



## Minutes

### Certification Committee Meeting

Friday, October 21, 2022

#### Voting Members

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

#### Non-voting Members

Dunstan	McCauley	Coordinating Officer
Mark	Tome	BOD Ex Officio
Tim	Kline	Certification Manager
Susan	Polite	Support Coordinator – Career Development

**MOTIONS**  
**Meeting of October 21, 2022**

**Motion 1:** Adopt the consent agenda, which includes approval of the June 25, 2022 Meeting Minutes, completed action items, and the draft 2022-23 MBOs as distributed.

PASSED: 6-0-0 CNV

**Motion 2:** Indefinitely suspend remote proctoring until which time confidence in the security of this exam delivery mode is assured.

PASSED: 6-0-0 CNV

**Motion 3:** Recommend Kryterion to provide exam delivery services for ASHRAE Certification.

PASSED: 6-0-0 CNV

**Motion 4:** Recommend Dainis & Co. to provide exam development services for ASHRAE Certification.

PASSED: 6-0-0 CNV

**ACTION ITEMS**  
**Meeting of October 21, 2022**

**Action Item 1 (October 21, 2022):** Staff to remove draft status and post the Committee's June 25, 2022 minutes on the Committee's web page.

**Action Item 2 (October 21, 2022):** Certification Staff to add as a recurring MBO effective immediately that ASHRAE Certification staff monitor and report on developments in the security of remote proctoring, including at annual ANSI National Accreditation Board (ANAB) Client Day meetings, which are held in September.

**Action Item 3 (October 21, 2022):** Certification Staff to research the cost of delivering exams at an ASHRAE conference.

**Action Item 4 (October 21, 2022):** Certification Staff to forward the Kryterion recommendation to ASHRAE Director of Publications and Education for consideration.

**Action Item 5 (October 21, 2022):** Certification Staff to forward the Dainis & Co. recommendation to ASHRAE Director of Publications and Education for consideration.

1. **CALL TO ORDER**

The meeting was called to order at 2:00 p.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. **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 June 25, 2022 Meeting Minutes, completed action items, and the draft 2022-23 MBOs as distributed.

PASSED: 6-0-0 CNV

**Action Item 1 (October 21, 2022):** Staff to remove draft status and post the Committee's June 25, 2022 minutes on the Committee's web page.

4. **EXAM DELIVERY AND DEVELOPMENT SERVICES [MBO # 7]**

The RFP Task Force consisting of Ms. Cowman, Mr. Monteiro, Mr. Murthy, Mr. Patel and Mr. Tome was responsible for developing an RFP for examination delivery and development services, and evaluating and recommending proposals.

**A. Exam Delivery Services**

1. Remote Proctoring

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

**Motion 2:** Indefinitely suspend remote proctoring until which time confidence in the security of this exam delivery mode is assured.

PASSED: 6-0-0 CNV

**Action Item 2 (October 21, 2022):** Certification Staff to add as a recurring MBO effective immediately that ASHRAE Certification staff monitor and report on developments in the security of remote proctoring, including at annual ANSI National Accreditation Board (ANAB) Client Day meetings, which are held in September.

**Action Item 3 (October 21, 2022):** Certification Staff to research the cost of delivering exams at an ASHRAE conference.

2. Exam Delivery Services

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

**Motion 3:** Recommend Kryterion to provide exam delivery services for ASHRAE Certification.

PASSED: 6-0-0 CNV

**Action Item 4 (October 21, 2022):** Certification Staff to forward the Kryterion recommendation to the ASHRAE Director of Publications and Education for consideration.

**B. Exam Development Services**

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

**Motion 4:** Recommend Dainis & Co. to provide exam development services for ASHRAE Certification.

PASSED: 6-0-0 CNV

**Action Item 5 (October 21, 2022):** Certification Staff to forward the Dainis & Co. recommendation to the ASHRAE Director of Publications and Education for consideration.

5. **ADJOURN**

Ms. Cowman adjourned the meeting at 3:00 p.m. (EDT).

Respectfully Submitted,

Tim Kline