



**MINUTES**  
**CERTIFICATION COMMITTEE**

**March 16, 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

**Non-voting Members**

Roger	Jones	BOD Ex Officio
Walid	Chakroun	Coordinating Officer (absent)
Tim	Kline	Staff Liaison
Susan	Polite	Support Coordinator – Career Development

**MOTIONS**  
**Meeting of March 16, 2017**

**Motion 1:** Adopt the consent agenda, which includes approval of the Jan. 28, 2017 Meeting Minutes, completed action items and 2016-17 MBOs, as distributed.

PASSED: 7-0-0 CNV

**Motion 2:** Adopt proposed updates to the Recertification procedure that allow good faith applicants additional time, during a suspended certification period, to fulfill certification requirements, and provide for the certification of those who fail to meet recertification requirements to be revoked.

PASSED: 7-0-0 CNV

**Motion 3:** Update the *Reference Orientation Manual* to reflect that the annual assessment of the performance of third-party contractors conducting outsourced work may include an optional “Mystery Shopper” experience, conducted by a member of the Committee.

PASSED: 8-0-0 CNV

**ACTION ITEMS**  
**Meeting of March 16, 2017**

**Action Item 1 (March 16, 2017):** Staff to remove draft status and post the Committee’s January 28, 2017 minutes on the Committee’s web page.

**Action Item 2 (March 16, 2017):** Staff to accept proposed updates to the Recertification procedure in the *Reference Orientation Manual*.

**Action Item 3 (March 16, 2017):** Staff to ask PSI if facility questionnaire responses from pencil-and-paper examinees could be captured on a second bubble sheet.

**Action Item 4 (March 16, 2017):** Staff to determine whether instructions to pencil-and-paper examinees are clear that completing the facility questionnaire is not required for success on the exam.

**Action Item 5 (March 16, 2017):** Staff to accept the update in the *Reference Orientation Manual* clarifying that the annual assessment of the performance of third-party contractors conducting outsourced work may include an optional “Mystery Shopper” experience, conducted by a member of the Committee.

**Action Item 6 (March 16, 2017):** Staff to update email communications, the Candidate Guidebook and website landing pages to ensure U.S. computer-based, international web-based and pencil-and-paper candidates are aware of options for managing noise during an examination.

**Action Item 7 (March 16, 2017):** Dan Pettway to research the Rules of the Board and develop for Committee consideration a recommendation whether the current practice of extending term limits beyond three years for Vice Chairs and Chairs aligns with the current Certification Rules of the Board.

**Action Item 8 (March 16, 2017):** Staff to accept proposed updates to the Assessment Process procedure in the *Reference Orientation Manual*.

**Action Item 9 (March 16, 2017):** In order to better understand the data from the “Industry Need Survey: HVAC Designer Certification,” sort the data along various demographic lines, including geographic location, for Committee consideration in the June 24, 2017 meeting.

1. **CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 9:05 a.m. A roll call was conducted.

2. **CONSENT AGENDA**

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

**Motion 1:** Adopt the consent agenda, which includes approval of the Jan. 28, 2017 Meeting Minutes, completed action items and 2016-17 MBOs, as distributed.

PASSED: 7-0-0 CNV

**Action Item 1 (March 16, 2017):** Staff to remove draft status and post the Committee's January 28, 2017 minutes on the Committee's web page.

3. **MANAGEMENT SYSTEM**

A. Improvement of the effectiveness of the management system and its processes, as described in the *Reference Orientation Manual*.

**1. Recertification Audit – Suspension & 17024**

Staff presented for Committee consideration the recommendation that under the ANSI/ISO/IEC 17024 accreditation standard certifying bodies may suspend the certification of recertification applicants who do not fulfill audit requirements and may offer the opportunity for such certificants to earn needed PDHs during a given timeframe.

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

**Motion 2:** Adopt proposed updates to the Recertification procedure that allow good faith applicants additional time, during a suspended certification period, to fulfill certification requirements, and provide for the certification of those who fail to meet recertification requirements to be revoked.

PASSED: 7-0-0 CNV

**Action Item 2 (March 16, 2017):** Staff to accept proposed updates to the Recertification procedure in the *Reference Orientation Manual*.

## 2. Pencil-and-Paper Examinee Facility Questionnaires

Following a report from staff that instructions to pencil-and-paper examinees do call for facility questionnaire to be completed during allotted examination time, due to the fact that questionnaire responses are captured on the same bubble sheet as exam responses, the Certification Committee initiated two related action items.

**Action Item 3 (March 16, 2017):** Staff to ask PSI if facility questionnaire responses from pencil-and-paper examinees could be captured on a second bubble sheet.

**Action Item 4 (March 16, 2017):** Staff to determine whether instructions to pencil-and-paper examinees are clear that completing the facility questionnaire is not required for success on the exam.

## 3. Management System Review

Staff presented for Committee consideration the recommendation that under the ANSI/ISO/IEC 17024 accreditation standard Certification Committee members may evaluate the certification process via a “Mystery Shopper” experience as a component of the Management System Review.

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

**Motion 3:** Update the *Reference Orientation Manual* to reflect that the annual assessment of the performance of third-party contractors conducting outsourced work may include an optional “Mystery Shopper” experience, conducted by a member of the Committee.

PASSED: 8-0-0 CNV

**Action Item 5 (March 16, 2017):** Staff to accept the update in the *Reference Orientation Manual* clarifying that the annual assessment of the performance of third-party contractors conducting outsourced work may include an optional “Mystery Shopper” experience, conducted by a member of the Committee.

- B. Improvement of the certification services related to the fulfilment of this International Standard.

### **Exam Candidate Communications**

Staff presented for Certification Committee consideration an overview of communications to ensure all exam candidates, including international web-based and pencil-and-paper candidates, are aware of options for managing possible noise during an examination.

**Action Item 6 (March 16, 2017):** Staff to update email communications, the Candidate Guidebook and website landing pages to ensure U.S. computer-based, international web-based and pencil-and-paper candidates are aware of options for managing noise during an examination.

- C. Resource needs.

### **Committee Chair & Vice-Chair Term Limits**

The Certification Committee considered if the current practice of extending term limits beyond three years for Vice Chairs and Chairs aligns with the current Certification Rules of the Board.

**Action Item 7 (March 16, 2017):** Dan Pettway to research the Rules of the Board and develop for Committee consideration a recommendation whether the current practice of extending term limits beyond three years for Vice Chairs and Chairs aligns with the current Certification Rules of the Board.

## **4. ANSI CITATION RESOLUTION**

In response to an ANSI Opportunity for Improvement citation, in order to ensure continuity and consistency for continued program management, the Committee adopted proposed updates to the Assessment Process procedure that specify the parameters used to determine psychometric deficiencies in items (exam questions).

**Action Item 8 (March 16, 2017):** Staff to accept proposed updates to the Assessment Process procedure in the *Reference Orientation Manual*.

**5. BETTER BUILDINGS WORKFORCE GUIDELINES (BBWG)**

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

Mr. Rose referenced progress toward the following next steps in aligning the BEAP with the Energy Auditor scheme requirements:

- 2/16 Announce transition to new Energy Auditor requirements (COMPLETED),
- 3/15 Last day to apply for BEAP under current scheme requirements (COMPLETED),
- 3/16 First day to apply for BEAP under new BBWG scheme requirements, with first exam administration to take place at Annual Conference (COMPLETED), immediately followed by computer-based administration,
- 6/15 Last (old) BEAP exam given,
- 6/24 & 6/28 Pencil-and-paper administration of new BEAP exam,
- Energy Auditor recertification requirements to take effect for BEAPs beginning with 2018 class of renewals.

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

The very first pencil-and-paper administration of the BCxP certification and BCxP recertification exams were given in Las Vegas on Jan. 28 and Feb. 1, with these exams available as computer-based tests beginning Feb. 2.

- BCxP exams taken to-date: 14
  - BCxP exams scheduled through 4/29 11
  - Unscheduled BCxP applicants 06
- Total: 31

Approximately 30 exam exposures are needed to finalize a passing score and to produce the psychometric reports needed to resolve ANSI accreditation application citations.

**C. BBWG Event: Better Buildings Summit**

Matt Nelson will represent ASHRAE at the 4th Annual Better Buildings Summit be held May 15-17, 2017 at the Washington Hilton in Washington DC as a panelist in a session entitled Building a Better Clean Energy Workforce. ASHRAE efforts to align its energy assessment and commissioning programs with BBWG requirements will be featured.

6. **NEW BUSINESS**

**Action Item 9 (March 16, 2017):** In order to better understand the data from the “Industry Need Survey: HVAC Designer Certification,” sort the data along various demographic lines, including geographic location, for Committee consideration in the June 24, 2017 meeting.

7. **NEXT MEETING**

The next meeting will take place at the ASHRAE Annual Conference in Long Beach on June 24, 2017, barring any need for a meeting in the interim.

8. **ADJOURN**

Mr. Rose adjourned the meeting at 10:30 a.m. (EDT)

Respectfully Submitted,

Tim Kline