Certification Committee Meeting

Saturday, February 1, 2020
8:00 a.m. – Noon (EST)

Hilton Orlando – Headquarter Hotel
Room: Lake Meeting Rooms (L), Clear Lake
6001 Destination Pkwy
Orlando, FL 32819

Agenda

1. Call to Order / Opening Remarks / Roll Call / Introductions (M. Bettin, 8:00 a.m.)

2. ASHRAE Code of Ethics Commitment (M. Bettin, 8:05 a.m.)

As members of ASHRAE or participants in ASHRAE committees, we pledge to act with honesty, fairness, courtesy, competence, integrity and respect for others in our conduct. ... We shall avoid real or perceived conflicts of interest whenever possible, and disclose them to affected parties when they do exist. (See complete Code of Ethics: https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics.)

3. Review of Agenda (M. Bettin, 8:10 a.m.)

4. Consent Agenda (M. Bettin, 8:15 a.m.)

Chair Mark Bettin will ask the Committee if it would like any item under the consent portion of the agenda removed and placed on the regular Committee meeting agenda for discussion. Mr. Bettin will then ask for a motion to accept the consent agenda.

A. Approval of December 12, 2019 Meeting Minutes [Attachment]
B. Completed Action Items [Appendix A]
C. 2019-20 MBOs [Appendix B]
5. Management System Review of Input & Output [MBO# 4] (M. Bettin, 8:20 a.m.)

A. Input Review (8:20 a.m.)

To ensure the requirements of the 17024 International Standard have been met and that the management system is effectively implemented and maintained, Mr. Bettin will lead the Committee in evaluating the following information:

- Results of Internal and External Audits (e.g. accreditation body assessment)
  - 2019 06 07 Year 4 PCAC Surveillance Assessment Report [Attachment]
  - 2019 Internal Audit Findings [Attachment]
- Feedback from Applicants, Candidates, Certified Persons and Interested Parties Related to the Fulfillment of this International Standard
- Assessments of Third-party Contractors
  - List of ASHRAE Certification Third-party Contractors [Attachment]
  - Draft Third-party Contractor Assessment - PSI [Attachment]
  - Draft Third-party Contractor Assessment – Credly/Acclaim [Attachment]
  - 2019 12 03 Third-Party Contractor Exam Delivery CBT Onsite Assessment [Attachment]

Mr. Bettin will ask the Committee to finalize the PSI and Credly/Acclaim “Third-party Contractor Assessments.”

- Safeguarding Impartiality
  - Draft 2019 Impartiality Threat Analysis [Attachment Note: updates over 2018 in blue highlight.]

Mr. Bettin will ask the Committee to finalize the “Impartiality Threat Analysis.”

- The Status of Preventive and Corrective Actions
  - 2019 Operations Non-conformities Preventive and Corrective Actions Log [Attachment]
• Follow-up Actions from the Previous Management Review
  
  - Certification Committee January 12 2019 Minutes [Attachment]

  Note: the one action item from the Jan. 12, 2019 Management Review is still to be completed. To ensure the most meaningful outcome, the data from the accredited program with the most examination exposures – the BCxP program – will be evaluated. This action item will be completed in March-April, 2020 when the current BCxP exam form is retired and a Test Analysis Report is developed.

• The Fulfillment of Objectives
  
  - 2019-20 MBOs [Appendix B]

• Changes that Could Affect the Management System
  
  - Certification Lifetime & Annual Statistics (Attachment)

• Appeals and Complaints
  
  - 2019 Appeals Log [Attachment]
  - 2019 Complaints Log [Attachment]

B. Output Review (9:00 a.m.)

To ensure the requirements of the 17024 International Standard have been met and that the management system is effectively implemented and maintained, the Certification Committee shall render decisions and actions related to the following:

• Improvement of the Effectiveness of the Management System and its Processes, as Detailed in the Reference Orientation Manual [Attachment p. 39-40],
• Improvement of the Certification Services Related to the Fulfilment of this International Standard
• Resource Needs
6. Reference Orientation Manual [MBO# 3, 4] (M. Bettin 9:30 a.m.)

   A. Application Process

      Mr. Kline will relate relevant information presented during the two-day 2019 ANSI Client Day Meeting and Workshop. In light of this information, Mr. Bettin will invite the Committee to consider a proposed update to the Reference Orientation Manual [Attachment, p. 23]

   B. Other Updates

      In light of recent changes to application processing, Mr. Bettin will invite the Committee to consider proposed updates to the Reference Orientation Manual [Attachment, p. 18, 19, 27, 38]

7. Eligibility Requirements [MBO# 3] (M. Bettin 9:45 a.m.)

   Chair Mark Bettin will ask the Committee to consider the question of whether teaching experience in tasks tested on the BEAP exam may be accepted to fulfill the following recertification requirement: “Lead, supervise or participate in five commercial (non-residential) audits during the certification cycle. No PDHs awarded.”

   In the Dec. 12, 2019 meeting, the Committee requested that the certified BEAP in question submit energy audit project and energy audit-related teaching experience details. [Attachments x 4]

   The certified BEAP in question offers that in order to teach job tasks, one has to be able to do the job tasks. Further to that, the certified BEAP adds that to be successful such teachers need to be up-to-date with current job practice.

8. Budget [MBO# 2, 3, 8, 9] (M. Bettin, 10:00 a.m.)

   2019-20 Financials [Attachment]

9. Marketing [MBO# 2, 3] (M. Bettin, 10:10 a.m.)

   A. Updated Drip Email Campaign [Attachments x 3]

      Drip email campaigns are being updated to incorporate digital badging.

   B. Digital Badging [Appendix C]
C. Updated Certification Brochure [Attachment]

The Certification brochure has been streamlined and updated to include mention of digital badging.

D. Monitoring Program Effectiveness

Certification staff are meeting with ASHRAE Marketing on Feb. 13 to review possible root causes for two underperforming certification programs, potential corrective marketing activities, and develop a Marketing plan to help return these two programs to health.

10. 2020-21 Committee Composition [MBO# 3] (M. Bettin, 10:30 a.m.)

Per the “Certification Committee Member Job Description,” a Committee Member responsibility is to “advocate for the Committee composition to reflect the strategic needs of ASHRAE Certification programs.” [Appendix D]

Board-appointed committees, including Certification, have been invited to submit by February 15 the names of candidates to serve on their respective committees.

Mr. Bettin will reference the current Certification Committee roster and invite the Committee to make recommendations to nominate candidates that will help meet the strategic needs of ASHRAE Certification programs. [Attachment]

Committee members will be asked to contact recommended nominees regarding their possible interest and submit nominations electronically.

11. Application Fee Schedule [MBO# 1, 2, 3, 8] (M. Bettin, 11:00 a.m.)

In this annual evaluation, Mr. Bettin will invite the Certification Committee to evaluate the application fee schedule for any possible updates. The application fee schedules were last updated in January, 2016, with updates taking effect July 1, 2016. Competitive pricing data may be found in Appendix E.

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Recertification

**Member**
- On time: $125
- Grace Period: $25
- Grace Period: $295

**Non-Member**
- On time: $195
- Grace Period: $295
- Grace Period: $395

12. ExO Update [MBO# 3] (C. Sekhar, M. Bettin 11:15 a.m.)

A. Executive Officer Update

BOD Ex-Officio Dr. Chandra Sekhar will provide an update on Society-wide initiatives.

B. 2019-2024 Strategic Plan (19-24 SP)

13. Exam Development [MBO# 3, 4] (M. Bettin, 11:30 a.m.)

Mr. Bettin will reference an overview of current exam development activities:

- **BCxP:** New exam form scheduled to launch March, 2020.
- **BEMP:** New exam form scheduled to launch March, 2020.
- **HBDP:** New form to launch July 1, 2020.
- **HFDP:** New form to launch in February, 2020.

14. New Business [MBO# 2, 3] (11:40 a.m.)

- CTTC Report Jan. 31 [Attachment]

15. Next Meeting (M. Bettin, 11:55 a.m.)

- Publications & Education Council Meeting Tue., Feb. 4 @ 8:00 - Noon

16. Adjourn (M. Bettin, Noon)