



CERTIFICATION  
& TESTING

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

February 25, 2016  
New Orleans, LA

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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 Whittier

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**AGENDA**

**1. Call to Order – 8:33 am CT on February 25, 2016**

- a. Autumn Hartsoe, CC Chair, requested that Michelle Porter call roll. CC members and ICC staff were present as noted above, with Jeremy Searfoss as the only absent member.
- b. Quorum was established.
- c. The agenda was approved as submitted.
  - i. Motion. Second. Pass unanimous.
- d. Ms. Porter presented general housekeeping items regarding travel and meals to the group.

**2. Previous Minutes**

- a. The minutes from November 5, 2015, were approved as-is.
  - i. Motion. Second. Pass unanimous.

**3. Unfinished Business**

- a. Requests for expansion of the new reinstatement program were discussed, with a note that no formal requests have been brought forward except for one for state certification reciprocity from [REDACTED]. Ms. Porter noted that reciprocity requests entail reviewing the entire programs with which to be reciprocal, including content, and that accrediting bodies generally prohibit this type of reciprocal agreement. Gilbert Gonzales noted that the [REDACTED].

After lengthy discussion, a motion was made to let the new reinstatement program mature, then revisit the idea of state certification reciprocity at a later time.

Motion. Second. Pass unanimous.

The request to lower reinstatement fees [REDACTED] was discussed, with Mr. Gonzales stating that it would be very difficult to determine where the lines were [REDACTED]. Ms. Porter replied to Cindy Davis' question about ICC certification reimbursement falling under the GI Bill that yes, ICC certifications are currently eligible for reimbursement. The CC determined that no action will be taken at this time relative to lowering or removing fees [REDACTED].

A request to offer reciprocity for exams in the [REDACTED] [REDACTED] ) was discussed. Hakim Bayyoud noted that looking at [REDACTED] vs. state certifications is very different, as the [REDACTED] is a standard set of exams with a specific, national set of rules all [REDACTED] certificants follow. Ms. Davis made a motion that staff have a dialogue with individuals on the [REDACTED] to obtain more information, and bring this back to the CC.

Motion. Second. Pass unanimous.

**STAFF ACTION: Follow up with John Delesandro and Cindy Davis for [REDACTED] contact information.**

- b. Ms. Porter presented an overview of the current status of updates to the ICC Certification Program Standards and CC Rules of Procedure, with a note that review of the Standards is a longer-term project that will continue throughout 2016. The following edits to the Rules of Procedure were made, with a request for Ms. Porter to incorporate the changes and send back to the CC for review and final approval:
  - 4A. Revise language to state that the CC is in charge of prerequisites, and that any exam prerequisite information will be published and available to candidates.
  - 4C. Ms. Porter to check with ICC Legal [REDACTED].
  - 5E.c. Ms. Porter explained to the CC that allowing individuals to re-test in lieu of following the renewal program requirements [REDACTED]. Ms. Porter was directed to leave the first sentence as-is, but to spell out the option of re-testing in the renewal section. The last sentence on requirement violations is to be removed, and Ms. Porter to check with ICC Legal [REDACTED].
  - 5F. Remove entire bullet point language; obsolete now that exams are available on multiple code years.
  - 7A. Discussed, but no action to be taken.
  - 9A.c. Revise to add "documented evidence of inappropriate behavior."
  12. Remove second paragraph and bullet points; information will be requested by the Board on an as-needed basis.
- c. The move of the Disaster Response Inspector certification to an assessment-based certificate program managed by ICC Training and Education was discussed, with Ms. Porter providing background on the history and expenses to maintain the certification. The larger issue of moving low-volume exams to certificate programs was talked about at length, and it was noted that while creating a certificate is good for specialty topics, acceptance and use by jurisdictions are the driving factors in whether the program will be successful. Ms. Porter noted that the price of the

assessment tied to the training course (completion of course + passing assessment = certificate)

[REDACTED]. It was also emphasized that the certificate should have an expiration date, such that an individual would need to re-take the course on a set schedule to maintain the certificate.

Tracy Lendi, Vice-president of ICC Training and Education, joined the meeting briefly. Ms. Davis raised the question as to how to determine a specific number of hours required for a certificate, when some courses might be a few hours long and others an entire semester. Dr. Lendi noted that as long as the course is covering the same material and using the same assessment, an instructor or institution can require a varied number of hours to cover the content.

Ms. Davis made a motion that the Disaster Response Inspector exam be sunsetted and a new Disaster Response certificate be established as outlined by staff, with a renewal provision to be included in the makeup of the certificate.

Motion. Second. Pass unanimous.

- d. Ms. Porter gave a brief update on the status of the joint IAEI/ICC solar/photovoltaic credentialing initiative.
- e. The status of the requests for proposal both currently out (for internet-based testing) and upcoming [REDACTED] was also provided by Ms. Porter. Proposals are due for the first request by March 30, 2016.

#### 4. New Business

- a. Changes of employment for Exam Development Committee members were approved as documented in the February 25, 2016, agenda.
- b. Several requests for changes to the continuing education policy for renewal of certifications were discussed.

Ken Morong presented background on his request that Special Inspectors be able to use passing an ICC or other Special Inspector exam for continuing educational units (CEUs); i.e., moving renewal option #7 under the Part 1 CEUs. His concern is that Special Inspector certificants have very few options currently to obtain the Part 1 CEUs required by ICC renewal policy. [REDACTED]

#### **STAFF ACTION: Contact ICC T&E toward reaching out to associations with Special Inspector training.**

A request from the [REDACTED] to weight CEUs for in-person training more heavily than online training was discussed. A motion was made for Ms. Porter to reply to the [REDACTED] that careful consideration had been discussed at length before the CEU rules were implemented, and that no changes are recommended at this time.

Motion. Second. Pass unanimous.

#### **STAFF ACTION: Reply to [REDACTED] with directed language above.**

A request from [REDACTED] to increase the CEUs given for passing an exam was considered, with staff directed to reply to Mr. [REDACTED] in the same manner as to [REDACTED]

Motion. Second. Pass unanimous.

Mr. [REDACTED] also commented in his letter about having issues with the quality of the electronic plans within his exam. Ms. Porter relayed that plan sets are continuously being reviewed and changed out for newer versions for the best candidate testing experience possible.

**STAFF ACTION: Reply to Mr. [REDACTED] with directed language above.**

- c. Ms. Porter recommended the addition of the word “approved” to options #3 and #4 of the renewal program, to clarify that only approved courses from Preferred Providers are eligible for Part 1 CEUs. A motion was made to add the word as noted.

Motion. Second. Pass unanimous.

- d. A change to the CC Rule about which references are allowed in test sites was recommended by Ms. Porter. This change would allow candidates to take any bound, copyrighted books into a test site, rather than the currently allowed listed references only. Ms. Porter noted that most other certification programs allow any books, if they are open-book at all, and that disclaimers would be made in the bulletins that test questions are only from the listed references. Also, challenges would not be allowed on non-approved references. A concern about complaints from candidates challenging questions from non-listed references was raised, as well as a concern about candidate perception of the CC changing rules midstream. Ms. Davis emphasized the importance of publicizing this change, as well as the reasons for it, including speeding up the check-in process prior to testing. A motion was made to approve Ms. Porter’s recommendation.

Motion. Second. Pass unanimous.

- e. [REDACTED] request for the CC to create a hierarchy of ICC certifications and combination designations was reviewed, with staff instructed to respond to Ms. [REDACTED] with information on the reinstatement program.

**STAFF ACTION: Reply to Ms. [REDACTED] with reinstatement information.**

5. Future meeting dates and locations will be discussed with the full Professional Development Council in the meeting on February 26, 2016.

6. There being no further business to discuss, the meeting was adjourned at 3:14 p.m. CT.

- i. Motion. Second. Pass unanimous

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Autumn Hartsoe  
Chair – Certification Committee

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Michelle Murphey Porter  
Director – ICC Certification and Testing



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

July 6, 2016  
Teleconference

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<b>CC Member</b>	<b>Location</b>
Autumn Wollmann [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

<b>ICC Staff Liaison</b>	<b>Location</b>
Michelle Porter	ICC Birmingham
Ron Piester	ICC Birmingham
Mark Johnson	ICC Brea
Courtney Montgomery	ICC Birmingham
Liz Fonte	ICC Birmingham

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**MINUTES**

**1. Call to Order at 12:03 pm CT on July 6, 2016**

- a. Ken Morong, CC Vice-chair, requested that Michelle Porter call roll. CC members and ICC staff were present except as noted above (Autumn Wollmann with prior notification).
- b. Quorum was established.
- c. The agenda was approved as presented.
  - i. Motion. Second. Pass unanimous.

**2. Previous Minutes**

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

**3. New Business**

- a. The appeal of candidate ██████████ began with Ms. Porter presenting an overview of his situation and request to retake his failed E3 Electrical Plans Examiner exam with only the questions he had missed during his first exam administration. Ms. Porter also relayed that ██████████ had been offered a free exam retake opportunity with all items being presented, but that ██████████ had turned down this offer. The Committee noted that the ICC offer of a free exam retake was reasonable, and that he needed to take the entire exam again, with a different form

than he first saw. A question was raised as to whether the CC should even listen to the appeal, as it was the candidate's supervisor who formally appealed the original ICC decision, five months after the initial complaint. The CC came to a consensus that in an effort of goodwill, the candidate's side of the story would be heard although outside the normal window for appeals.

Ms. Porter attempted to call [REDACTED] at the phone number he had provided at 12:27 pm and 12:32 pm, and left a message for him after the second unsuccessful attempt. A discussion was held regarding whether to table the appeal for another time or make a decision at this time. For due diligence in giving the candidate one last opportunity to speak to the CC, a motion was made to table the appeal until a later date, with a note to the candidate that this rescheduled appeal would be his last opportunity to appeal.

i. Motion. Second. Pass unanimous.

4. Ms. Porter will poll the group for availability for a rescheduled appeal in early to mid-September. The next in-person meeting remains scheduled for December 1-2, 2016, in a location yet to be determined.

5. There being no further business to discuss, the meeting was adjourned at 12:44 pm CT.

i. Motion. Second. Pass unanimous.

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Ken Morong  
Certification Committee Vice-chair

[REDACTED]  
Michelle Porter  
Director—Certification and Testing



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

September 6, 2016  
Teleconference

CC Member	Location
Autumn Wollmann [CC Chair]	Phoenix, AZ
Ken Morong [CC Vice-chair]	Omaha, NE
Cindy Davis	Richmond, VA
Hakim Bayyoud	Beaufort, SC
Gerard Cattani	Orlando, FL
Rick Hopkins	Tacoma, WA
Brenda Thompson — BOD liaison	Las Vegas, NV

ICC Staff Liaison	Location
Michelle Porter	ICC Birmingham
Ron Piester	ICC Birmingham
Mark Johnson	ICC Brea
Courtney Montgomery	ICC Birmingham

**MINUTES**

**1. Call to Order at 1:02 pm CT on September 6, 2016**

- a. Autumn Wollmann, CC Chair, requested that Michelle Porter call roll. CC members and ICC staff were present except as noted above.
- b. Quorum was established.
- c. The agenda was approved with the addition of a welcome to new CC member Rick Hopkins.
  - i. Motion. Second. Pass unanimous.

**2. Previous Minutes**

- a. The minutes from the July 6, 2016, CC meeting were approved as submitted.
  - i. Motion. Second. Pass unanimous.

**3. New Business**

- a. Ms. Porter requested that the CC remove [REDACTED] from the Certified Building Official (CBO) Exam Development Committee (EDC) due to staff's inability to reach him on multiple attempts via phone and email. An alternate, Mary Cade Booth, was appointed by the CC previously and would be made a full member of the EDC. As no one on the CC knew [REDACTED] or how to reach him, a motion was made to comply with Ms. Porter's request to remove Mr. [REDACTED] and move Ms. Booth to a full CBO EDC member.
  - i. Motion. Second. Pass unanimous.

- b. The second hearing of the appeal of candidate [REDACTED] began with Ms. Porter presenting a brief overview of his situation and results from the first attempt to hear [REDACTED] appeal on July 6, 2016.

[REDACTED]

i. Motion. Second. Pass unanimous.

- c. The request of [REDACTED] to receive specific certifications from ICC based on his determination of the corollary content was relayed to the CC by Ms. Porter and Courtney Montgomery.

[REDACTED]

A motion was made to relay to Mr. [REDACTED] that there was no evidence presented of technical equivalency between his current certifications and those requested of ICC.

i. Motion. Second. Pass unanimous.

4. Casey Thomas of ICC had previously sent out a poll for availability for a Professional Development Council conference call, with a September 26, 2016, date set as tentative. The next in-person meeting remains scheduled for December 1-2, 2016, in a location yet to be determined.
5. There being no further business to discuss, the meeting was adjourned at 2:23 pm CT.
- i. Motion. Second. Pass unanimous.

[REDACTED]

Autumn Wollmann  
Certification Committee Chair

Michelle Porter  
Director—Certification and Testing