



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

October 28, 2014
ICC Eastern District Office
Birmingham, AL

CC Member	Location	Office Phone	Cell Phone
Richard C. Witt [CC Chair]	Chesterfield, VA	(804) 751-4161	
Jeremy Searfoss [CC Vice-chair]	Reading, PA	(610) 655-5333	
Cindy Davis	Richmond, VA	(804) 371-7161	
Tony DeVoe	Oxnard, CA	(805) 486-6475	
Autumn Hartsoe	Goodyear, AZ	(623) 882-7307	
Jeff Whitney	Moab, UT	(435) 259-1345	
Gilbert Gonzales – BOD liaison	Murray, UT	(801) 270-2413	
Cash Olszowy – BOD liaison	Lexington, KY	(859) 258-3237	

ICC Staff Liaison	Location	Office Phone	Cell Phone
Michelle Porter	ICC Birmingham	(888) 422-7233	(205) 222-0561
Mark Johnson	ICC Whittier	(888) 422-7233	

AGENDA

1. Call to Order – 8:44 a.m. CT on October 28, 2014

- a. Rick Witt, CC Chair, requested that Michelle Porter call roll. CC members and ICC staff members were present as noted above.
- b. Quorum was established.
- c. Self-introductions were deemed not necessary at this point.
- d. The agenda was approved as amended to add “[CC Vice-chair]” to the CC member listings; to add 4.j., and to add 4.k.
 - i. Motion. Second. Pass unanimous.
- e. Ms. Porter presented general housekeeping items regarding travel and meals to the group.

2. Previous Minutes

- a. The BIPS minutes from June 24, 2014, were briefly reviewed and approved as-is.
 - i. Motion. Second. Pass unanimous.

3. Unfinished Business

- a. Ms. Porter presented an update on the National Certification exams that will sunset or move effective December 31, 2014. Sunsetting exams are the EA Commercial Energy Inspector with ASHRAE 90.1 and EB Commercial Energy Plans Examiner with ASHRAE 90.1, which will be replaced by a single Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1

certification; and G2 IgCC Commercial Inspector, G3 IgCC Commercial Inspector with ASRAE 189, G4 IgCC Plans Examiner, and G5 IgCC Plans Examiner with ASHRAE 189, which will be replaced by a single IgCC Inspector/Plans Examiner with ASHRAE 189 certification.



The exam volume for the last several years of each of these exams, as well as other low-volume exams, was shown to the CC as justification for making the above changes. The CC discussed needing the support of ASHRAE for the IgCC and Commercial Energy exams, and the need for greater training and adoption on both the IgCC and IECC in order to enhance volume on the upcoming combined exams.

4. New Business

- a. Mr. Witt and Ms. Porter gave a brief history of the Board for International Professional Standards (BIPS) and the CC as begun pre-ICC merger in the mid-90s. The policy documents for BIPS and the CC (BIPS Rules, Council Policies #8 and #45, and the Certification Program Standards) were reviewed at a high level, with a note by Ms. Porter that the Certification Program Standards will be updating in the coming year, in response to the newly published version of the standards reference these are based upon. The shift in authority of BIPS and later the CC was discussed.

Cindy Davis noted that the ICC Board of Directors has charged the Professional Development Council (PDC) and CC with not just coordinating education and certification offerings, but working on new initiatives such as career pathing. It was noted that the PDC needs to have an agenda, and that part of this agenda and purpose should be determining the best ways for the CC and Education Committee (EC) to work together, especially toward who ICC is certifying and how we train those individuals. Cash Olszowy pointed out that the EC and CC should receive minutes from each other's meetings.

STAFF ACTION: Send last BIPS minutes and approved minutes of this meeting to EC Chair.

- b. Appeals on two candidates were heard, with notes as follow.
 - i. The appeal of [REDACTED] regarding his request to receive the four individual certifications that comprise the R5 Residential Combination Inspector was heard. [REDACTED] offered proof of coursework and exams he's completed as evidence of his competency. After disconnecting the call, the CC discussed [REDACTED] testimony and the BIPS minutes from 2002 that stated the combination certification would not transition to individual components upon the ICC merger. A motion was made to uphold staff decision to deny the individual certifications.
 1. Motion. Second. Pass unanimous.
 - ii. The appeal of [REDACTED] regarding his allegation that the errors in the *International Fire Code* caused his failure on the F3 Fire Plans Examiner exam was heard. [REDACTED]

[REDACTED] Ms. Davis questioned whether

██████████ meant that errors in the code were applicable to the live exam, or to the online practice exam; ██████████ answered that both were applicable. After disconnecting the call, the CC discussed ██████████ testimony, and Mr. Witt gave the CC the available options (retest at no charge, grant certification, uphold staff decision). A motion was made to uphold staff decision to deny the appeal, with no retest offered.

1. Motion. Second. Pass unanimous

c. Ms. Porter requested clarification from the CC of the appeals policy ██████████
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d. One application for a re-appointment to EDC due to a change of employment was reviewed by the CC, with Larry Hites being re-appointed to the Accessibility EDC under the existing terms. (Motion. Second. Pass unanimous.) Ms. Porter was asked to add a column for staff recommendations to backup documentation for re-appointments.

STAFF ACTION: Note recommendations by staff on spreadsheet of potential EDC re-appointments.

e. The chart for mandatory continuing education units (CEU) for certification renewal was reviewed and again discussed. Mr. Witt recommended adding participation in code hearings (in-person or via cdpACCESS) to Part 1 of the CEU option table, which carries a mandatory percentage of the CEU to be acquired; not all CC members agreed with this recommendation. Mark Johnson stated that the CC does have the option to add code hearing participation to Part 1 should slow participation in the Preferred Provider Program result in needing additional options for Part 1, but that he didn't see that this would be a need based on the numbers of entities interested in the Program. Mr. Olszowy stated that this type of question should be posed to the ICC Membership Councils for their input. It was determined that this request will be taken to the whole PDC for review by the full council.

STAFF ACTION: Add discussion to agenda for next PDC meeting.

f. The CC reviewed applications for empty slots on three EDCs and voted upon each for three-year terms, beginning January 1, 2015, as follows:

- i. Fire Extinguishing Systems – Larry Angle (TX), Richard Fegan (TX), John Gioseffi (FL), C Guy Jones (AL), Larry Laubhan (KS), John Lewandowski (MI), and Karl Thompson (FL) as full members; JR Nerat (MI) as alternate. Motion. Second. Pass unanimous.
- ii. Plumbing – Mike Ingalsbe (TX) and Joey Sleeper (TX) as full members; McKenzie James (OR) as alternate. Motion. Second. Pass unanimous.
- iii. Property Maintenance/Zoning – Tana Bryant (AL), Joseph Kovac (MO), Lucas Pump (IA), and David Spencer (WA) as full members; Ward Braswell (SC) and Kris Williams (VA) as alternates. Motion. Second. Pass unanimous.

- g. Several re-appointments for a second term to various Exam Development Committees were discussed, and a motion made to re-appoint all noted individuals for a second three-year term.
 - 1. Motion. Second. Pass unanimous.
 - ii. Commercial Building – Jeffrey Vernon
 - iii. Mechanical – Gregory Mahoney and Dwight Williams
 - iv. Residential Building – William Funk Jr., Justin Nielsen, David Price, and Sean Devlin (Alternate)
 - v. Soils Special Inspector – Michael Boring, Ara Sargsyan, and Timothy Slegers
- h. The recent emergency appointment to the Structural Steel and Welding EDC was discussed as relates to potential added language needed in the BIPS/CC Rules. The CC requested that Ms. Porter research the ICC Board of Directors rules on similar situations, and bring proposed language for addition to the BIPS/CC Rules to the group.

STAFF ACTION: Compile best practices; create language for CC decision; put BIPS/CC Rules online after changes made.

- i. A question was raised concerning the timing of awarding certifications to committee members involved in new exam development, specifically for members of the [REDACTED]. Ms. Porter and Mr. Witt shared that they had each heard from EDC members who were now required to hold one or more of these new certifications as a condition of employment, and could not acquire the certification by rule change in 2012 until after two complete three-year EDC terms. After lengthy discussion about the current BIPS/CC Rule and historic practice, Ms. Davis suggested that for EDC members in the above situation, their jurisdiction write a letter to ICC requesting that, due to extenuating circumstances, a change to the confidentiality agreement signed by each EDC member be made, waiving the waiting period required by this agreement to take the exam. Affected EDC members would then have the opportunity to take the exam immediately. A motion was made to accept Ms. Davis' suggestion.
 - i. Motion. Second. Pass unanimous.
- j. Ms. Davis requested that 4.j. be added as a question to the group as to why mechanical, electrical, and plumbing plan review are included in the R3 Residential Plans Examiner exam. Mr. Witt noted that this question had previously been brought to BIPS, and that BIPS members had done surveys of different locations to determine whether jurisdictions included this type of review in standard residential plan review. BIPS had decided at the time that the surveys showed adequate interest to retain the mechanical, electrical, and plumbing review, along with structural.
- k. The topic of granting some type of amnesty or forgiveness program to individuals who have let ICC certifications was brought up to the group, with the note that Dominic Sims had requested staff look into this issue. Ms. Porter presented to the CC notes on what had been relayed as a possible plan to Mr. Sims, including assessing penalty fees, ensuring adequate and current CEUs, and setting a specific time period for amnesty. Discussion was held about whether this type of program would cause ICC to lose credibility or give the perception that ICC was just "giving away" its certifications. The need to create strict and specific criteria for reinstatement, including what type of current training or other CEUs would be required, was noted. Ms. Porter was requested to bring more information on a potential program, with pros and cons and number of individuals impacted, to the group at a future meeting.

STAFF ACTION: Compile positives and negatives, economic analysis, and potential candidate impact numbers for CC review; request information from [REDACTED] on their position.

5. Future meeting dates and locations will be coordinated through the CC Chair and staff.
6. There being no further business to discuss, the meeting was adjourned at 2:58 p.m. CT.
 - i. Motion. Second. Pass unanimous



Richard C. Witt
BIPS Chair



Michelle Porter
Director—Certification and Testing



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

December 15, 2014
Teleconference

CC Member	Location	Office Phone	Cell Phone
Richard C. Witt [CC Chair]	Chesterfield, VA	(804) 751-4161	(804) [REDACTED]
Jeremy Searfoss [CC Vice-chair]	Reading, PA	(610) 655-5333	
Cindy Davis	Richmond, VA	(804) 371-7161	
Autumn Hartsoe	Goodyear, AZ	(623) 882-7307	(480) [REDACTED]
Jeff Whitney	Moab, UT	(435) 259-1345	
Gilbert Gonzales – BOD liaison	Murray, UT	(801) 270-2413	(801) [REDACTED]
Cash Olszowy – BOD liaison	Lexington, KY	(859) 258-3237	

ICC Staff	Location	Office Phone	Cell Phone
Michelle Porter	ICC Birmingham	(888) 422-7233	(205) 222-0561
Hamid Naderi	ICC Austin	(888) 422-7233	
Mark Johnson	ICC Brea	(888) 422-7233	
Autumn Saylor	ICC Birmingham	(888) 422-7233	

MINUTES

1. Call to Order – 2:04 pm CT on December 15, 2014

- a. Rick Witt, CC Chair, requested that Michelle Porter call roll. CC members and ICC staff members were present as noted above; Jeremy Searfoss was absent. Visitors present were Lynn Nielson, chair of the Fire Alarm Exam Development Committee [EDC]; and Mike Davis, chair of the Certified Building Official [CBO] EDC.
- b. Quorum was established.
- c. The agenda was approved as presented, with a request from Mr. Witt that CC members send cell phone numbers to Ms. Porter to include in future agendas.
 - i. Motion. Second. Pass unanimous.

2. Previous Minutes

- a. Gilbert Gonzales noted that the minutes from the October 28, 2014, CC meeting should read “let ICC certifications expire” under 4.k.
 - i. Motion to approve minutes as amended. Second. Pass unanimous.

3. Unfinished Business

- a. A discussion was held on the timing of awarding certifications committee members involved in new exam development, as a follow-up to the discussion on this issue held at the October 28, 2014, CC meeting. Mr. Witt introduced an email from Ms. Porter that compared language in the Certification Program Standards [Standards], BIPS Rules [Rules], and the EDC conflict of interest agreement, and stated that his understanding was that the intent of the rule change made in May 2012 by the Board for

International Professional Standards [BIPS] was to apply to existing exams only. Prior to the last two years, not enough individuals holding certifications applied for EDC membership, and non-certified persons were allowed a path to obtain the (existing) certifications on which they performed work. Cindy Davis noted that language between the Standards and Rules conflicted.

Mr. Witt requested that Mr. Nielson present the EDCs' point of view on this rule as it applied to the Fire Alarm, Fire Sprinkler, CBO, and Fire Services EDCs. Mr. Nielson stated that all members of the noted four EDCs worked many hours and created entirely new content and exams for ICC; that the EDC members were judged subject matter experts by their appointing body, BIPS; and that obtaining the certifications through taking the examinations would simply be a test of memory of the exam content rather than a test of their knowledge, skills, and abilities.

Mr. Witt asked whether the Fire Sprinkler EDC received the Residential Fire Sprinkler Inspector/Plans Examiner certification upon its launch in 2011, and Mr. Nielson replied in the affirmative. Cash Olszowy asked when the EDCs were appointed; Ms. Porter stated that the CBO and Fire Services EDCs have existed for a number of years, but that the Fire Alarm and Fire Sprinkler EDCs were created in 2013.

Mr. Davis noted that he is not personally affected by the CC's decision, but was speaking on behalf of other EDC members who take vacation and other personal time to spend hours on exam creation, and that receiving the certification(s) should be a reward for committee service.

The Certification Committee entered into closed session at 2:20 pm.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

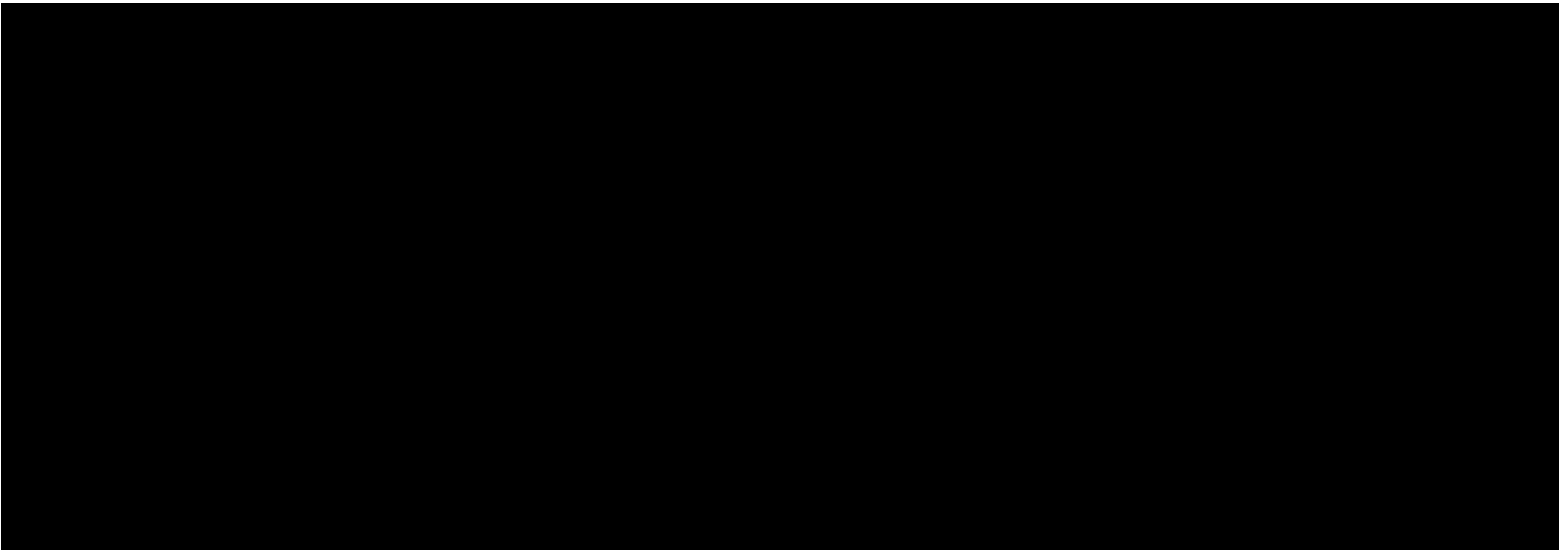
[REDACTED]

[REDACTED]

[REDACTED]

Ms. Davis made a motion to reaffirm the decision of the October 28, 2014, CC meeting regarding individuals needing special consideration for employment, and to consider new language for the Rules at a near-future meeting to clarify certification requirements for EDC members. Ms. Hartsoe seconded the motion, with discussion following.

[REDACTED]



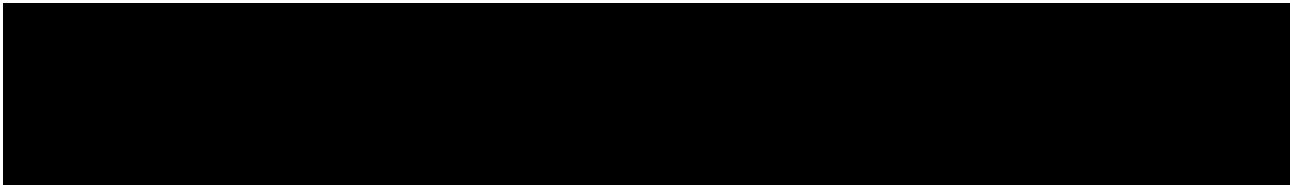
Ms. Davis clarified her motion to include only the Fire Alarm and Fire Sprinkler EDC members.

Motion. Second. Pass unanimous.

STAFF ACTION: Draft letter for CC Chair to send to EDC chairs.

4. New Business

a.



i. Motion. Second. Pass unanimous.

5. A discussion was held about the next in-person and teleconference meeting needs. Ms. Porter noted that a teleconference will need to be held toward the end of January to hear two appeals. The group stated that the CC could meet in-person in September just before the ICC Annual Conference, and perhaps in April at the Memphis code hearings. Ms. Porter will send tentative dates for the group's comments.
6. There being no further business to discuss, the meeting was adjourned at 3:30 pm.



Richard C. Witt
CC Chair

Michelle Porter
Director—Certification and Testing