



Certification Committee Meeting

**Saturday, June 21, 2025
8:00 a.m. – Noon (MST)**

Voting Members

Suz Ann	Arroyo	Chair
Badri	Patel	Vice Chair
Greg	Jones	Vice Chair (absent)
Marius	Balan	Member
Kristen	Cole	Member
Cory	Jassen	Member
Apichit	Lumlertpongpana	Member
Carlos	Mitroga	Member
Vikram	Murthy	Member
Keith	Reihl	Member
Marianna	Vallejo	Member

Guests

Ricardo	Arellano
Esteban	Baccini
John	Nott
Bert	Phillips
Ahmad	Shaar

Non-voting Members

Jonathan	Smith	BOD Ex Officio
Tim	Kline	Certification Manager

MOTIONS
Meeting of June 21, 2025

Motion 1: Adopt the consent agenda, which includes approval of the February 8, 2025 Meeting Minutes, completed action items, 2024-25 MBOs, 2025-26 MBOs, and a slate of nominees and alternates for eight Exam Subcommittees for the 2025-28 term.

PASSED: 7-0-0 CNV

Motion 2: Partner with the ASHRAE Marketing department to update the certification program marketing strategy and plan.

PASSED: 9-0-0 CNV

Motion 3: Ratify updates to the *Reference Orientation Manual*.

PASSED: 9-0-0 CNV

Motion 4: For all certification programs except the NIBS-owned BCxP and BEAP schemes, implement the following recertification PDH updates beginning with the 2026 class of renewals:

- Require at least 50% of PDHs earned to come from continuing education.
- Limit the number of PDHs which may be earned from teaching the same course to 5 PDHs and limit the total number of PDHs from teaching to 15.

PASSED: 9-0-0 CNV

ACTION ITEMS
Meeting of June 21, 2025

Action Item 1 (June 21, 2025): Staff to remove draft status and post the Committee's February 8, 2025 minutes on the Committee's web page.

Action Item 2 (June 21, 2025): Staff to investigate opportunity to automate communication to Chapter CTTC Chairs regarding the impending expiration of Chapter member certifications and the opportunity to earn PAOE points through additional recertification.

Action Item 3 (June 21, 2025): A Task Force Chaired by Dr. Vallejo with Mr. Arellano, Mr. Baccini, Dr. Balan, Mr. Nott and Mr. Smith to partner with the ASHRAE Marketing department to update the certification program marketing strategy and plan.

Action Item 4 (June 21, 2025): Staff to accept proposed updates and finalize the *Reference Orientation Manual*.

Action Item 5 (June 21, 2025): Staff to update the BEMP, CDP, CHD, HBDP, and HFDP Candidate Guidebooks to reflect the following recertification PDH updates beginning with the 2026 class of renewals:

- Require at least 50% of PDHs earned to come from continuing education.
- Limit the number of PDHs which may be earned from teaching the same course to 5 PDHs and limit the total number of PDHs from teaching to 15.

Action Item 6 (June 21, 2025): Staff to notify BEMP, CDP, CHD, HBDP, and HFDP certificants of the following recertification PDH updates beginning with the 2026 class of renewals:

- Require at least 50% of PDHs earned to come from continuing education.
- Limit the number of PDHs which may be earned from teaching the same course to 5 PDHs and limit the total number of PDHs from teaching to 15.

Action Item 7 (June 21, 2025): Staff to update the 2026 BEMP, CDP, CHD, HBDP, and HFDP recertification applications to implement the following recertification PDH updates for the 2026 class of renewals:

- Require at least 50% of PDHs earned to come from continuing education.
- Limit the number of PDHs which may be earned from teaching the same course to 5 PDHs and limit the total number of PDHs from teaching to 15.

Action Item 8 (June 21, 2025): A Task Force with Mr. Baccini, Dr. Balan, Ms. Cole and Mr. Jassen to monitor the effectiveness of certification programs and recommend and implement any steps to improve program effectiveness.

Action Item 9 (June 21, 2025): A Task Force with Dr. Balan, Mr. Patel, Mr. Phillips and Mr. Shaar to determine need and demand for leveraging ASHRAE AMS as location for logging PDHs in order to enhance customer experience.

Action Item 10 (June 21, 2025): Mr. Kline to invite 2024-25 Certification Committee members to complete a self-assessment.

Action Item 11 (June 21, 2025): Dr. Balan to attend the Refrigeration Technology for Comfort Process & Cold-Chain meeting on Sunday, June 22.

Minutes

1. Call to Order

The meeting was called to order at 8:03 a.m. (MST). A roll call was conducted.

2. ASHRAE Value Statement

Meeting participants were reminded that the meeting would be conducted in accordance with the ASHRAE Value Statement.

3. Consent Agenda

It was moved by Mr. Murthy and seconded by Mr. Reihl that the Certification Committee:

Motion 1: Adopt the consent agenda, which includes approval of the February 8, 2025 Meeting Minutes, completed action items, 2024-25 MBOs, 2025-26 MBOs, and a slate of nominees and alternates for eight Exam Subcommittees for the 2025-28 term.

PASSED: 7-0-0 CNV

Action Item 1 (June 21, 2025): Staff to remove draft status and post the Committee's February 8, 2025 minutes on the Committee's web page.

4. Financials [MBOs #2, 1, 3]

Ms. Arroyo referenced the PubEd Dashboard May, 2025 and the Certification Financial Report for the period ending May 31, 2025.

5. Management System Review

A. 2024 Recertification Rate [MBO #1]

Ms. Arroyo referenced the actual 2024 recertification rate for ASHRAE certification programs, as well as exit survey data from non-renewing certificants, in light of MBO #1.

Action Item 2 (June 21, 2025): Staff to investigate opportunity to automate communication to Chapter CTTC Chairs regarding the impending expiration of Chapter member certifications and the opportunity to earn PAOE points through additional recertification.

Motion 2: Partner with the ASHRAE Marketing department to update the certification program marketing strategy and plan.

PASSED: 9-0-0 CNV

Action Item 3 (June 21, 2025): A Task Force Chaired by Dr. Vallejo with Mr. Arellano, Mr. Baccini, Dr. Balan, Mr. Nott and Mr. Smith to partner with the ASHRAE Marketing department to update the certification program marketing strategy and plan.

B. 2025 Reaccreditation [**MBO #10**]

Ms. Arroyo noted that a new five-year accreditation cycle under the ANSI/ISO/IEC 17024 accreditation standard begins in 2025. Following an evaluation of ASHRAE's application, assessors identified two non-conformities under 9.3.5 "Examination Process" and 9.8.1 "Appeals against decisions on certification."

In consultation with Kryterion psychometric staff, ASHRAE was able to develop resolutions to these two non-conformities, which in the end were accepted by the assessors closing the non-conformities. These two resolutions required an update to ASHRAE's Examination Process procedure and Appeals policy and procedure. These two updates were considered under agenda item 6.C *Reference Orientation Manual*.

Additionally, the Certified Decarbonization Professional (CDP) certification was awarded accreditation.

C. *Reference Orientation Manual* [**MBO #10**]

The Certification Committee reviewed and finalized proposed updates (p. 31-32, 38-42) to the *Reference Orientation Manual* resolving two nonconformities and as well describing (p. 14) to what extent former Exam Subcommittee Members may develop practice exam or study guide content.

Motion 3: Ratify updates to the *Reference Orientation Manual*.

PASSED: 9-0-0 CNV

Action Item 4 (June 21, 2025): Staff to accept proposed updates and finalize the *Reference Orientation Manual*.

D. Recertification Professional Development Hours (PDHs) [MBO #10]

Motion 4: For all certification programs except the NIBS-owned BCxP and BEAP schemes, implement the following recertification PDH updates beginning with the 2026 class of renewals:

- Require at least 50% of PDHs earned to come from continuing education.
- Limit the number of PDHs which may be earned from teaching the same course to 5 PDHs and limit the total number of PDHs from teaching to 15.

PASSED: 9-0-0 CNV

Action Item 5 (June 21, 2025): Staff to update the BEMP, CDP, CHD, HBDDP, and HFDP Candidate Guidebooks to reflect the following recertification PDH updates beginning with the 2026 class of renewals:

- Require at least 50% of PDHs earned to come from continuing education.
- Limit the number of PDHs which may be earned from teaching the same course to 5 PDHs and limit the total number of PDHs from teaching to 15.

Action Item 6 (June 21, 2025): Staff to notify BEMP, CDP, CHD, HBDDP, and HFDP certificants of the following recertification PDH updates beginning with the 2026 class of renewals:

- Require at least 50% of PDHs earned to come from continuing education.
- Limit the number of PDHs which may be earned from teaching the same course to 5 PDHs and limit the total number of PDHs from teaching to 15.

Action Item 7 (June 21, 2025): Staff to update the 2026 BEMP, CDP, CHD, HBDDP, and HFDP recertification applications to implement the following recertification PDH updates for the 2026 class of renewals:

- Require at least 50% of PDHs earned to come from continuing education.
- Limit the number of PDHs which may be earned from teaching the same course to 5 PDHs and limit the total number of PDHs from teaching to 15.

6. **Strategic Planning [MBO #17]**

Ms. Arroyo led Certification Committee meeting participants, both in-person and online Members, in updating the ASHRAE Certification program Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis last conducted on June 22, 2024.

The SWOT analysis will be a resource to enable the Certification Committee to build on what ASHRAE does well, address what is lacking, seize new openings and minimize risks (<https://www.mindtools.com>).

7. **ExO Update [MBO #7]**

BOD Ex-Officio Mr. Jonathan Smith provided an update on Society-wide initiatives.

8. **Exam Development [MBO #10, 11]**

Certification Committee meeting participants, both in-person and online Members, were provided an overview of upcoming exam development activities:

BCxP: NIBS Job Analysis (JA) to be completed June 30. Exam development to take place in 2025-26.

BEAP: NIBS Job Analysis (JA) tentatively to take place in 2025-26.

BEMP: Beta exam against new blueprint is being administered this June. Passing score workshop to take place in July, with results released July 31.

CHD: New exam form to be released in Summer/Fall, 2025

CDP: Initial exam form released June 25, 2024

HBDP: Beta exam against new blueprint is being administered this June. Passing score workshop to take place in July, with results released July 31.

HFDP: Exam development against new blueprint beginning July 1, 2025

9. **2025-26 MBOs**

Incoming Chair Badri Patel invited Certification Committee Members, both in-person and online, to volunteer for two (4)-person Task Forces to address 2025-26 MBOs.

Action Item 8 (June 21, 2025): A Task Force with Mr. Baccini, Dr. Balan, Ms. Cole and Mr. Jassen to monitor the effectiveness of certification programs and recommend and implement any steps to improve program effectiveness.

Action Item 9 (June 21, 2025): A Task Force with Dr. Balan, Mr. Patel, Mr. Phillips and Mr. Shaar to determine need and demand for leveraging ASHRAE AMS as location for logging PDHs in order to enhance customer experience.

10. **SY Volunteers**

Ms. Arroyo recognized Certification Committee Members Mr. Lumlertpongpana, Mr. Mitroga, Mr. Murthy and Mr. Reihl who are completing their term.

Ms. Arroyo recognized 2025-26 Certification Committee Members, Chair and Vice Chairs.

Action Item 10 (June 21, 2025): Mr. Kline to invite 2024-25 Certification Committee members to complete a self-assessment.

11. **New Business [MBO #7]**

Ms. Arroyo with Mr. Lumlertpongpana invited a Certification Committee member to attend the Refrigeration Technology for Comfort Process & Cold-Chain meeting on Sunday morning from 9:00 a.m. to Noon for 15 minutes in order to explain Certification advantages in general and how this might be looked at holistically.

Action Item 11 (June 21, 2025): Dr. Balan to attend the Refrigeration Technology for Comfort Process & Cold-Chain meeting on Sunday, June 22.

12. **Adjourn**

Ms. Arroyo adjourned the meeting at Noon (MST).

Respectfully Submitted,

Tim Kline