



## Minutes

### Certification Committee Meeting

Friday, Oct. 4, 2019

#### Voting Members

Mark	Bettin	Chair
Ashley	Weekly	Vice Chair
Kurt	Monteiro	Vice Chair
Mark	Fly	Member
Nick	Armstrong	Member
Kimberly	Cowman	Member
Rachel	Stuckey	Member
Bassel	Anbari	Member
Suz Ann	Arroyo	Member
R. Lee	Millies	Member (absent)
Kevin	White	Member

#### Non-voting Members

Chandra	Sekhar	BOD Ex Officio
Farooq	Mehboob	Coordinating Officer (absent)
Tim	Kline	Certification Manager
Susan	Polite	Support Coordinator – Career Development

**MOTIONS**  
**Meeting of October 4, 2019**

**Motion 1:** Adopt the consent agenda, which includes approval of the June 22, 2019 Meeting Minutes, completed action items, and the 2019-20 MBOs as distributed.

PASSED: 9-0-0 CNV

**Motion 2:** Revoke the existing certification status of a certificant and deny future certification application by the same certificant, pending the advice of ASHRAE legal advisors.

PASSED: 9-0-0 CNV

**Motion 3:** Accept the findings of the Program Monitoring Task Force regarding the effectiveness of ASHRAE certification programs.

PASSED: 9-0-0 CNV

**Motion 4:** Issue a Digital Badge in lieu of mailing a paper certificate.

PASSED: 9-0-0 CNV

**ACTION ITEMS**  
**Meeting of October 4, 2019**

**Action Item 1 (October 4, 2019):** Staff to remove draft status and post the Committee's June 22, 2019 minutes on the Committee's web page.

**Action Item 2 (October 4, 2019):** Staff to seek the opinion of the ASHRAE legal team regarding the decision to revoke the existing certification status of a certificant and deny future certification application by the same certificant.

**Action Item 3 (October 4, 2019):** Mr. Monteiro and Staff to share Program Monitoring Task Force findings with the ASHRAE Marketing Department and seek its assistance in improving programs not performing satisfactorily.

**Action Item 4 (October 4, 2019):** Certification Committee to investigate how other credentialing bodies address the acceptability of teaching experience as a substitute for work experience, in particular for recertification purposes, and evaluate further in the next Certification Committee meeting.

**Action Item 5 (October 4, 2019):** Staff to implement this new digital badge as the certificate of certification procedure immediately.

**Action Item 6 (October 4, 2019):** Mr. Mehboob to provide background on why Strategic Plan Initiatives 1 & 2, in particular, were selected in creating MBO #9.

**Action Item 7 (October 4, 2019):** The Certification Committee to invite subject matter experts from select TCs and SSPCs and other groups at the 2020 Winter Conference to generate proposals for possible certification program(s) that support SP Initiatives 1 and 2.

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

The meeting was called to order at 9:30 a.m. A roll call was conducted.

2. **ASHRAE CODE OF ETHICS COMMITMENT**

Meeting participants were reminded the meeting would be conducted in accordance with the ASHRAE Code of Ethics Commitment.

3. **CONSENT AGENDA**

It was moved by Mr. Fly and seconded by Ms. Weekly that the Certification Committee:

**Motion 1:** Adopt the consent agenda, which includes approval of the June 22, 2019 Meeting Minutes, completed action items, and the 2019-20 MBOs as distributed.

PASSED: 9-0-0 CNV

**Action Item 1 (October 4, 2019):** Staff to remove draft status and post the Committee's June 22, 2019 minutes on the Committee's web page.

4. **REFERENCE ORIENTATION MANUAL**

A. Suspending, Withdrawing or Reducing the Scope of Certification

The Certification Committee reviewed the facts regarding an expired BEAP's recertification attempt and evaluated whether any disciplinary action, for valid cause, should be taken with regard to the same individual's CPMP certification status.

Per ASHRAE policy, "misrepresentation and/or noncompliance with eligibility criteria ... constitutes serious ethical issues that require investigation and possible disciplinary action. Cause for denial, suspension, or revocation of certification includes but is not limited to ... falsification of any material information requested by ASHRAE Certification."

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

**Motion 2:** Revoke the existing certification status of a certificant and deny future certification application by the same certificant, pending the advice of ASHRAE legal advisors.

PASSED: 9-0-0 CNV

**Action Item 2 (October 4, 2019):** Staff to seek the opinion of the ASHRAE legal team regarding the decision to revoke the existing certification status of a certificant and deny future certification application by the same certificant.

B. Monitoring Program Effectiveness

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

**Motion 3:** Accept the findings of the Program Monitoring Task Force regarding the effectiveness of ASHRAE certification programs.

PASSED: 9-0-0 CNV

**Action Item 3 (October 4, 2019):** Mr. Monteiro and Staff to share Program Monitoring Task Force findings with the ASHRAE Marketing Department and seek its assistance in improving programs not performing satisfactorily.

5. **ELIGIBILITY REQUIREMENTS**

The Certification Committee considered if teaching experience in tasks tested on the BEAP exam may be acceptable to fulfill the following recertification requirement: “Lead, supervise or participate in five commercial (non-residential) audits during the certification cycle. No PDHs awarded.”

Some questions the Committee considered are as follows:

- a. How many teaching hours would be the equivalent of participating in one commercial audit?
- b. If the same course were taught a second time, would those teaching hours be accepted as the equivalent of participating in a second commercial audit?

**Action Item 4 (October 4, 2019):** Certification Committee to investigate how other credentialing bodies address the acceptability of teaching experience as a substitute for work experience, in particular for recertification purposes, and evaluate further in the next Certification Committee meeting.

6. **ANSI: CERTIFICATE OF CERTIFICATION**

ANSI confirmed that the metadata found in a digital badge fulfill the requirements for a certificate of certification.

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

**Motion 4:** Issue a Digital Badge in lieu of mailing a paper certificate.

PASSED: 9-0-0 CNV

**Action Item 5 (October 4, 2019):** Staff to implement this new digital badge as the certificate of certification procedure immediately.

7. **2019-20 MBOs**

The Certification Committee discussed the following 2019-20 MBO (#9) assigned to the Certification Committee:

Analyze the Certification Programs and develop metrics for evaluating the potential for new certifications aligned with Strategic Plan initiatives 1 (*promote best practices that enable adaptability, resilience and recovery of buildings and communities*) & 2 (*promote understanding of indoor environmental quality (IEQ) among practitioners*) after surveying members to establish interest and demand.

Following discussion, the Certification Committee considered the following next steps:

1. Generate proposals for possible certification program(s) that support SP Initiatives 1 and 2,
2. Survey members regarding interest and demand in the possible certification program(s)
3. Develop metric for evaluating the likelihood of success for the proposed program(s) [Attachment] COMPLETED.
4. Evaluate the likelihood of success.

**Action Item 6 (October 4, 2019):** Mr. Mehboob to provide background on why Strategic Plan Initiatives 1 & 2, in particular, were selected in creating MBO #9.

**Action Item 7 (October 4, 2019):** The Certification Committee to invite subject matter experts from select TCs and SSPCs and other groups at the 2020 Winter Conference to generate proposals for possible certification program(s) that support SP Initiatives 1 and 2.

**8. 2018-19 BUDGET & ACTUALS**

ASHRAE Certification was very close to meeting budget for revenue in 2018-19, while coming in under budget for exam development and delivery expense.

**9. MARKETING**

Mr. Kline presented Digital Badging analytics for the month of September.

**10. EXAM DEVELOPMENT**

Mr. Bettin referenced an overview of current exam development activities:

BCxP: Limited exam development budgeted for 2019-20.

BEMP: Limited exam development budgeted for 2019-20.

CHD: Exam passing score finalized Sept. 30.

HBDP: New form to launch in 2020.

HFDP: New form to launch in November.

**11. NEXT MEETING**

A Certification Committee meeting is scheduled to take place at the ASHRAE Winter Conference on Saturday, Feb. 1 @ 8:00 a.m. – Noon (EST) in Orlando, Florida.

**12. ADJOURN**

Mr. Bettin adjourned the meeting at 11:00 a.m. (EDT).

Respectfully Submitted,

Tim Kline