



## **Certification Committee Meeting**

**Saturday, January 20, 2024**

### **Voting Members**

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

### **Guests**

Kevin	Brown
Emagii	Graves
Bin	Lin
Lixia	Wu

### **Non-voting Members**

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

**MOTIONS**  
**Meeting of January 20, 2024**

**Motion 1:** Adopt the consent agenda, which includes approval of the June 24, 2023 Meeting Minutes, completed action items, and draft 2023-24 MBOs.

PASSED: 7-0-0 CNV

**Motion 2:** Finalize the 2023 Third-party Contractor Assessment findings for Kryterion, Dainis & Co. and Credly.

PASSED: 9-0-0 CNV

**Motion 3:** Finalize the findings in the 2023 Impartiality Threat Analysis.

PASSED: 9-0-0 CNV

**Motion 4:** Accept Task Force recommended updates to the application fee schedule and a recommended update of the Developing Economies discount from 40% to 50%, to take effect July 1, 2024 with an initial announcement to take place on May 1, 2024.

PASSED: 9-0-0 CNV

**ACTION ITEMS**  
**Meeting of January 20, 2024**

**Action Item 1 (January 20, 2024):** Staff to remove draft status and post the Committee's June 24, 2023 minutes on the Committee's web page.

**Action Item 2 (January 20, 2024):** Staff to send Kryterion, Dainis & Co. and Credly their 2023 Third-party Contractor Assessments.

**Action Item 3 (January 20, 2024):** Certification Committee in next meeting to evaluate recertification rate statistics and recertification audit outcomes to identify opportunities to improve recertification rate and/or audit outcomes.

**Action Item 4 (January 20, 2024):** Mr. Patel and staff to meet with ASHRAE IT to explore opportunities to leverage ASHRAE association management software (AMS) as location for logging PDHs in order to enhance customer experience.

**Action Item 5 (January 20, 2024):** Staff to forward recommended updates to the application fee schedule to the ASHRAE staff Director of Publications and Education for evaluation.

**Action Item 6 (January 20, 2024):** Staff to report to the Publishing & Education Council the Certification Committee's suggested recommendations for changes to the current strategic plan.

**Action Item 7 (January 20, 2024):** Committee members to invite potential nominees to [submit nominations electronically](#) by Feb. 16, 2024.

## Minutes

### 1. Call to Order

The meeting was called to order at 8:02 a.m. (CST). 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. ASHRAE Commitment to Care

Meeting participants were reminded that the meeting would be conducted in accordance with the ASHRAE Commitment to Care protocols.

### 4. Consent Agenda

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

**Motion 1:** Adopt the consent agenda, which includes approval of the June 24, 2023 Meeting Minutes, completed action items, and draft 2023-24 MBOs.

PASSED: 7-0-0 CNV

**Action Item 1 (January 20, 2024):** Staff to remove draft status and post the Committee's June 24, 2023 minutes on the Committee's web page.

### 5. Annual Management System Review of Input & Output [MBO# 4.1]

#### A. Input Review

To ensure the requirements of the 17024 International Standard have been met and that the management system is effectively implemented and maintained, Chair Nick Armstrong led the Certification Committee, both in-person and online Members, in evaluating the following information from 2023:

- Results of Internal and External Audits
  - ANSI 2023 ASHRAE Y3 Annual Surveillance
  - ASHRAE 2023 Y3 Surveillance

- ASHRAE Surv Year 3 2023 ANAB Report
- 2023 Internal Audit Findings
  - 2023 Internal Audit Parts 4 - 8 and Findings
  - 2023 Internal Audit Parts 9 - 10 and Findings
- Result of 2022 Audit of Recertification candidates: 11 of 17 audit subjects met requirements, resulting in 6 revocations, compared to 2021 and 2020 Audits which saw 15 of 16 and 16 of 17 audit subjects, respectively, meet requirements.
- Feedback from Applicants, Candidates, Certified Persons and Interested Parties Related to the Fulfillment of this International Standard
  - 2023 Complaints Log
- Assessments of Third-party Contractors
  - List of ASHRAE Certification Third-party Contractors [*Attachment*]
  - Draft 2023 Third-party Contractor Assessment - Kryterion
  - Draft 2023 Third-party Contractor Assessment – Dainis & Co.
  - Draft 2023 Third-party Contractor Assessment – Credly
  - 2023 02 20 Third-party Contractor Test Center Exam Delivery Assessment
  - 2023 02 23 Third-party Contractor Test Center Exam Delivery Assessment
  - 2023 04 12 Third-party Contractor Test Center Exam Delivery Assessment

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

**Motion 2:** Finalize the 2023 Third-party Contractor Assessment findings for Kryterion, Dainis & Co. and Credly.

PASSED: 9-0-0 CNV

**Action Item 2 (January 20, 2024):** Staff to send Kryterion, Dainis & Co. and Credly their 2023 Third-party Contractor Assessments.

- Safeguarding Impartiality
  - Draft 2023 Impartiality Threat Analysis

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

**Motion 3:** Finalize the findings in the 2023 Impartiality Threat Analysis.

PASSED: 9-0-0 CNV

- The Status of Preventive and Corrective Actions
  - 2023 Operations Non-conformities Preventive and Corrective Actions Log
- Follow-up Actions from the Previous Management Review
  - Certification Committee February 4, 2023 Minutes
- The Fulfillment of Objectives
  - 2023-24 MBOs
- Changes that Could Affect the Management System
  - 2023 12 31 Certification Lifetime & Annual Statistics
- Appeals and Complaints
  - 2023 Appeals Log
  - 2023 Complaints Log
  - 2023 Complaints Against Certified Persons Log

B. Output Review (9:50 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, both in-person and online Members, shall render any decisions and actions related to the following:

- Improvement of the Effectiveness of the Management System and its Processes

**Action Item 3 (January 20, 2024):** Certification Committee in next meeting to evaluate recertification rate statistics and recertification audit outcomes to identify opportunities to improve recertification rate and/or audit outcomes.

- Improvement of the Certification Services Related to the Fulfilment of this International Standard

**Action Item 4 (January 20, 2024):** Mr. Patel and staff to meet with ASHRAE IT to explore opportunities to leverage ASHRAE association management software (AMS) as location for logging PDHs in order to enhance customer experience, including making the recertification process easier, potentially leading to even better recertification rates.

- Resource Needs

No additional resource needs were identified.

## 6. **CDP Job Task Analysis [MBO 4.4]**

*4.4 Launch new Certified Decarbonization Professional (CDP) certification.*

Mr. Armstrong referenced a timeline for developing the Certified Decarbonization Professional (CDP) certification program, and then Mr. Reihl, Chair of the CDP Exam Subcommittee, provide an update on developments.

Mr. Armstrong thanked Mr. Reihl and the CDP Exam Subcommittee for their well-executed planning and progress towards launching the CDP. The Certification Committee will meet in February to review and potentially approve recommendations for the Certified Decarbonization Professional (CDP) certification scheme.

## 7. **Financials [MBO# 2, 1, 3]**

Mr. Armstrong referenced the PubEd Dashboard December, 2023 and the Certification Financial Report for the period ending December 31, 2023.

## 8. **Application Fee Schedule [MBO# 7]**

*7. Evaluate the certification and recertification application fee schedule and recommend any possible updates in the 2024 Winter Conference meeting.*

In this annual evaluation, Mr. Armstrong invited a Task Force with Ms. Arroyo, Mr. Patel and Mr. Reihl to present its recommended updates to the application fee schedule.

Mr. Armstrong then invited the Certification Committee, both in-person and online Members, to consider these recommendations and finalize any recommended updates to the application fee schedule.

It was noted that the proposed increase in fees tracks with the U.S. Consumer Price Index, and that the proposed fees are comparable to those of competing certification programs.

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

**Motion 4:** Accept Task Force recommended updates to the application fee schedule and a recommended update of the Developing Economies discount from 40% to 50%, to take effect July 1, 2024 with an initial announcement to take place on May 1, 2024.

PASSED: 9-0-0 CNV

	<u>2016 – 2023</u>	<u>2024 07 01</u>
<b>Certification</b>		
<u>Member</u>		
Initial:	\$395	\$495
Re-take:	\$175	\$220
<u>Non-Member</u>		
Initial:	\$595	\$745
Re-take:	\$225	\$285
<b>Recertification</b>		
<u>Member</u>		
On time:	\$195	\$245
Grace Period:	\$295	\$375
<u>Non-Member</u>		
On time:	\$295	\$375
Grace Period:	\$395	\$495



**Action Item 5 (January 20, 2024):** Staff to forward recommended updates to the application fee schedule to the ASHRAE staff Director of Publications and Education for evaluation.

## 9. 2019 – 2025 Strategic Plan

The Certification Committee developed the following suggested recommendations for changes to the 2019-2025 Strategic Plan:

- Consider further organizational streamlining of the Publishing & Education Council.
- To support indoor environmental quality, consider an IEQ certification effort in partnership with the American Industrial Hygiene Association (AIHA).
- Pursue more input from more junior members, including YEA, in developing the Strategic Plan.
- Pursue enhanced visibility regarding the measures being taken to achieve the Strategic Plan goals.
- With TFBD dissolving at the end of SY 2023-24, what will the next iteration(s) of this group be and how can Members volunteer?
- Considering the fact that a Strategic Plan Goal is devoted to maximizing Member value and engagement, why hasn't membership increased?

**Action Item 6 (January 20, 2024):** Staff to report to the Publishing & Education Council the Certification Committee's suggested recommendations for changes to the current strategic plan.

## 10. 2024-25 Committee Composition [MBO# 3, 4]

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," and the 11 voting members should "provide broad representation across the HVAC&R industry."

Mr. Armstrong referenced the current Certification Committee roster and invited the Committee to make recommendations to nominate candidates that will help meet the strategic needs of ASHRAE Certification programs, as well as provide broad representation across the HVAC&R industry.

**Action Item 7 (January 20, 2024):** Committee members to invite potential nominees to [submit nominations electronically](#) by Feb. 16, 2024.

11. **ExO Update [MBO# 3]**

BOD Ex-Officio Mr. Mark Tome provided an update on Society-wide initiatives.

12. **Exam Development [MBO# 3, 4]**

Mr. Armstrong referenced an overview of upcoming exam development activities:

BEMP: Exam development against new blueprint beginning February 1, 2024

CHD: New form to be released in Spring/Summer, 2023

CDP: Initial form to be released June, 2024

HBDP: Exam development against new blueprint beginning February 1, 2024

HFDP: Exam development against new blueprint beginning July 1, 2024

13. **New Business [MBO# 3]**

Mr. Reihl presented highlights from his Certification presentation at the CTTC meeting on Jan. 19, 2024.

14. **Adjourn**

Mr. Armstrong adjourned the meeting at 12:02 p.m. (CDT).

Respectfully Submitted,

Tim Kline