



## Minutes

### Certification Committee Meeting

Tuesday, Oct. 27, 2020

#### Voting Members

Ashley	Weekly	Chair
Kim	Cowman	Vice Chair
Kurt	Monteiro	Vice Chair
Bassel	Anbari	Member
Nick	Armstrong	Member
Suz Ann	Arroyo	Member
Suzanne	LeViseur	Member
R. Lee	Millies	Member
Grant	Page	Member
Rachel	Stuckey	Member
Kevin	White	Member

#### Non-voting Members

Chandra	Sekhar	BOD Ex Officio
Bill	Dean	Coordinating Officer
Tim	Kline	Certification Manager
Susan	Polite	Support Coordinator – Career Development

**Certification Committee Scope:** Evaluate and recommend proposals for new programs, and develop, maintain, monitor and evaluate certification programs.

**MOTIONS**  
**Meeting of Oct. 27, 2020**

**Motion 1:** Adopt the consent agenda, which includes approval of the Aug. 13, 2020 Meeting Minutes, completed action items, and 2020-21 MBOs.

PASSED: 10-0-0 CNV

**Motion 2:** Revoke the accused certificant's BCxP certification, permanently revoke future ASHRAE certification application, notify the complainant of the Committee's decision within 30 days, and notify the accused certificant's employer of the sanctions, provided the ASHRAE legal team supports this decision.

PASSED: 10-0-0

**Motion 3:** Send a letter to all current and former CHD and BCxP Exam Subcommittee members, notifying them of the circumstances of the breach, reiterating the importance of confidentiality and the security of examination content, and requesting that they provide any additional information they may have regarding the current breach.

PASSED: 9-0-0 CNV

**ACTION ITEMS**  
**Meeting of Oct. 27, 2020**

**Action Item 1 (Oct. 27, 2020):** Staff to remove draft status and post the Committee's Aug 13, 2020 minutes, minus any Executive Session outcomes, on the Committee's web page.

**Action Item 2 (Oct. 27, 2020):** Within 30 days, Staff to notify the accused certificant of the Committee's decision to revoke the certificant's CHD and BCxP certification, as well as future ASHRAE certification application, and provide information on how to appeal the decision.

**Action Item 3 (Oct. 27, 2020):** Within 30 days, Staff to notify the complainant of the Committee's decision.

**Action Item 4 (Oct. 27, 2020):** Staff to notify the accused certificant's employer of the sanctions, provided the ASHRAE legal team supports this decision.

**Action Item 5 (Oct. 27, 2020):** Staff to send a letter to all current and former CHD and BCxP Exam Subcommittee members, notifying them of the circumstances of the breach, reiterating the importance of confidentiality and the security of examination content, and requesting that they provide any additional information they may have regarding the current breach.

**Action Item 6 (Oct. 27, 2020):** Certification Committee to pursue opportunities to strengthen the Security of Examination Materials (ANSI 7.4) procedure for Item Development.

**Action Item 7 (Oct. 27, 2020):** Due to meeting time constraints, Certification Committee to evaluate in the next Committee meeting whether the proposed Staff actions in response to each of the four 2020 Reaccreditation application OFIs received from ANSI are sufficient for improving the respective accreditation standard requirement.

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

The meeting was called to order at 9:00 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. Anbari and seconded by Ms. LeViseur that the Certification Committee:

**Motion 1:** Adopt the consent agenda, which includes approval of the Aug. 13, 2020 Meeting Minutes, completed action items, and 2020-21 MBOs.

PASSED: 10-0-0 CNV

**Action Item 1 (Aug. 13, 2020):** Staff to remove draft status and post the Committee's Aug 13, 2020 minutes, minus any Executive Session outcomes, on the Committee's web page.

4. **ANSI: COMPLAINT AGAINST A CERTIFIED PERSON**

As a follow-up to the Aug. 13 Committee meeting, the Certification Manager notified the accused certificant of the full nature of the complaint of cheating on the CHD and BCxP certification exams with a request for a written response within thirty (30) days of the date of notification.

The Committee reviewed and discussed the accused certificant's response, in light of documentation previously reviewed.

The June 9 Meeting action item to revoke the accused certificant's CHD certification, after conducting and evaluating BCxP exam forensic analysis data, was noted.

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

**Motion 2:** Revoke the accused certificant's BCxP certification, permanently revoke future ASHRAE certification application, notify the complainant of the Committee's decision within 30 days, and notify the accused certificant's employer of the sanctions, provided the ASHRAE legal team supports this decision.

PASSED: 10-0-0

**Action Item 2 (Oct. 27, 2020):** Within 30 days, Staff to notify the accused certificant of the Committee's decision to revoke the certificant's CHD and BCxP certification, as well as future ASHRAE certification application, and provide information on how to appeal the decision.

**Action Item 3 (Oct. 27, 2020):** Within 30 days, Staff to notify the complainant of the Committee's decision.

**Action Item 4 (Oct. 27, 2020):** Staff to notify the accused certificant's employer of the sanctions, provided the ASHRAE legal team supports this decision.

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

**Motion 3:** Send a letter to all current and former CHD and BCxP Exam Subcommittee members, notifying them of the circumstances of the breach, reiterating the importance of confidentiality and the security of examination content, and requesting that they provide any additional information they may have regarding the current breach.

PASSED: 9-0-0 CNV

**Action Item 5 (Oct. 27, 2020):** Staff to send a letter to all current and former CHD and BCxP Exam Subcommittee members, notifying them of the circumstances of the breach, reiterating the importance of confidentiality and the security of examination content, and requesting that they provide any additional information they may have regarding the current breach.

**Action Item 6 (Oct. 27, 2020):** Certification Committee to pursue opportunities to strengthen the Security of Examination Materials (ANSI 7.4) procedure for Item Development.

5. **ANSI OFIs**

ASHRAE received four Opportunity for Improvement (OFI) citations during the ANSI review of ASHRAE's 2020 Reaccreditation application this past summer.

**Action Item 7 (Oct. 27, 2020):** Due to meeting time constraints, Certification Committee to evaluate in the next Committee meeting whether the proposed Staff actions in response to each of the four 2020 Reaccreditation application OFIs received from ANSI are sufficient for improving the respective accreditation standard requirement.

6. **NEXT MEETING**

A next meeting will take place in conjunction with the ASHRAE 2021 Virtual Winter Conference.

7. **ADJOURN**

Ms. Weekly adjourned the meeting at 10:30 a.m. (EDT).

Respectfully Submitted,

Tim Kline