



ICC Professional Development Council Certification Committee Meeting

February 26, 2025

12:30 PM CT

Teams

MEETING MINUTES

1.0 CALL TO ORDER

Pete Zvingilas called the meeting to order at 12:34 PM CT.

2.0 ROLL CALL ESTABLISHMENT OF QUORUM

Mr. Zvingilas requested Autumn Saylor call roll. A quorum was established with attendees noted as below.

Name	City, State	Present
Peter Zvingilas – Chair	Hartford, CT	X
Tyler Jennings – Vice-Chair	Casa Grande, AZ	X
Ashley Ong	Winter Park, FL	X
Johnny Goetz	Woodland Hills, CA	X
Megan Foley	Reynoldsburg, OH	X
Theodore Zuk	Jackson County, OR	X
Rich Truitt – PDC Chair	Bel Air, MD	X
JC Hudgison – BOD Liaison	Tampa, FL	X
ICC Staff		
Autumn Saylor	Birmingham, AL	X
Ron Piester	Birmingham, AL	
Margaret Awokoya	Birmingham, AL	X
Whitney Doll	Washington, DC	X

3.0 REVIEW AND APPROVE AGENDA

Mr. Zvingilas presented the draft agenda for consideration. Motion made and seconded to approve the meeting agenda. Motion passed unanimously.

4.0 APPROVE PREVIOUS MINUTES

Mr. Zvingilas presented the meeting minutes from the December 23, 2024, CC meeting for consideration. Motion made and seconded to approve the meeting minutes. Motion passed unanimously.



5.0 EXECUTIVE SESSION (ACTION ITEMS)

Due to the nature of the discussions, a motion was made to go into executive session. The executive session began at 12:36 PM CT and ended at 2:47 PM CT.

5.1 Exam Development Committees

a. Member Changes of Employment

5.2 Disciplinary Hearings

Symptom	Baseline (%)	12 weeks (%)
Pain	85	15
Stiffness	80	10
Fatigue	75	10
Swelling	70	10





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6.0 NEXT MEETING

In addition, the next in-person CC, EC and PDC meetings will be held at the end of April in conjunction with the Chapter Leadership Academy in Orlando.

7.0 ADJOURNMENT

There being no further business to discuss, a motion was made to adjourn the meeting at 2:50 PM CT. Motion passed unanimously.



ICC Professional Development Council Certification Committee Meeting

April 26, 2025

8:00 AM ET

Gold Coast 3

MEETING MINUTES

1.0 CALL TO ORDER

Pete Zvingilas called the meeting to order at 9:26 AM ET.

2.0 ROLL CALL ESTABLISHMENT OF QUORUM

Mr. Zvingilas requested Autumn Saylor call roll. A quorum was established with attendees noted as below. Megan Foley entered the meeting at 10:01 AM ET.

Name	City, State	Present
Peter Zvingilas – Chair	Hartford, CT	X
Tyler Jennings – Vice-Chair	Casa Grande, AZ	X
Ashley Ong	Winter Park, FL	X
Johnny Goetz	Woodland Hills, CA	X
Megan Foley	Reynoldsburg, OH	X
Theodore Zuk	Jackson County, OR	X
Rich Truitt – PDC Chair	Bel Air, MD	
JC Hudgison – BOD Liaison	Tampa, FL	
ICC Staff		
Autumn Saylor	Birmingham, AL	X
Ron Piester	Birmingham, AL	
Margaret Awokoya	Birmingham, AL	X

3.0 REVIEW AND APPROVE AGENDA

Mr. Zvingilas presented the draft agenda for consideration. Motion made and seconded to approve the agenda. Motion passed unanimously.

4.0 APPROVE PREVIOUS MINUTES

Mr. Zvingilas presented the meeting minutes from the February 26, 2025, CC meeting for consideration. Motion made and seconded to approve the meeting minutes. Motion passed unanimously.

5.0 EXECUTIVE SESSION (ACTION ITEMS)

Due to the nature of the discussions, a motion was made to go into executive session. The executive session began at 9:27 AM ET and ended at 2:21 PM ET, due to the availability of Ben Afuvai. At 2:58 PM ET the committee reentered the executive session which concluded at 3:15 PM ET.

5.1 Exam Development Committees

a. Member Changes of Employment

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5.2 Disciplinary Hearings

a. 

1. **What is the primary purpose of the proposed legislation?**

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11. **What is the name of the person you are referring to?** **_____**

1

A thick black horizontal bar with a thin white vertical bar on the left side.

1. **What is the primary purpose of the proposed legislation?**

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A thick black horizontal bar with a white rectangular cutout on the left side.

1. **What is the primary purpose of the proposed legislation?**

2. **How will the proposed legislation affect the current regulatory framework?**

3. **What are the key provisions of the proposed legislation?**

4. **What is the timeline for the proposed legislation?**

5. **What are the potential consequences of non-compliance with the proposed legislation?**

11. **What is the primary purpose of the following statement?**

12. **What is the primary purpose of the following statement?**

13. **What is the primary purpose of the following statement?**

14. **What is the primary purpose of the following statement?**

15. **What is the primary purpose of the following statement?**

16. **What is the primary purpose of the following statement?**

17. **What is the primary purpose of the following statement?**

18. **What is the primary purpose of the following statement?**

19. **What is the primary purpose of the following statement?**

20. **What is the primary purpose of the following statement?**

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e

e.



6.0 REGULAR SESSION (ACTION ITEMS)



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6.1 General Request(s)

Request from James Bristow: Add ACI Masonry Field Technician certification to the ICC Special Inspector Certification

Ms. Saylor presented the request from Mr. Bristow and the Masonry EDC's recommendation. After discussion, Mr. Bristow

CC Decision

After discussion of the examination program, Mr. Bristow's presentation, and the EDC's recommendation, a motion was made to deny the request to move forward with an examination pre-requisite at this time. The motion was seconded and passed unanimously.

Action Required

Ms. Saylor will send a letter from Mr. Zvingilas regarding the CC decision.

6.2 Group discussion – Expectations for 2025-2026

Mr. Zvingilas requested the CC have an open discussion regarding CC and PDC groups for the following topics:

- **PDC:**
 - Renewal Requirements
 - CEU requirements
 - PPNs
 - CP-45 Updates
- **CC:**
 - Disciplinary Guideline review

Action Required

Ms. Saylor to work with the PDC staff liaison and add to future agendas.

7.0 INFORMATIONAL ITEMS

7.1 PRONTO Updates

a. Statistics

Ms. Saylor presented PRONTO statistics for calendar year 2024.

b. DC for Exams

Ms. Saylor presented DC for Exam statistics for calendar year 2024.



7.2 Program Updates

a. NCPCCI

Ms. Saylor presented the total numbers of applications and certifications processed for the NCPCCI Reciprocity Program.

b. Reinstatement

Ms. Saylor presented the total numbers of applications and certifications processed for the ICC and Legacy Reinstatement Programs. The CC discussed the requirements for candidates wishing to reinstate their certifications.

c. Code Enforcement Officer Program

Ms. Saylor advised the CC the Code Enforcement Officer program and initial examinations are on target to launch at the ICC conference in 2025.

8.0 NEXT MEETING

The next CC meeting will be held via Teams in June.

Action Required

Ms. Saylor to send out a Doodle Poll.

9.0 ADJOURNMENT

There being no further business to discuss, a motion was made to adjourn the meeting at 3:36 PM ET. Motion passed unanimously.



CREDENTIALING

ICC Professional Development Council Certification Committee Meeting

June 13, 2025

Teams Meeting

12:00 CT

MEETING MINUTES

1.0 CALL TO ORDER

Pete Zvingilas called the meeting to order at 12:02 PM CT.

2.0 ROLL CALL ESTABLISHMENT OF QUORUM

Mr. Zvingilas requested Autumn Saylor call roll. A quorum was established with attendees noted as below. JC Hudgison entered the meeting at 12:15 PM CT. Johnny Goetz left the meeting at 12:35 PM CT.

Name	City, State	Present
Peter Zvingilas – Chair	Hartford, CT	X
Tyler Jennings – Vice-Chair	Casa Grande, AZ	X
Ashley Ong	Winter Park, FL	X
Johnny Goetz	Woodland Hills, CA	X
Megan Foley	Reynoldsburg, OH	X
Theodore Zuk	Jackson County, OR	X
Rich Truitt – PDC Chair	Bel Air, MD	
JC Hudgison – BOD Liaison	Tampa, FL	X
ICC Staff		
Autumn Saylor	Birmingham, AL	X
Margaret Awokoya	Birmingham, AL	X

3.0 REVIEW AND APPROVE AGENDA

Mr. Zvingilas presented the draft agenda for consideration. Motion made and seconded to approve the agenda. Motion passed unanimously.

4.0 APPROVE PREVIOUS MINUTES

Mr. Zvingilas presented the meeting minutes from the April 26, 2025, CC meeting for consideration. Motion made and seconded to approve the meeting minutes. Motion passed unanimously.



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5.0 EXECUTIVE SESSION (ACTION ITEMS)

Due to the nature of the discussions, a motion was made to go into executive session. The executive session began at 12:05 PM CT and ended at 12:15PM ET. Due to an unexpected disciplinary hearing, at 12:26 PM CT the committee reentered the executive session which concluded at 1:02 PM CT.

5.1 Exam Development Committees

a.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5.2 Disciplinary Hearings

a.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

b.

[REDACTED]

[REDACTED]



6.0 REGULAR SESSION (ACTION ITEMS)

6.1 Disciplinary Hearings

The CC discussed a desire to review the disciplinary guidelines as a group. Mr. Goetz volunteered to facilitate the group discussion.

Action Required

Mr. Goetz to schedule a meeting. Ms. Saylor to send out the guidelines spreadsheet with the approved meeting minutes.

7.0 NEXT MEETING

The next CC meeting will be for the Disciplinary Guideline review.

8.0 ADJOURNMENT

There being no further business to discuss, a motion was made to adjourn the meeting at 1:08 PM ET. Motion passed unanimously.



CREDENTIALING

ICC Professional Development Council Certification Committee Meeting

September 24, 2025

Teams Meeting

1:00 CT

MEETING MINUTES

1.0 CALL TO ORDER

Pete Zvingilas called the meeting to order at 1:05 PM CT.

2.0 ROLL CALL ESTABLISHMENT OF QUORUM

Name	City, State	Present
Peter Zvingilas – Chair	Hartford, CT	X
Tyler Jennings – Vice-Chair	Casa Grande, AZ	X
Ashley Ong	Winter Park, FL	X
Lucas Pump	Cedar-rapids, IA	X
Megan Foley	Reynoldsburg, OH	
Theodore Zuk	Jackson County, OR	X
Rich Truitt – PDC Chair	Bel Air, MD	
JC Hudgison – BOD Liaison	Tampa, FL	
ICC Staff		
Autumn Saylor	Birmingham, AL	X
Margaret Awokoya	Birmingham, AL	X

3.0 REVIEW AND APPROVE AGENDA

Mr. Zvingilas presented the draft agenda for consideration. Motion made and seconded to approve the agenda. Motion passed unanimously.

4.0 APPROVE PREVIOUS MINUTES

Mr. Zvingilas presented the meeting minutes from the June 13, 2025, CC meeting for consideration. Motion made and seconded to approve the meeting minutes. Motion passed 5/4; Lucas Pump abstained as he is a new member.

4.0 INTRODUCTIONS

All Certification Committee members introduced themselves.



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5.0 EXECUTIVE SESSION (ACTION ITEMS)

Due to the nature of the discussions, a motion was made to go into executive session. The executive session began at 1:10 PM CT and ended at 2:26PM CT. The CC came out of the executive session at 2:26 PM CT while staff attempted to contact one of the disciplinary participants, the committee reentered the executive session at 2:32 PM CT which concluded at 2:43 PM CT.

6.0

6.1 Exam Development Committees

a. Changes of Employment

[REDACTED]

b. Member Removal

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

6.2 Disciplinary Hearings

a.

[REDACTED]
[REDACTED]
[REDACTED]



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7.0 NEXT MEETING

The next CC meeting will be November 19, 2025 to review EDC applications and appoint 2026-2028 EDC members and Alternates.

8.0 ADJOURNMENT

There being no further business to discuss, a motion was made to adjourn the meeting at 2:49 PM CT. Motion passed unanimously.



CREDENTIALING

ICC Professional Development Council Certification Committee Meeting

November 19, 2025

Teams Meeting

1:00 CT

MEETING MINUTES

1.0 CALL TO ORDER

Pete Zvingilas called the meeting to order at 1:03 PM CT.

2.0 ROLL CALL ESTABLISHMENT OF QUORUM

Mr. Zvingilas requested Autumn Saylor call roll. A quorum was established with attendees noted as below. All committee members and Benjamin Breadmore introduced themselves.

Name	City, State	Present
Peter Zvingilas – Chair	Hartford, CT	X
Tyler Jennings – Vice-Chair	Casa Grande, AZ	X
Ashley Ong	Winter Park, FL	X
Lucas Pump	Cedar Rapids, IA	X
Megan Foley	Reynoldsburg, OH	X
Theodore Zuk	Jackson County, OR	X
Rich Truitt – PDC Chair	Bel Air, MD	X
Benjamin Breadmore – BOD Liaison	Holden, ME	X
ICC Staff		
Autumn Saylor	Birmingham, AL	X
Margaret Awokoya	Birmingham, AL	X

3.0 REVIEW AND APPROVE AGENDA

Mr. Zvingilas presented the draft agenda for consideration. Motion made and seconded to approve the agenda. Motion passed unanimously.

4.0 APPROVE PREVIOUS MINUTES

Mr. Zvingilas presented the meeting minutes from the September 24, 2025, CC meeting for consideration. Motion made and seconded to approve the meeting minutes. Motion passed unanimously.



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5.0 EXECUTIVE SESSION (ACTION ITEMS)

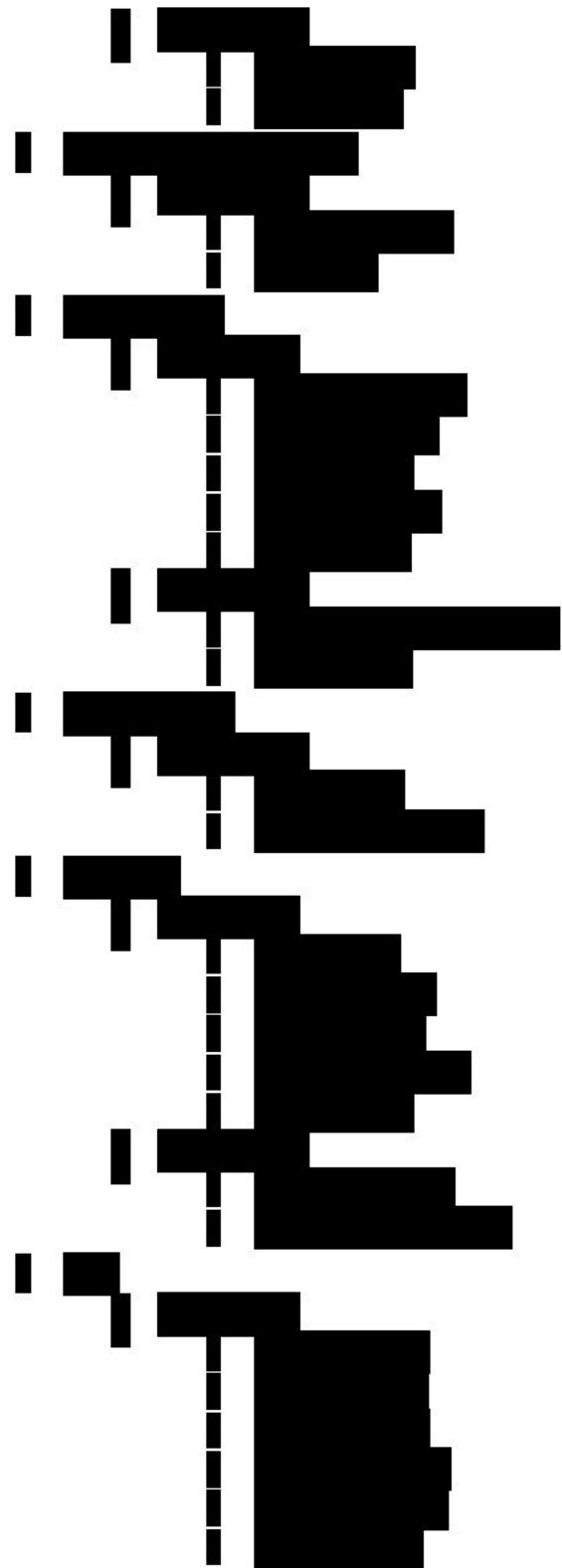
Due to the nature of the discussions, a motion was made to go into executive session. The executive session began at 1:09 PM CT and ended at 3:01 PM CT.

5.1 Exam Development Committees

a. **2026 EDC Appointments**



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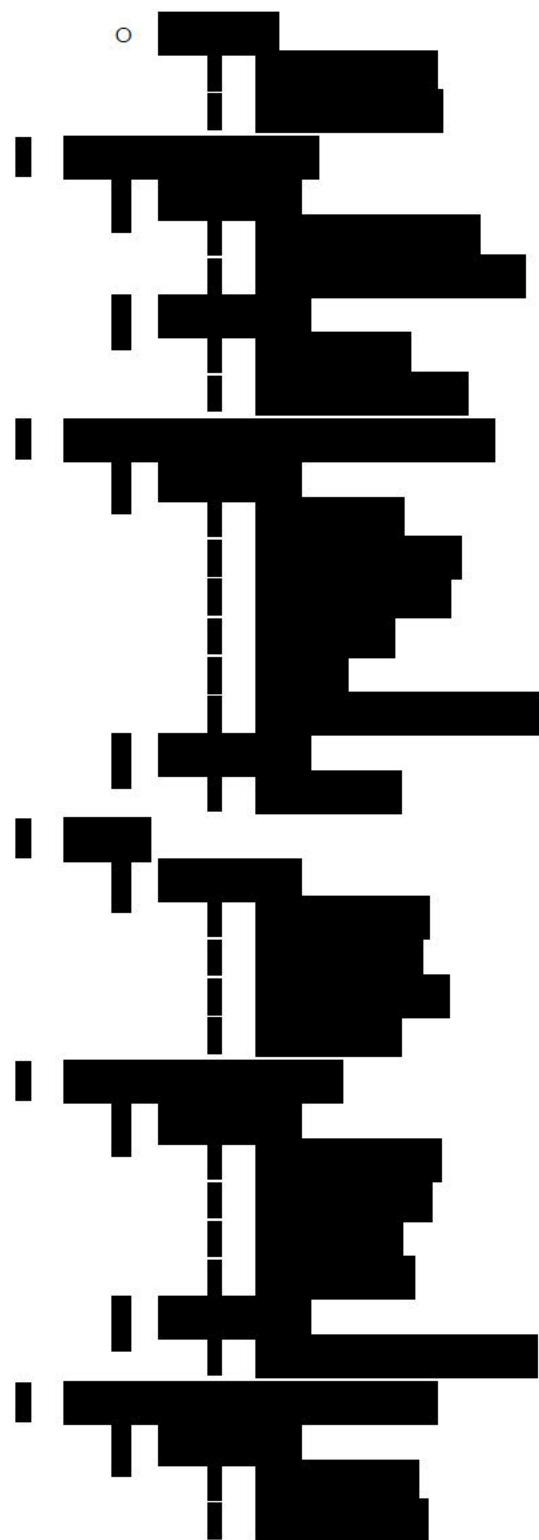


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b. Disciplinary Hearings





iii.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6.0 NEXT MEETING

Ms. Saylor advised the next CC meeting will be in-person at a date/location yet to be determined.

7.0 ADJOURNMENT

There being no further business to discuss, a motion was made to adjourn the meeting at 3:05 PM CT. Motion passed unanimously.