



**CERTIFICATION
& TESTING**

**International Code Council
Professional Development Council
Certification Committee
(CC)**

November 5, 2015
Las Vegas, NV

| CC Member | Location |
|--------------------------------|-----------------|
| Autumn Hartsoe [CC Chair] | Phoenix, AZ |
| Ken Morong [CC Vice-chair] | Omaha, NE |
| Cindy Davis | Richmond, VA |
| Hakim Bayyoud | Beaufort, SC |
| Gerard Cattani | Orlando, FL |
| Jeremy Searfoss | Reading, PA |
| Gilbert Gonzales – BOD liaison | Murray, UT |

| ICC Staff Liaison | Location |
|--------------------------|-----------------|
| Michelle Porter | ICC Birmingham |
| Mark Johnson | ICC Brea |

MINUTES

1. Call to Order at 8:35 am PT on November 5, 2015

- a. Autumn Hartsoe, CC Chair, requested that Michelle Porter call roll. CC members and ICC staff members were present except Jeremy Searfoss. Self-introductions were made.
- b. Quorum was established.
- c. The agenda was approved as presented.
 - i. Motion. Second. Pass unanimous.
- d. Ms. Porter relayed general housekeeping items such as meal plans and flight schedules.

2. Previous Minutes

- a. The minutes from the September 22, 2015, CC meeting were approved as submitted.
 - i. Motion. Second. Pass unanimous.

3. Unfinished Business

- a. A proposed plan for certificants with expired certifications to be able to reinstate their certifications was presented by Ms. Hartsoe to the CC. Mark Johnson and Cindy Davis provided additional background on the initial request for a reinstatement program from an individual in [REDACTED] the [REDACTED] and others. Ms. Hartsoe walked the CC through the three categories of eligible individuals, and Mr. Johnson stressed the importance of keeping the plan as simple as possible, while emphasizing the importance of the continuing education units required under the plan. The criticality of notification of eligible individuals of this

plan through multiple venues was mentioned, as well as the need to [REDACTED] [REDACTED] once reinstated.

The potential [REDACTED] [REDACTED] were discussed. Mr. Johnson noted that any proposal by the CC/PDC would be to the ICC Board of Directors, who would make the ultimate decision to approve or not based upon both credibility and financial implications. Other options for past certificate holders to reinstate, [REDACTED], were talked about.

After lengthy discussion, the CC decided to keep the staff-recommended plan as-is for presentation to the PDC at the following day's meeting.

- b. Ms. Porter relayed that updates to the ICC Certification Program Standards and CC Rules of Procedure are underway using an outside consultant, and should be complete for presentation to the CC at the next scheduled meeting.
- c. The history of the request for a firestopping exam and the steps taken since original development approval by the Board for International Professional Standards (BIPS) was presented by Ms. Porter and Mr. Johnson. Staff is continuing to work with the [REDACTED] [REDACTED] to see if funding for an exam is available. As an alternative to a full-blown certification, the possibility of creating a certificate program for firestopping was discussed, with Ms. Porter relaying information on assessment-based certificate and digital badging programs to the CC. The group determined that if a certificate were to be developed for firestopping inspection, it would likely need to be coupled with an existing certification such as Commercial Building Inspector, and this certificate would need to be renewed periodically. No action was taken at this time while staff follows up with the previously noted stakeholders on either funding for certificate creation by ICC or a partnership for such.

4. New Business

- a. Three appeals and three hearings were conducted by the CC, after calling Courtney Montgomery, ICC Candidate Services Coordinator, for input during these agenda items.
 - i. The appeal of candidate [REDACTED] began with Ms. Porter presenting an overview of his situation. Mr. [REDACTED] was called at 12:30 pm, and presented his side of the story. Mr. [REDACTED] stated that due to missing labels on pages of the figure drawings used in his exam, he wasted time determining which drawings were which and subsequently failed. He also said that he should be credited for items related to the drawings such that he would pass the exam.

After concluding the call with Mr. [REDACTED] Ms. Montgomery noted that there were nine pages of figure drawings on this exam. ICC had previously offered Mr. [REDACTED] a voucher to retake the exam at Pearson VUE, but Mr. [REDACTED] had wished to wait until after the CC appeal.

Ms. Davis made a motion to uphold staff's decision to not issue the certification, and uphold the offer of an exam voucher, along with a refund of Mr. [REDACTED] exam fee and reimbursement of mileage to the test site. Ken Morong seconded the motion.

Motion. Second. Pass unanimous.

- ii. The appeal of ██████ started with a discussion on Mr. ██████ request to extend the timeframe in which to pass both modules of the Certified Building Official (CBO) certification. Mr. ██████ was called at 1:05 pm and his comments heard; he stated that he had tried to call the office March 3 and 4, but that a storm on the east coast had prevented him reaching anyone to request an extension at that time.

After ending the call with Mr. ██████ a motion was made by Ms. Davis to uphold staff decision against extending the three-year time limit, with a second by Mr. Morong.
Motion. Second. Pass unanimous.

- iii. Ms. Porter attempted to call candidate ██████ at 1:20 pm and left a voice mail, then again at 3:06 pm with no answer. The CC discussed Mr. ██████ request to transition from the Oregon building official certification to ICC's CBO based on a program that was discontinued in 2009. A motion was made by Ms. Davis to uphold staff denial of the CBO, with a second by Hakim Bayyoud.

1. Motion. Second. Pass unanimous.

- iv. The hearing of ██████ began with a discussion about the ██████ report of Mr. ██████ writing notes in his reference during his exam. Ms. Porter affirmed that she had seen the notes. Mr. ██████ was contacted at 1:43 pm and stated that he was simply making an arrow to a question he had already answered, but that he was not taking notes.

Ms. Porter discontinued the call with Mr. ██████ and a motion was made by Mr. Bayyoud to prohibit Mr. ██████ from testing for a period of one year. With no second, the motion was withdrawn.

Mr. Morong made a motion to prohibit Mr. ██████ from testing for a period of three years, with a second by Gerard Cattani.

Motion. Second. Pass unanimous.

- v. The hearing of ██████ began with Ms. Porter presenting the facts in this case, involving Mr. ██████ removing an exam packet from the test site after the proctor told him to erase pencil marks in his reference. Ms. Porter noted that Mr. ██████ passed this exam, but that ICC had not released his score due to this testing incident, and that the city of ██████ agreed with ICC's actions.

Mr. ██████ was called at 2:16 pm and stated that his letter to the CC was very clear and detailed, and that the proctor told him to take the packet out of the test center. He also said that no one told him there was a problem with his exam experience until his results were not released. He relayed that neither he nor the proctor broke any rules, and that he just wanted his score released.

Ms. Davis asked Mr. ██████ if he had removed the exam from the testing room, and he said that he had. He stated that the first proctor handed him the test and the second proctor instructed him to take the reference to his automobile, erase any pencil marks, and return to the room. He noted that the proctor saw he had the exam in his hand and

had the opportunity to take action at that time, but that as she did not, he had done nothing wrong.

After disconnecting the call with Mr. [REDACTED] Gilbert Gonzales noted his concern that the proctor, as representative of ICC, did not do her job correctly in allowing Mr. [REDACTED] to remove the exam from the site. It was stated that just because the proctor did or did not take specific action, Mr. [REDACTED] actions were not correct.

A motion was made by Mr. Bayyoud to withhold Mr. [REDACTED] score, with a second by Ms. Davis.

Motion. Second. Pass unanimous.

- vi. The hearing of [REDACTED] began with a discussion of the report from [REDACTED] of his writing in his reference during the exam.

Mr. [REDACTED] was called at 2:48 pm, and stated that he had taken and failed twice the [REDACTED] exam. He affirmed that he did not read what he signed prior to the exam, so he did not see the prohibition on writing in reference materials, and that he was simply writing down the questions he needed to study later. Mr. [REDACTED] stated that the proctor then told him he was not allowed to write in his book but allowed him to continue to exam, and that he allowed the proctor to confiscate his book after completion of his exam.

After ending the call with Mr. [REDACTED] a motion was made by Ms. Hartsoe to prohibit Mr. [REDACTED] from testing for a period of one year, with a second by Mr. Cattani.

Motion. Second. Pass unanimous (abstention by Mr. Morong; acquaintance with candidate).

- b. A review of Examination Development Committee minutes for meetings held since March 2015 was held, with a motion to approve the minutes as-is.

Motion. Second. Pass unanimous.

- c. A discussion on the future of the Disaster Response Inspector program began with Ms. Porter providing an overview of the exam history, [REDACTED], and options for discontinuing the exam. Mr. Johnson requested that prior to making a final decision on sunset of the exam, staff reach out to [REDACTED]

[REDACTED]. A question was raised as to the market for this exam, as disaster response is done primarily at the state level and overseen by FEMA. A brief discussion was held about transitioning this certification to a certificate program, tied to ICC's existing Commercial Building Inspector certification and reciprocal to other states' disaster response programs. No action was taken at time, waiting on staff follow-up with [REDACTED]

- d. Five Exam Development Committee (EDC) members' changes of employment were considered for reappointment under their existing terms, and all five were approved as follows:

- i. Terry Vosler – Green Building/IgCC
- ii. J. Michael Davis – CBO
- iii. Joey Sleeper – Plumbing

- iv. John Staires - Electrical
- v. Kim Kelly – Plumbing

e. Examination reference changes requested by two EDCs were presented by Ms. Porter.

- i. The Commercial Building EDC requested the addition of the ICC *Concrete Manual* as a mandatory reference. [REDACTED]

- ii. The Fire Extinguishing Systems (NAFED) EDC requested approval for the removal of the *International Codes* from the three exam in this program, [REDACTED]. A motion was made by Ms. Davis to approve the EDC's request, with a second by Mr. Cattani.

Motion. Second. Pass unanimous.

f. The CC reviewed applications for new terms on seven EDCs and voted upon each for three-year terms, beginning January 1, 2016, as follows:

- i. CBO – reappoint J. Michael Davis (KS) and Bruce Wilson (WY) for a second term as full members; move Michael LeBeau (ID) to full membership. Motion. Second. Pass unanimous. Appoint Warren Jackson (OR) as first alternate and Mary Cade Booth (GA) as second alternate. Motion. Second. Pass unanimous.
- ii. Electrical – appoint Robert Robinson (NM) as full member; appoint Glen Posey (GA) as first alternate and David Holt (FL) as second alternate. Motion. Second. Pass unanimous.
- iii. Fire Services – move Landon Stallings (TX) from alternate to full membership; reappoint Johnathan Hurst (CA) and Chris Bachman (IN) to a second term as full members; appoint Sean Schwartzkopf (CO) as full member; appoint Scott Keeley (SC) as alternate. Motion. Second. Pass unanimous.
- iv. Fire Sprinkler – reappoint Jeff Hugo (MI), Tom Noble (NV), Michael Nier (GA), Jon Roberts (OK), and Rich Soltis, Jr. (NJ), for a second term as full members; appoint Joe Jaramillo (CO) and James Barger (CA) as full members; appoint Justin Biller (VA) as alternate. Motion. Second. Pass unanimous.
- v. Green Building/IgCC – appoint Paul Sobek (CA) and Wanda Neal (CA) as full members; appoint Kevin Petrowsky (CA) as alternate. Motion. Second. Pass unanimous.
- vi. Reinforced/Prestressed Concrete – appoint James Lamb (IL) as alternate. Motion. Second. Pass unanimous (abstention by Mr. Morong).
- vii. Structural Steel and Welding – appoint James Bowen (NC), Alan Brown (VT), Kevin Buchanan (NY), Don Hill (ID), and Michael Chiappetta (IL) as full members; appoint David Mulvihill (WA) as alternate. Motion. Second. Pass unanimous.

g. The agenda item on creating direction for CEU provision by Preferred Providers was tabled.

h. The agenda item on a partnership between IAEI and ICC for solar/photovoltaic credentialing was moved to the November 6, 2015, agenda for Professional Development Council discussion.

i. Ms. Porter updated the CC on the status of two requests for proposal underway now or in the near future. An RFP for an internet-based testing vendor is anticipated to be out to bidders late

November, and an RFP for a [REDACTED]
[REDACTED]

- j. The item on a possible “ICC Academy” and other alternative credentialing ideas was discussed under 3c. in the agenda.
5. The location and date of the next CC meeting was discussed for likely late in February or early March. Staff will poll CC and PDC members for availability.
6. There being no further business to discuss, the meeting was adjourned at 4:55 pm PT.
 - i. Motion. Second. Pass unanimous.

[REDACTED]

Michelle Porter

Director—Certification and Testing

Autumn Hartsoe
Certification Committee Chair