBO #4.1]**

In the case of Certificants who do not renew by the March 31 “grace period” deadline, the Certification Committee shall review extenuating circumstances on a case-by-case basis, upon request.

In light of this Recertification procedure, Ms. Weekly asked the Certification Committee to review the extenuating circumstances put forward by three non-renewing (now expired) certificants.

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

Motion 6: Accept the extenuating circumstances put forward by the non-renewing certificant “A,” and allow recertification application provided the candidate applies within two weeks of notification at the “grace period” application fee.

PASSED: 10-0-0 CNV

Action Item 7 (June 8, 2021): Staff to notify the non-renewing (now expired) certificant “A” of the Certification Committee’s decision.

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

Motion 7: Accept the extenuating circumstances put forward by the non-renewing certificant “B,” and allow recertification application provided the candidate applies within two weeks of notification at the “grace period” application fee.

PASSED: 10-0-0 CNV

Action Item 8 (June 8, 2021): Staff to notify the non-renewing certificant “B” of the Certification Committee’s decision.

It was moved by Ms. Arroyo and seconded by Mr. White that the Certification Committee:

Motion 8: Accept the extenuating circumstances put forward by the non-renewing certificant “C,” and allow recertification application provided the candidate applies within two weeks of notification at the on-time application fee.

PASSED: 10-0-0 CNV

Action Item 9 (June 8, 2021): Staff to notify the non-renewing certificant “C” of the Certification Committee’s decision.

4. **MARKETING [MBO# 4.1]**

A. New Certification Program Development

In support of Publishing and Education Counsel (PEC) MBO #3 "... (evaluate) potential for new certifications aligned with Strategic Plan initiatives 1 & 2 after surveying members to establish interest and demand," Ms. Weekly invited Certification Committee members to consider and identify opportunities to encourage proposals for new certification programs, including from Technical Committees (TCs) and other ASHRAE groups.

B. Chapter Technology Transfer Committee (CTTC)

Certification Committee Member Grant Page, a Member of the Chapter Technology Transfer Committee (CTTC), explained the scope of the CTTC, and identified possible opportunities to enable CTTC and chapters to bring to members the ASHRAE Certification information they need.

C. CHD Promotion

Ms. Weekly reported that marketing efforts have resulted in over 40 applications to sit for the CHD exam in June. A minimum of 20 CHD exam exposures were needed in June for exam development purposes.

D. Training & Certification Cross-Promotion

Ms. Weekly referenced recent ASHRAE Learning Institute (ALI) and Global Training Center (GTC) efforts in coordination with ASHRAE Certification to cross-promote training and certification.

Example: GTC "[High Performance Healthcare Facilities Design: Complying with ANSI/ASHRAE/ASHE Standard 170-2017](#)" & [HFDP](#) ("Get Exam Ready" tab).

E. New PEC Products & Services

Action Item 10 (June 8, 2021): A joint Certification Committee - Training and Education Committee (TEC) Task Force with Mr. Armstrong, Ms. Arroyo, Mr. Monteiro, Mr. Reihl, Ms. Weekly and Mr. White to develop ideas for products and services that PEC could develop, in light of the large volume of valuable and timely information the [Epidemic Task Force](#) (ETF) recently has created.

5. **ANSI [MBO# 4.1]**

Following ANSI assessor evaluation of ASHRAE's "Year 1 Annual Surveillance" application and 6-month "Self-Report for Remote Proctoring Test Administration Pilot" application, ASHRAE's Certification program received no non-conforming report citations, positioning ASHRAE for another year of continued accreditation under the ISO/IEC 17024:2012 accreditation standard.

The assessor team's recommendations will be reviewed for approval in a June 15, 2021 Personnel Certification Accreditation Committee (PCAC) meeting.

6. **Exam Development [MBO# 3.1, 4.1, 4.3]**

Ms. Weekly referenced an overview of current exam development activities:

CHD: New exam form launched June 1, 2021.

7. **2021-22 MBOs**

Incoming Chair Kurt Monteiro called for volunteers for a Task Force to develop the 2021-22 MBOs.

Action Item 11 (June 8, 2021): A Task Force with Ms. Cowman, Mr. Monteiro, Mr. Patel, and Ms. Stuckey to draft 2021-22 MBOs.

Action Item 12 (June 8, 2021): 2020-21 Certification Committee members will be invited to complete a self-assessment following the June 8 meeting.

8. **New Business [MBO# 2, 3]**

There was no new business.

9. **SY Volunteers**

Ms. Weekly recognized retiring 2020-21 Committee Member, Suzanne LeViseur, thanking her for her service.

10. **Next Meetings**

- Publishing & Education Council (PEC) June 22 @ 8:00 a.m. – Noon (EDT)
- Virtual Annual Conference Certification Roundtable June 29 @ 5:00 – 5:30 p.m. (EDT)
- Certification Committee TBD

11. **Adjourn**

Ms. Weekly adjourned the meeting at Noon (EDT).

Respectfully Submitted,

Tim Kline