



MINUTES
CERTIFICATION COMMITTEE

May 21, 2018

Voting Members

Cameron	Labunski	Chair
Mike	Fullerton	Vice Chair
Mark	Bettin	Member
Mark	Fly	Member
Carlos	Mitroga	Member (absent)
Kurt	Monteiro	Member
Dan	Pettway	Member
D. Nirmal	Ram	Member (absent)
Ashley	Weekly	Member

Non-voting Members

Tim	Kline	Staff Liaison
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MOTIONS
Meeting of May 21, 2018

Motion 1: Adopt the consent agenda, which includes approval of the January 20, 2018 Meeting Minutes, completed action items, and 2017-18 MBOs as distributed.

PASSED: 5-0-0 CNV

Motion 2: Afford the Complainant a complimentary exam retake.

PASSED: 5-2-0

ACTION ITEMS
Meeting of May 21, 2018

Action Item 1 (May 21, 2018): Staff to remove draft status and post the Committee's January 20, 2018 Meeting Minutes on the Committee's web page.

Action Item 2 (May 21, 2018): Staff to notify the complainant of the Committee's decision to allow the complainant to reschedule and re-sit for their certification exam at no charge.

Action Item 3 (May 21, 2018): Staff to request that PSI create a policy and procedure for testing centers to offer exam candidates an opportunity to reschedule their examination appointment in the event of an exam start delayed 30 minutes due to technical difficulties.

Action Item 4 (May 21, 2018): Update communications to exam candidates to reflect that in the event of an exam start delayed 30 minutes due to technical difficulties, testing centers will offer exam candidates an opportunity to reschedule their examination appointment.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:00 p.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. Fullerton and seconded by Mr. Pettway that the Certification Committee:

Motion 1: Adopt the consent agenda, which includes approval of the January 20, 2018 Meeting Minutes, completed action items, and 2017-18 MBOs as distributed.

PASSED: 5-0-0 CNV

Action Item 1 (May 21, 2018): Staff to remove draft status and post the Committee's January 20, 2018 minutes on the Committee's web page.

4. COMPLAINT – SECOND LEVEL OF REVIEW [MBO #4]

In a second level of Complaint review, the Certification Committee evaluated the documentation from a case in which an exam candidate complained that a delayed exam start of more than 30 minutes (exactly 32 minutes) unfairly and negatively impacted their performance on their certification exam and so requested a complimentary exam retake. Upon review of the facts, Certification Staff determined that once the exam began the exam candidate in fact was afforded an uninterrupted and fair opportunity to demonstrate competence, so the complainant's request was denied, a decision which the complainant decided to contest.

The Certification Committee discussed the circumstances of the Complaint and the basis set forth by the Complainant for a second level of review.

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

Motion 2: Afford the Complainant a complimentary exam retake.

PASSED: 5-2-0

Action Item 2 (May 21, 2018): Staff to notify the complainant of the Committee's decision to allow the complainant to reschedule and re-sit for their certification exam at no charge.

Action Item 3 (May 21, 2018): Staff to request that PSI create a policy and procedure for testing centers to offer exam candidates an opportunity to reschedule their examination appointment in the event of an exam start delayed 30 minutes due to technical difficulties.

Action Item 4 (May 21, 2018): Update communications to exam candidates to reflect that in the event of an exam start delayed 30 minutes due to technical difficulties, testing centers will offer exam candidates an opportunity to reschedule their examination appointment.

Mr. Labunski adjourned the meeting at 1:40 p.m.

Respectfully Submitted,

Tim Kline