



Certification Committee Member Job Description

(2018-24)

Certification Mission

The programs are intended to support the Mission of ASHRAE – ASHRAE will advance the arts and sciences of heating, ventilation, air conditioning and refrigeration to serve humanity and promote a sustainable world.

Scope of the Committee

The Certification Committee is responsible for developing, implementing and monitoring ASHRAE Certification Programs.

General Overview

I. Roles & Responsibilities

A. Establish Identity and Direction

1. Ensure Certification Programs support ASHRAE's Mission.
2. Define a strategic direction for ASHRAE Certification.
3. Seek and review information related to the reputation of ASHRAE Certification Programs.
4. Establish specific credentialing goals, including identification of credentialing programs to be implemented,
5. Develop and provide programs that position ASHRAE as a recognized source of certification for the HVAC&R industry.
6. Develop and implement certification programs for those persons wishing to enhance their careers related to the HVAC&R industry.

B. Ensure the Necessary Resources

1. Develop fee schedule for applications and administration procedures.
2. As necessary, determine the need for external expertise, such as for examination writing and statistical analysis purposes, and choose appropriate vendor.
3. Advocate for the Committee composition to reflect the strategic needs of ASHRAE Certification programs.
4. Understand ASHRAE Certification financial position.

C. Oversight

1. Manage certification programs against the ANSI/ISO/IEC 17024 standard for the accreditation of personnel certification bodies.
2. Monitor the effectiveness of programs after implementation,
3. Maintain up-to-date examination security risk management policies and procedures.
4. Conduct annual audit and management system review.
5. Establish work plan and schedule for implementation.
6. Establish education and work experience eligibility requirements to participate in each program.
7. Establish recertification requirements.
8. Determine examination requirements, such as test format and retesting rules.
9. Work with staff to develop application, operational and administration procedures.
10. Maintain records of applicants for certification and recertification in perpetuity.

D. Committee Operations

1. Review *Reference Orientation Manual* requirements.
2. Assess Certification Committee performance.
3. Monitor the performance of Exam Subcommittees and Task Forces.
4. Ensure meeting agendas focus on Committee roles and responsibilities.
5. Ensure easy access to information needed for effective decision making.

II. Composition of the Committee:

The 11 voting members should provide broad representation across the HVAC&R industry. Members should have an awareness of the current educational programs available from the Society and the technical information needs of various segments of the HVAC&R industry.

III. Term of Service:

3 years. Appointed by President-Elect.

IV. Required Qualifications:

The Chair and Vice Chairs (2) shall be either Member or Associate Member grade or higher.

V. Helpful Qualifications, Experience, Interests or Skills:

Interest in professional development, certifications, credentialing, career development.

VI. Specific Time, Money and Task Commitments

A. Attend the ASHRAE Annual (Summer) and Winter Meetings.

- Describe what dates they need to be there.
The Certification Committee meets on Saturday, from 8:00 a.m. to noon.
- Who covers transportation?
Transportation costs are paid by society. Transportation is cost of transportation to the meeting only. Room and board are not reimbursed.
- Detail any other expenses covered by Society.
NA
- Special events to be aware of at this meeting.
NA

B. Requirements between Annual and Winter meetings.

- Describe frequency of conference calls.
The Certification Committee will have at least a Spring conference call and a Fall conference call between meetings. Other conference calls may be scheduled as necessary.
- Describe individual work load and anticipated time requirement per week (or month):
Most of the Committee's work is done during the two face-to-face meetings. In addition, Committee Members may be asked to respond to ad hoc e-mail queries.
- Subcommittee work description.
The Certification Committee's Exam Subcommittees are program-based and meet as needed during the development and/or revision of a certification program. Each program will have an assigned Certification Committee liaison. The initial meetings of a Subcommittee during program development will be by conference call. Then, the examination writing and review team may meet face-to-face at least three times: once for 3 days and the other two times for 2 days each.

We welcome interested parties to find out more about both the Certification Committee and ASHRAE's certification programs by visiting the following two webpages:

1. The Certification Committee website:

<https://www.ashrae.org/communities/committees/standing-committees/certification-committee>

2. The Certification website: <http://www.ashrae.org/certification>