



Minutes

Certification Committee Meeting

February 28, 2024

Voting Members

Nick	Armstrong	Chair
Suz Ann	Arroyo	Vice Chair
Badri	Patel	Vice Chair
Rodrigo	Arias	Member (absent)
Marius	Balan	Member
Gregory	Jones	Member (absent)
Apichit	Lumlertpongpana	Member (absent)
Carlos	Mitroga	Member
Vikram	Murthy	Member
Keith	Reihl	Member
Marianna	Vallejo	Member

Non-voting Members

Billy	Austin	Coordinating Officer (absent)
Mark	Tome	BOD Ex Officio
Tim	Kline	Certification Manager

MOTIONS
Meeting of February 28, 2024

Motion 1: Adopt the consent agenda, which includes approval of the January 20, 2024 Meeting Minutes, completed action items, and 2023-24 MBOs as distributed.

PASSED: 7-0-0 CNV

Motion 2: Ratify the Certified Decarbonization Professional (CDP) certification scheme requirements, as amended.

PASSED: 7-0-0 CNV

ACTION ITEMS
Meeting of February 28, 2024

Action Item 1 (February 28, 2024): Staff to remove draft status and post the Committee's January 20, 2024 minutes on the Committee's web page.

Action Item 2 (February 28, 2024): Staff to publish the CDP eligibility requirements in the CDP Candidate Guidebook.

Action Item 3 (February 28, 2024): A Task Force with Ms. Arroyo, Mr. Balan, Mr. Murthy and Mr. Patel to draft 2024-25 MBOs.

1. **Call to Order**

The meeting was called to order at 10:00 a.m. (EST). A roll call was conducted.

2. **ASHRAE Value Statement**

Meeting participants were reminded that the meeting would be conducted in accordance with the ASHRAE Value Statement.

3. **Consent Agenda**

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

Motion 1: Adopt the consent agenda, which includes approval of the January 20, 2024 Meeting Minutes, completed action items, and 2023-24 MBOs as distributed.

PASSED: 7-0-0 CNV

Action Item 1 (February 28, 2024): Staff to remove draft status and post the Committee’s January 20, 2024 minutes on the Committee’s web page.

4. **CDP Job Task Analysis [MBO 4.4]**

4.4 Launch new Certified Decarbonization Professional (CDP) certification.

The Certification Committee considered the CDP job task analysis and evaluated the recommended CDP scheme components, including the scope of the certification, prerequisites for certification and recertification, the exam content outline and the code of conduct, and in the end made the following amendments (in blue font) to the scheme:

- Education & Work Experience Requirements

... decarbonization-related work experience

*Decarbonization-related work experience may be defined by the tasks tested on the CDP exam (Appendix A)

- Recertification Requirements

... must lead, supervise, or participate in one (1) building decarbonization project (~~from planning to construction~~) within three (3) years; the first project earns no PDHs

A minimum of ~~5~~ 10 PDHs must come from Continuing Education (CE)

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

Motion 2: Ratify the CDP scheme requirements, as amended.

PASSED: 7-0-0 CNV

Action Item 2 (February 28, 2024): Staff to publish the CDP eligibility requirements in the CDP Candidate Guidebook.

5. **2024-25 MBOs**

Action Item 3 (February 28, 2024): A Task Force with Ms. Arroyo, Mr. Balan, Mr. Murthy and Mr. Patel to draft 2024-25 MBOs.

6. **Adjourn**

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

Respectfully Submitted,

Tim Kline