



Minutes

Certification Committee Meeting

Saturday, June 24, 2023

Voting Members

Kim	Cowman	Chair
Nick	Armstrong	Vice Chair
Suz Ann	Arroyo	Vice Chair
Rodrigo	Arias	Member
Gregory	Jones	Member
Apichit	Lumlertpongpana	Member
Carlos	Mitroga	Member
Vikram	Murthy	Member
Grant	Page	Member
Badri	Patel	Member
Keith	Reihl	Member

Guests

Esteban Baccini
Art Giesler
Guillermo Massuco
Marianna Vallejo

Non-voting Members

Dunstan	McCauley	Coordinating Officer (absent)
Mark	Tome	BOD Ex Officio
Tim	Kline	Certification Manager

MOTIONS
Meeting of June 24, 2023

Motion 1: Adopt the consent agenda, which includes approval of the February 4, 2023 Meeting Minutes, completed action items, 2022-23 MBOs as distributed, and a slate of nominees and alternates for seven Exam Subcommittees for the 2023-26 term.

PASSED: 9-0-0 CNV

Motion 2: Pursue Foundation funding (\$11,500) to publish a study guide in advance of the release of the new HBDP exam form in January-March, 2024.

PASSED: 9-0-0 CNV

Motion 3: Accept the extenuating circumstances of Expired Certificant A, and allow them to apply for recertification at the late application fee provided they submit a complete application within 30 days and supporting documentation of PDHs earned during the previous certification period..

PASSED: 9-0-0 CNV

Motion 4: Accept the extenuating circumstances of Expired Certificant B, and allow them to apply for recertification at the late application fee provided they submit a complete application within 30 days and supporting documentation of PDHs earned during the previous certification period.

PASSED: 9-0-0 CNV

Motion 5: Accept the extenuating circumstances of Expired Certificant C, and allow them to apply for recertification at the late application fee provided they submit a complete application within 30 days and supporting documentation of PDHs earned during the previous certification period.

PASSED: 9-0-0 CNV

Motion 6: Accept the extenuating circumstances of Expired Certificant D, and allow them to apply for recertification at the late application fee provided they submit a complete application within 30 days and supporting documentation of PDHs earned during the previous certification period.

PASSED: 9-0-0 CNV

Motion 7: Accept proposed updates to the “Annual Review” procedure in the *Reference Orientation Manual*.

PASSED: 9-0-0 CNV

Motion 8: Accept proposed updates, as amended, to the “Recertification Extenuating Circumstances” procedure in the *Reference Orientation Manual*.

PASSED: 9-0-0 CNV

Motion 9: Accept proposed updates, as amended, to the “Professional Development Hours (PDHs) for Recertification – Meetings” procedure in the *Reference Orientation Manual*.

PASSED: 9-0-0 CNV

Motion 10: Accept proposed updates to the “Recertification Audit Procedure Suspension” procedure in the *Reference Orientation Manual*.

PASSED: 9-0-0 CNV

Motion 11: Create a Certified Decarbonization Professional certification.

PASSED: 9-0-0 CNV

ACTION ITEMS
Meeting of June 24, 2023

Action Item 1 (June 24, 2023): Staff to remove draft status and post the Committee’s February 4, 2023 minutes on the Committee’s web page.

Action Item 2 (June 24, 2023): Notify nominees of the status of their self-nomination to serve on an exam subcommittee for the 2023-26 term.

Action Item 3 (June 24, 2023): Liaise with Government Affairs Global Affairs Subcommittee staff and volunteer leaders to investigate if there is an opportunity to promote Certification internationally.

Action Item 4 (June 24, 2023): Staff to investigate if there is an opportunity to mine application data to better understand why Certification applicants, including internationally, pursue an ASHRAE Certification.

Action Item 5 (June 24, 2023): Attend the Professional Development Subcommittee meeting on June 26 to request that the ASHRAE Learning Institute (ALI) create and provide multi-day exam prep courses, beginning with the BEAP programs.

Action Item 6 (June 24, 2023): Submit proposal for Foundation funding (\$11,500) to publish a study guide in advance of the release of the new HBDP exam form in January-March, 2024.

Action Item 7 (June 24, 2023): Staff to notify Expired Certificants A, B, C and D of the Certification Committee’s decision to accept their extenuating circumstances, and allow them to apply for recertification at the late application fee provided they submit a complete application within 30 days and supporting documentation of PDHs earned during the previous certification period.

Action Item 8 (June 24, 2023): Staff to accept updates to the “Annual Review” procedure in *Reference Orientation Manual* and notify impacted Certification staff of any changes.

Action Item 9 (June 24, 2023): Staff to accept updates to the “Recertification Extenuating Circumstances” procedure in the *Reference Orientation Manual* and notify impacted Certification staff of any changes.

Action Item 10 (June 24, 2023): Staff to accept updates to the “Professional Development Hours (PDHs) for Recertification – Meetings” procedure in the *Reference Orientation Manual* and notify impacted Certification staff of any changes.

Action Item 11 (June 24, 2023): Staff to accept updates to the “Recertification Audit Procedure – Suspension” procedure in the *Reference Orientation Manual* and notify impacted Certification staff of any changes.

Action Item 12 (June 24, 2023): Ms. Arroyo, Mr. Balan, Mr. Mitroga, Mr. Patel and Ms. Vallejo to take part in a Task Force to evaluate the application fee schedule and develop a recommendation for Certification Committee consideration.

Action Item 13 (June 24, 2023): Create a Certified Decarbonization Professional certification.

Action Item 14 (June 24, 2023): Mr. Murthy to recommend updates to Certification PowerPoint presentation for YEA webinar.

Action Item 15 (June 24, 2023): Task Force with Mr. Armstrong, Mr. Murthy, Mr. Patel and Mr. Reihl to draft 2023-24 MBOs for Certification Committee consideration.

1. **CALL TO ORDER**

The meeting was called to order at 8:03 a.m. (EDT). 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 Mr. Reihl and seconded by Mr. Murthy that the Certification Committee:

Motion 1: Adopt the consent agenda, which includes approval of the February 4, 2023 Meeting Minutes, completed action items, 2022-23 MBOs as distributed, and a slate of nominees and alternates for seven Exam Subcommittees for the 2023-26 term.

PASSED: 9-0-0 CNV

Action Item 1 (June 24, 2023): Staff to remove draft status and post the Committee's February 4, 2023 minutes on the Committee's web page.

Action Item 2 (June 24, 2023): Notify nominees of the status of their self-nomination to serve on an exam subcommittee for the 2023-26 term.

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

Following ANSI National Accreditation Board (ANAB) assessor evaluation of ASHRAE's "Year 3 Annual Surveillance" application (68 pages long, 100+ documents) submitted March 13, ASHRAE's Certification program received no nonconformity citations from the assessor team.

Following ANAB review of the assessors' report, ASHRAE on June 21, 2023 was granted continued accreditation under the ISO/IEC 17024:2012 standard for all seven (7) certification programs.

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

In support of MBO #5, the Program Monitoring Task Force with Mr. Armstrong, Mr. Murthy, Mr. Patel and Mr. Reihl met on June 12 to monitor the effectiveness of certification programs, and recommend and implement any steps to improve program effectiveness.

While the Task Force found that the health of programs generally had held steady since 2022, it believes that companies will budget for an exam prep course + exam package and that prospects will welcome the opportunity to block off time from work to develop professionally.

Action Item 3 (June 24, 2023): Liaise with Government Affairs Global Affairs Subcommittee staff and volunteer leaders to investigate if there is an opportunity to promote Certification internationally.

Action Item 4 (June 24, 2023): Staff to investigate if there is an opportunity to mine application data to better understand why Certification applicants, including internationally, pursue an ASHRAE Certification.

Action Item 5 (June 24, 2023): Attend the Professional Development Subcommittee meeting on June 26 to request that the ASHRAE Learning Institute (ALI) create and provide multi-day exam prep courses, beginning with the BEAP programs.

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

Motion 2: Pursue Foundation funding (\$11,500) to publish a study guide in advance of the release of the new HBDP exam form in January-March, 2024.

PASSED: 9-0-0 CNV

Action Item 6 (June 24, 2023): Submit proposal for Foundation funding (\$11,500) to publish a study guide in advance of the release of the new HBDP exam form in January-March, 2024.

8. Recertification Extenuating Circumstances [MBO# 4.1]

In the case of Certificants who do not renew by the March 31 grace period deadline, “extenuating circumstances ... will be reviewed on a case-by-case basis by the Certification Committee,” upon request (*Reference Orientation Manual*, “Recertification Procedure” p. 33).

Expired Certificant A (Y.J.)

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

Motion 3: Accept the extenuating circumstances of Expired Certificant A, and allow them to apply for recertification at the late application fee provided they submit a complete application within 30 days and supporting documentation of PDHs earned during the previous certification period.

PASSED: 9-0-0 CNV

Expired Certificant B (E.H.)

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

Motion 4: Accept the extenuating circumstances of Expired Certificant B, and allow them to apply for recertification at the late application fee provided they submit a complete application within 30 days and supporting documentation of PDHs earned during the previous certification period.

PASSED: 9-0-0 CNV

Expired Certificant C (T.M.)

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

Motion 5: Accept the extenuating circumstances of Expired Certificant C, and allow them to apply for recertification at the late application fee provided they submit a complete application within 30 days and supporting documentation of PDHs earned during the previous certification period.

PASSED: 9-0-0 CNV

Expired Certificant D (A.S.)

It was moved by Mrs. Arroyo and seconded by Mr. Jones that the Certification Committee:

Motion 6: Accept the extenuating circumstances of Expired Certificant D, and allow them to apply for recertification at the late application fee provided they submit a complete application within 30 days and supporting documentation of PDHs earned during the previous certification period.

PASSED: 9-0-0 CNV

Action Item 7 (June 24, 2023): Staff to notify Expired Certificants A, B, C and D of the Certification Committee’s decision to accept their extenuating circumstances, and allow them to apply for recertification at the late application fee provided they submit a complete application within 30 days and supporting documentation of PDHs earned during the previous certification period.

9. REFERENCE ORIENTATION MANUAL [MBO #4.1]

4.1 Manage certification programs against the ANSI/ISO/IEC 17024 accreditation standard.

A. Annual Review

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

Motion 7: Accept proposed updates to the “Annual Review” procedure in the *Reference Orientation Manual*.

PASSED: 9-0-0 CNV

Action Item 8 (June 24, 2023): Staff to accept updates to the “Annual Review” procedure in *Reference Orientation Manual* and notify impacted Certification staff of any changes.

B. Recertification Extenuating Circumstances

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

Motion 8: Accept proposed updates, as amended, to the “Recertification Extenuating Circumstances” procedure in the *Reference Orientation Manual*.

PASSED: 9-0-0 CNV

Action Item 9 (June 24, 2023): Staff to accept updates to the “Recertification Extenuating Circumstances” procedure in the *Reference Orientation Manual* and notify impacted Certification staff of any changes.

C. Professional Development Hours (PDHs) for Recertification – Meetings

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

Motion 9: Accept proposed updates, as amended, to the “Professional Development Hours (PDHs) for Recertification – Meetings” procedure in the *Reference Orientation Manual*.

PASSED: 9-0-0 CNV

Action Item 10 (June 24, 2023): Staff to accept updates to the “Professional Development Hours (PDHs) for Recertification – Meetings” procedure in the *Reference Orientation Manual* and notify impacted Certification staff of any changes.

D. Recertification Audit Procedure – Suspension

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

Motion 10: Accept proposed updates to the “Recertification Audit Procedure – Suspension” procedure in the *Reference Orientation Manual*.

PASSED: 9-0-0 CNV

Action Item 11 (June 24, 2023): Staff to accept updates to the “Recertification Audit Procedure – Suspension” procedure in the *Reference Orientation Manual* and notify impacted Certification staff of any changes.

10. Application Fee Schedule [MBO# 8, 3.4]

Action Item 12 (June 24, 2023): Ms. Arroyo, Mr. Balan, Mr. Mitroga, Mr. Patel and Ms. Vallejo to take part in a Task Force to evaluate the application fee schedule and develop a recommendation for Certification Committee consideration.

11. Building Decarbonization Professional Credential [MBO# 10.2]

A decarbonization professional certification is funded as part of ASHRAE's comprehensive decarbonization response and is assigned to the Publishing & Education Council.

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

Motion 11: Create a Certified Decarbonization Professional certification.

Action Item 13 (June 24, 2023): Create a Certified Decarbonization Professional certification.

12. Task Force: Building Decarbonization Certification [MBO# 2, 1, 3]

As a follow-up to the Feb. 4, 2023 Certification Committee meeting, a Task Force with Mr. Armstrong, Mr. Mitroga, Mr. Patel and Mr. Reihl convened to investigate and develop a recommendation regarding a possible certification validating the decarbonization of buildings.

Mr. Patel presented the recommendation that a building certification is outside the scope of the Certification Committee.

14. Task Force: Value Proposition [MBO# 3.4]

A Task Force with Ms. Arroyo, Ms. Cowman, Mr. Murthy and Mr. Patel convened to identify opportunities to liaise with Young Engineers in ASHRAE (YEA) and enhance awareness of ASHRAE certification.

The Task Force presented for Certification Committee Member consideration the outcomes of Task Force meetings and recommended the following next steps:

- Appoint Certification Committee Member to attend YEA Committee meetings, including the following:

Saturday, June 24

8:00 AM – 3:00 PM EDT

Young Engineers in ASHRAE (YEA) Committee

Tampa Marriott Waterside, Meeting Room 12 (3)

- Submit to YEA Staff content for YEA Connections newsletter and YEA social media
- Update Certification PowerPoint presentation for YEA webinar

Action Item 14 (June 24, 2023): Mr. Murthy to recommend updates to Certification PowerPoint presentation for YEA webinar.

15. Financials [MBO# 2, 1, 3]

Ms. Cowman referenced the PubEd Dashboard May, 2023 and the Certification Financial Statement for the period ending May 31, 2023, noting improvements over SY 2021-22.

16. ExO Update [MBO# 3]

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

17. Exam Development [MBO# 3, 4]

Ms. Cowman referenced an overview of 2023-24 exam development activities:

BCxP: New exam form to launch December, 2023.

BEAP: New exam form to launch December, 2023.

BEMP: Exam development against new blueprint beginning July 1, 2023.

CHD: New form to be released in Summer, 2023.

HBDP: Exam development against new blueprint beginning July 1, 2023.

HFDP: A job task analysis will be conducted in 2023-24.

18. 2023-24 MBOs

Action Item 15 (June 24, 2023): Task Force with Mr. Armstrong, Mr. Murthy, Mr. Patel and Mr. Reihl to draft 2023-24 MBOs for Certification Committee consideration.

19. SY Volunteers

Ms. Cowman recognized Certification Committee Members who were completing their term.

20. New Business [MBO# 3]

Mr. Page presented highlights from his Certification presentation at the CTTC meeting on June 23, 2023.

21. Adjourn

Ms. Cowman adjourned the meeting at 12:15 p.m. (EDT).

Respectfully Submitted,

Tim Kline