



Certification Committee Meeting

Saturday, June 22, 2024

Voting Members

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

Guests

Kevin	Brown
Richard	Gunpat
Nivedita	Jadhan
Suzanne	LeViseur
Jonathon	Smith

Non-voting Members

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

MOTIONS
Meeting of June 22, 2024

Motion 1: Adopt the consent agenda, which includes approval of the February 28, 2024 Meeting Minutes, completed action items, 2023-24 MBOs, 2024-25 MBOs, and a slate of nominees and alternates for seven Exam Subcommittees for the 2024-27 term.

PASSED: 10-0-0 CNV

Motion 2: Ratify the recommended updates to the HFDP certification scheme, with the following amendment:

For recertification purposes, allow 3 PDHs to be earned per hour for the first time a workshop or course is taught, then 1 PDH per hour may be earned for each of the next two subsequent equivalent presentations. Up to 15 PDHs maximum may be earned from workshops and courses taught.

PASSED: 10-0-0 CNV

ACTION ITEMS
Meeting of June 22, 2024

Action Item 1 (June 22, 2024): Staff to remove draft status and post the Committee's February 28, 2024 minutes on the Committee's web page.

Action Item 2 (June 22, 2024): Staff to update all eight (8) Candidate Guidebooks to reflect that beginning in 2025 for recertification purposes three (3) PDHs may be earned per hour the first time a workshop or course is taught, then 1 PDH per hour may be earned for each of the next two subsequent equivalent presentations. Up to 15 PDHs maximum may be earned from workshops and courses taught.

Action Item 3 (June 22, 2024): A Task Force with Ms. Arroyo, Mr. Jones, Mr. Patel and Ms. Vallejo to identify opportunities to standardize PDH options for recertification purposes across all certification programs.

Action Item 4 (June 22, 2024): A Task Force with Ms. Cole, Mr. Jones, Mr. Murthy and Mr. Patel to monitor the effectiveness of certification programs and recommend and implement any steps to improve program effectiveness.

Action Item 5 (June 22, 2024): A Task Force with Ms. Arroyo, Mr. Balan, Mr. Patel and Mr. Reihl to determine need and demand for leveraging ASHRAE AMS as location for logging PDHs in order to enhance customer experience.

Action Item 6 (June 22, 2024): Mr. Kline to invite 2023-24 Certification Committee members to complete a self-assessment.

Action Item 7 (June 22, 2024): Ms. Vallejo to present at the next Certification Committee meeting highlights from the Certification presentation at the June 21, 2024 CTTC meeting.

Action Item 8 (June 22, 2024): Mr. Kline to provide Rhiannon Masterson, Manager of Chapter Programs, background regarding the extent to which training and certification may be promoted/coordinated.

Minutes

1. Call to Order

The meeting was called to order at 8:02 a.m. (EDT). 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. Review of Agenda

Chair Nick Armstrong reviewed the agenda and asked meeting participants if they would like to add any new business.

Mr. Armstrong referenced the BOD approved ASHRAE Simplified Rules of Order & Meeting Fundamentals.

4. Consent Agenda

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

Motion 1: Adopt the consent agenda, which includes approval of the February 28, 2024 Meeting Minutes, completed action items, 2023-24 MBOs, 2024-25 MBOs, and a slate of nominees and alternates for seven Exam Subcommittees for the 2024-27 term.

PASSED: 10-0-0 CNV

Action Item 1 (June 22, 2024): Staff to remove draft status and post the Committee's February 28, 2024 minutes on the Committee's web page.

5. Financials [MBO# 2, 1, 3]

Mr. Armstrong referenced the PubEd Dashboard May, 2024 and the Certification Financial Report for the period ending May 31, 2024.

6. **Certified Decarbonization Professional (CDP) [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, provided an update on developments.

7. **HFDP Job Task Analysis [MBO #4.2]**

4.2 Conduct HFDP Job Task Analyses (JTA)

Mr. Armstrong referenced the outcomes of the HFDP program job task analysis.

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

Motion 2: Ratify the recommended updates to the HFDP certification scheme, with the following amendment:

For recertification purposes, allow 3 PDHs to be earned per hour for the first time a workshop or course is taught, then 1 PDH per hour may be earned for each of the next two subsequent equivalent presentations. Up to 15 PDHs maximum may be earned from workshops and courses taught.

PASSED: 10-0-0 CNV

Action Item 2 (June 22, 2024): Staff to update all Candidate Guidebooks to reflect that for recertification purposes three (3) PDHs may be earned per hour the first time a workshop or course is taught, then 1 PDH per hour may be earned for each of the next two subsequent equivalent presentations. Up to 15 PDHs maximum may be earned from workshops and courses taught.

Action Item 3 (June 22, 2024): A Task Force with Ms. Arroyo, Mr. Jones, Mr. Patel and Ms. Vallejo to identify opportunities to standardize PDH options for recertification purposes across all certification programs.

8. **Strategic Planning [MBO# 9]**

Mr. Armstrong led Certification Committee meeting participants, both in-person and online Members and guests, in updating the ASHRAE Certification program Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis conducted on June 25, 2022.

The updated SWOT analysis will be a resource to enable the Certification Committee to continue to build on what ASHRAE does well, address what is lacking, seize new openings and minimize risks (<https://www.mindtools.com>).

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

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

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

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

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

CHD: New exam form to be released in Summer/Fall, 2024

CDP: Initial exam form to be released June 25, 2024

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

HFDP: Exam development against new blueprint beginning January 1, 2025

11. **2024-25 MBOs**

Incoming Chair Suz Ann Arroyo invited Certification Committee Members, both in-person and online, to volunteer for four (4)-person Task Forces to address 2024-25 MBOs.

Action Item 4 (June 22, 2024): A Task Force with Ms. Cole, Mr. Jones, Mr. Murthy and Mr. Patel to monitor the effectiveness of certification programs and recommend and implement any steps to improve program effectiveness.

Action Item 5 (June 22, 2024): A Task Force with Ms. Arroyo, Mr. Balan, Mr. Patel and Mr. Reihl to determine need and demand for leveraging ASHRAE AMS as location for logging PDHs in order to enhance customer experience.

12. **SY Volunteers**

Mr. Armstrong recognized Certification Committee Member Rodrigo Arias, who is completing his term.

Mr. Armstrong recognized 2024-25 Certification Committee Members, Chair and Vice Chairs.

Action Item 6 (June 22, 2024): Mr. Kline to invite 2023-24 Certification Committee members to complete a self-assessment.

13. **New Business [MBO# 3] (11:40 a.m.)**

Action Item 7 (June 22, 2024): Ms. Vallejo to present at the next Certification Committee meeting highlights from the Certification presentation at the June 21, 2024 CTTC meeting.

Action Item 8 (June 22, 2024): Mr. Kline to provide Rhiannon Masterson, Manager of Chapter Programs, background regarding the extent to which training and certification may be promoted/coordinated.

14. **Adjourn**

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

Respectfully Submitted,

Tim Kline