



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

February 9, 2017
Teleconference

CC Member	Location
Autumn Wollmann [CC Chair]	Phoenix, AZ
Ken Morong [CC Vice-chair]	Omaha, NE
Hakim Bayyoud	Beaufort, SC
Gerard Cattani	Orlando, FL
Rick Hopkins	Tacoma, WA
Lance Simms	College Station, TX
Cindy Davis — BOD liaison	Richmond, VA
Nancy Springer [PDC Chair]	Oroville, CA

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

AGENDA

1. Call to Order at 2:05 pm CT on February 9, 2017

- 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 as presented.
 - i. Motion. Second. Pass unanimous.

2. Previous Minutes

- a. The minutes from the December 1-2, 2016, meeting were approved as submitted.
 - i. Motion. Second. Pass unanimous.

3. Unfinished Business

- a. Ms. Porter presented an update on Certification and Testing's efforts in seeking accreditation, which will entail approximately 35 exams. This will be done in calendar year 2017, for purposes of establishing further credibility of the certification program and to meet future bid requirements.
- b. Ms. Porter also presented an update on the status of online proctored testing (OPT – formerly called internet-based testing). After signing a contract with Yardstick Testing & Training in October 2016, ICC is working closely with Yardstick staff to launch OPT with a select set of National Certification exams before mid-year 2017, with additional exams rolling out over the next


two years as demand for this testing method grows. Ms. Wollmann encouraged the group to send ideas for a domain name to Ms. Porter.

- c. The Certification Committee Rules of Procedure draft was reviewed by the CC with changes made as noted in the attached version. Changes include clean-up of exhibit references, clarification of business vs. calendar days in appeal deadlines, and removal of the section on review session availability. Ms. Porter will submit the Rules to ICC Legal for final review and will then post the Rules to the ICC website. A motion was made to accept all noted changes contingent on ICC Legal's approval.
 - i. Motion. Second. Pass unanimous.

4. New Business

- a. Ms. Porter relayed a request to eliminate review sessions as are currently noted in the CC Rules of Procedure and National Certification Exam Information Bulletin. She noted that with more meaningful score reporting and feedback to failing candidates, as well as greatly expanded opportunities for training under the ICC University, review sessions will no longer be needed for most programs. Approximately 600 review sessions are completed per year; ICC will continue to provide review sessions for contractual obligations, but will eliminate this optional feedback step for all other programs. A motion was made to end review sessions, with proper notice to candidates, effective July 1, 2017.
 - i. Motion. Second. Pass unanimous.
 - b. Consideration of a standard policy for combining certification expiration dates for those certificants who wish to do so was requested by Ms. Porter. The CC discussed this request and made a motion for optional combination of expiration dates with the new date to be the last of those combined, and to keep this combining of expiration dates optional.
 - i. Motion. Second. Pass unanimous.
5. The next meeting of the CC and PDC will occur on May 21, 2017, in Arlington, Texas, just prior to the ICC Training and Certification Summit. Information on travel arrangements will be forthcoming.
 6. There being no further business to discuss, the meeting was adjourned at 3:01 pm CT.
 - a. Motion. Second. Pass unanimous.

Autumn Wollmann
Certification Committee Chair



Michelle Porter

Director—Certification and Testing



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

May 21, 2017
Arlington, TX

CC Member	Location
Autumn Wollmann [CC Chair]	Phoenix, AZ
Ken Morong [CC Vice-chair]	Omaha, NE
Hakim Bayyoud	Beaufort, SC
Gerard Cattani	Orlando, FL
Rick Hopkins	Tacoma, WA
Lance Simms	College Station, TX
Cindy Davis – BOD liaison	Richmond, VA

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

MINUTES

1. Call to Order – 7:56 am CT on May 21, 2017

- a. Autumn Wollmann, CC Chair, requested that Michelle Porter call roll. CC members and ICC staff were present as noted above.
- b. Quorum was established.
- c. The agenda was approved with a request to move item 3.e. to 10:00 a.m.
 - i. Motion. Second. Pass unanimous.
- d. Ms. Porter presented general housekeeping items to the group.

2. Previous Minutes

- a. The minutes from February 9, 2017, were approved as-is.
 - i. Motion. Second. Pass unanimous.

3. Unfinished Business

- a. Ms. Porter presented an update on online proctored testing, slated to launch summer 2017. With the launch of this testing method, paper-and-pencil testing will no longer be needed, and will be eliminated effective July 1, 2018.
- b. The CC reviewed the newest draft of the Certification Committee Rules of Procedure, which contains new language about the appeal and complaint processes. Discussion was held about a new appeals committee that would result from this language, and the appropriate parties to be involved. Staff will check with ICC Legal and others on this issue, and the draft will be reviewed again at the next CC meeting.

- c. ICC staff provided background on the request from some ICC Preferred Providers to allow continuing education units (CEUs) to be accrued by individuals using their study guides. For those Preferred Providers that revise their coursework to include educational components and do not have ICC's intellectual property, ICC could consider granting CEUs. ICC staff will develop language that responds to this request and details what revisions would need to be made.
- d. Ms. Porter presented a brief background on the steps to-date for investigating some sort of recognition by ICC for individuals holding a state or national certification, including the suggestion to allow Part 2 CEUs to be granted by ICC for currently held certifications from another body. ICC staff will develop language to rework option #7 in the ICC renewal bulletin and add commentary to note what is allowed in this change. This revision will be brought to the CC for final approval at the next meeting.
- e. The Sustainability Membership Council Governing Committee joined the meeting at 10:00 a.m. to discuss the progress on the CC's approval of a new combination designation. After a brief discussion on the request, the item was tabled until the Professional Development Council later in the day.

4. New Business

- a. Two hearings and two appeals were conducted by the CC in closed session.

i.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- b. The remainder of the agenda was tabled until the next meeting due to time constraints.
- 5. The next regularly monthly conference call will take place at 2:00 pm CT on June 8, 2017.
- 6. There being no further business to discuss, the meeting was adjourned at 1:08 p.m. CT on May 21, 2017.
 - i. Motion. Second. Pass unanimous

Autumn Wollmann
Chair – Certification Committee

Michelle Murphey Porter
Director – ICC Certification and Testing



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

July 20, 2017
Web/teleconference

CC Member	Location
Autumn Wollmann [CC Chair]	Phoenix, AZ
Ken Morong [CC Vice-chair]	Omaha, NE
Hakim Bayyoud	Beaufort, SC
Gerard Cattani	Orlando, FL
Rick Hopkins	Northport, FL
Lance Simms	College Station, TX
Nancy Springer – PDC Chair	Oroville, CA
Cindy Davis – BOD liaison	Richmond, VA

ICC Staff Liaison	Location
Michelle Porter	ICC Birmingham
Ron Piester	ICC Birmingham
Mark Johnson	ICC Brea
Autumn Saylor	ICC Birmingham

MINUTES

1. Call to Order – 2:03 pm CT on July 20, 2017

- a. Autumn Wollmann, CC Chair, requested that Michelle Porter call roll. CC members and ICC staff were present as noted above.
- b. Quorum was established.
- c. The agenda was approved as-is.
 - i. Motion. Second. Pass unanimous.

2. Previous Minutes

- a. The minutes from May 21, 2017, were approved as-is.
 - i. Motion. Second. Pass unanimous.

3. Unfinished Business

- a. Ms. Porter reviewed details on changing the existing Certified Building Official Exam Development Committee (CBO EDC) to a combined CBO/CFM (Certified Fire Marshal) group, with committee members to hold both current CBO and CFM. This would replace the current need to hold meetings with both CBO and Fire Services EDCs to manage the CBO/CFM shared modules. The only potential concern noted was that there be a large enough pool of candidates from which to draw; Ms. Porter affirmed that the pool is adequate for the CC to appoint members to this revised EDC.
 - i. Motion. Second. Pass unanimous.

- b. Changes of employment for EDC members were approved as documented in the July 20, 2017, agenda.
 - i. Motion. Second. Pass unanimous.
- c. Ms. Porter presented an informational item on the upcoming Certification and Testing rebranding to the Assessment Center, slated to take place in August 2017.
- d. Ms. Porter presented a request from Certification staff to limit the time period within which candidates must pass all modules for modular certifications, due to the expanded number of exam attempts now available. A discussion ensued around the appropriate time period, with a consensus to change the current three (3) year period to 18 months, with a transition period for candidates from January 1, 2018, through December 31, 2019. On January 1, 2020, and forward, modules would expire after 18 months and candidates would need to retest if they had not attained all modules within that 18-month period.
 - i. Motion. Second. Pass unanimous.
- e. An update on current accreditation efforts was relayed by Ms. Porter, with an anticipated decision before the end of 2017.
- f. A brief update was presented by Ms. Porter on the status of ICC's upcoming online proctored testing, anticipated to launch in the summer of 2017.
- g. The Certification Committee Rules of Procedure draft was reviewed and discussed in detail. Revisions made were to 4.e., sections 7 and 8, and 10.b and 10.c. The CC tabled a change to 4.b. until the August meeting, but approved the remainder of the sections noted above. The newly revised draft is attached to these minutes for reference.
 - i. Motion. Second. Pass unanimous.

4. All new business items were tabled until the following meeting on August 10, 2017.

- a. Request for CEU additions/revisions
 - i. ICC Board – increase of CEU amount for Board service
 - ii. Building Officials Membership Council – CEU for viewing cdpACCESS video
 - b. Discussion on recertification interval appropriateness
 - c. Discussion on pass rates – CBT vs. paper-and-pencil
- 5.** The next regularly monthly conference call will take place at 2:00 pm CT on August 10, 2017.
- 6.** There being no further business to discuss, the meeting was adjourned at 3:14 pm CT on July 20, 2017.
- a. Motion. Second. Pass unanimous.

Autumn Wollmann
Chair – Certification Committee

Michelle Murphey Porter
Director – ICC Certification and Testing