

**ICC Professional Development Council
Certification Committee Meeting**

**March 2, 2018
Atlanta, GA
8:30 AM EST**

MEETING MINUTES

1.0 CHAIR ELECTION

Hakim Bayyoud relayed to the Certification Committee (CC) that Autumn Wollmann had resigned from the CC due to work obligations. Mr. Bayyoud nominated Gerard Cattani as Chair. Mr. Cattani accepted the nomination. Vote to elect Mr. Cattani as Chair of the CC was unanimous. Michelle Porter informed the CC that Peter Zvingilas of Groton, CT, would be the replacement for Ms. Wollmann’s seat on the CC, and that she will send out introductions to Mr. Zvingilas and the CC via email.

2.0 CALL TO ORDER

Mr. Bayyoud had previously called the meeting to order at 8:15 am EST in his capacity as Vice-chair.

3.0 ROLL CALL ESTABLISHMENT OF QUORUM

Mr. Cattani requested that Ms. Porter call roll. A quorum was approved with CC members present as noted below.

Name	City, State	Present?
Hakim Bayyoud – Vice-chair	Beaufort, SC	Yes
Gerard Cattani	Orlando, FL	Yes
Rick Hopkins	Northport, FL	Yes
Lance Simms	College Station, TX	Yes
Laura Pellizzi	Stony Brook, NY	Yes
Cindy Davis – BOD liaison	Richmond, VA	Yes
ICC Staff		
Mark Johnson	Brea, CA	Yes
Ron Piester	Birmingham, AL	Yes
Hamid Naderi	Austin, TX	No
Michelle Porter	Birmingham, AL	Yes

4.0 REVIEW AND APPROVE AGENDA

Motion made and seconded to approve the agenda as presented. Motion passed unanimously.

5.0 HOUSEKEEPING – ICC STAFF

Ms. Porter presented information on lunch and travel planning.

6.0 APPROVE PREVIOUS MINUTES

Motion made and seconded to approve the November 13, 2017, minutes as presented. Motion passed unanimously.

7.0 REGULAR SESSION (ACTION ITEMS)

7.1 Certification Committee Rules of Procedure finalization

Ms. Porter informed the group of the changes she had made to the CC Rules to align with revised ICC Council Policy #1 on the appeals process. She was requested to continue working on explanatory material that can be placed on the ICC website. Motion was made and seconded to accept the CC Rules as presented. Motion passed unanimously.

7.2 Request for reciprocity – MIFRI course and ICC Fire Plans Examiner

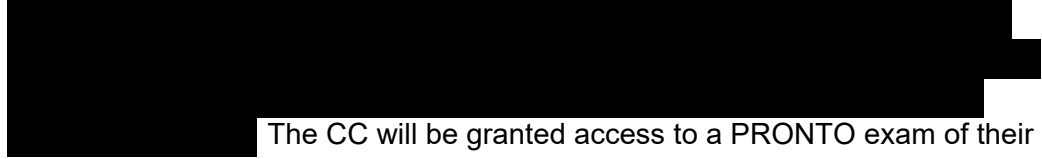
The CC discussed the request for reciprocity, and determined that allowing reciprocity for one course would lead to additional requests with varying levels of curriculum stringency. Granting reciprocity without an ICC exam being taken could adversely impact the current efforts under way to gain accreditation for ICC's Certification program. Motion was made and seconded to deny the request for reciprocity. Motion passed unanimously.

7.3 Request for Permit Technician acronym

The CC weighed options on granting an acronym for current Permit Technicians to be used on business cards and other collateral. The CC requested that staff look at other means of recognition for Permit Technicians. Motion made and seconded to deny the request. Motion passed unanimously.

7.4 Item development and maintenance; appeals process; [REDACTED]

Ms. Porter presented information on the process of test item development and maintenance, with details on staff and Exam Development Committee (EDC) involvement. [REDACTED]



The CC will be granted access to a PRONTO exam of their choice to review this new testing method and the test experience. No motion was deemed necessary at this point.

8.0 INFORMATIONAL

8.1 Reinstatement program report

Ms. Porter presented the volume and revenue to-date for the certification reinstatement program. The CC suggested doing another mailing to potential reinstatement candidates.

8.2 Change from units to hours

The CC discussed a potential change from showing continuing education units (CEUs) as actual hours vs. CEUs. The Education Committee was informed of the CC's discussion in the full Professional Development Council meeting on March 2. Motion was made and seconded to accept the change in reporting CEUs from units to hours. Motion passed unanimously.

8.3 Standardization of length of course credits

Ms. Porter requested consideration of a joint discussion with the Education Committee around standardizing the length of courses to a half-hour or hour basis. Staff was directed to look at how other associations deal with reporting of unusual course lengths and bring information back to the PDC.

8.4 Exams vs. modules

Ms. Porter asked the CC for clarification on whether exam modules counted for CEU credit vs. full certifications. Verbiage will be added to the Renewal bulletin to note that only achieving a full certification is eligible for CEUs, rather than passing an exam module.

8.5 Master Code Professional (MCP) requirements

The current core and elective credits in the MCP program were reviewed for relevancy and appropriateness. The CC determined that the program needs more thought, and will bring ideas to the next CC meeting.

9.0 EXECUTIVE SESSION

9.1 Disciplinary hearing – [REDACTED]

[REDACTED]

10.0 NEXT MEETING – April 12, 2018, teleconference

11.0 ADJOURNMENT

Motion made and seconded to adjourn. Meeting adjourned at 12:12 pm EST.

**ICC Professional Development Council
Certification Committee (CC) Meeting**

**September 25, 2018
Teleconference
12:00 pm CST**

MEETING MINUTES

1.0 CALL TO ORDER

Gerard Cattani called the meeting to order at 12:15 pm CST.

2.0 ROLL CALL ESTABLISHMENT OF QUORUM

Mr. Cattani requested that Michelle Porter call roll. A quorum was approved with CC members present as noted below.

Name	City, State	Present?
Gerard Cattani – Chair	Orlando, FL	Yes
Hakim Bayyoud – Vice-chair	Beaufort, SC	Yes
Rick Hopkins	Northport, FL	Yes
Laura Pellizzi	Stony Brook, NY	Yes
Lance Simms	College Station, TX	Yes
Peter Zvingilas	Groton, CT	Yes
Cindy Davis – BOD liaison	Richmond, VA	Yes
ICC Staff		
Mark Johnson	Brea, CA	Yes
Michelle Porter	Birmingham, AL	Yes

3.0 REVIEW AND APPROVE AGENDA

Motion made and seconded to approve the agenda as presented. Motion passed unanimously.

4.0 APPROVE PREVIOUS MINUTES

Motion made and seconded to approve the March 2, 2018, minutes as presented. Motion passed unanimously.

5.0 INFORMATIONAL

5.1 PRONTO report

Ms. Porter informed the group of the volume and pass rates on PRONTO for the first year of implementation. She will send reports to the group on both pass/fail information and satisfaction survey data with these minutes.

5.2 Assessment Center website

Due to technical issues, Ms. Porter was unable to provide a live walkthrough of the changes to the Assessment Center web pages, but will do so at the next meeting.

6.0 EXECUTIVE SESSION

6.1 [REDACTED]

[REDACTED]

[REDACTED] **6.1** [REDACTED]

[REDACTED]

7.0 Ms. Porter will poll the group for a date for the next meeting, on an as-needed basis.

8.0 ADJOURNMENT

Motion made and seconded to adjourn. Meeting adjourned at 1:46 pm CST.

**ICC Professional Development Council
Certification Committee Meeting**

**December 13, 2018
12:00 pm CT**

MEETING MINUTES

1.0 CALL TO ORDER

Gerard Cattani called the meeting to order at 12:05pm CST.

2.0 ROLL CALL ESTABLISHMENT OF QUORUM

Mr. Cattani asked Casey Thomas to call roll. A quorum was approved with CC members present as noted.

Name	City, State	Present?
Gerard Cattani – Chair	Orlando, FL	Yes
Hakim Bayyoud – Vice-chair	Beaufort, SC	Yes
Rick Hopkins	Northport, FL	Yes
Laura Pellizzi	Stony Brook, NY	No
Lance Simms	College Station, TX	Yes
Peter Zvingilas	Groton, CT	Yes
Mike Boso – BOD liaison	Grove City, OH	Yes
ICC Staff		
Mark Johnson	Brea, CA	Yes
Ron Piester	Birmingham, AL	Yes
Michelle Porter	Birmingham, AL	No

Additional ICC Staff Members, Autumn Saylor, Catherine Vinson and Casey Thomas were on the call along with IAS staff member, Kellee Fernandez.

3.0 REVIEW AND APPROVE AGENDA

Motion made and seconded to approve the agenda as presented. Motion passed unanimously.

4.1 APPROVE PREVIOUS MINUTES

4.2 September 25, 2018, meeting

Motion made and seconded to approve the September 25th, 2018 minutes as presented. Motion passed unanimously.

5.1 INFORMATIONAL

5.2 ASHRAE/ICC partnership

Mark Johnson explained that since ASHRAE is now heavily involved in the development of the

IgCC, ICC and ASHRAE are currently working on an MOU for the development of the IgCC certification exams with ASHRAE participation.

6.1 NEW BUSINESS

6.2 EDC appointments

Prior to the call, the needs for EDC appointments were distributed to the group. Autumn Saylor walked the group through the appointments matrix. Peter Zvingilas suggested that the CC take care of the immediate need and choose the alternates at a later date. Mr. Cattani pointed out that typically these appointments are a complex process that take a lot of analysis and time and suggested that it be a task for the next in-person meeting. Motion: Approve staff recommendations for appointments as laid out on the matrix to meet the immediate need with the provision to approve alternates at a later date. Seconded. Approved unanimously. Lance Simms asked if the spreadsheet could be tweaked so it is clear regarding which alternates need to be chosen for next meeting. Ron Piester distributed (by email) a revised spreadsheet further clarifying the needed EDC appointments.

6.3 Renewals discussion (10 min)

6.3.1 CEUs for accreditation

6.3.2 Options for recertification

There was request from a jurisdiction for the CC to consider IAS Building Department Accreditation as a way for members of that department to earn CEUs. Kellie Fernandez elaborated on the request and explained that it could incentivize ICC certified-individuals to work for an accredited jurisdiction and how the accreditation process offers educational opportunities to employees. It was determined that the CC needs to sit down with the EC to discuss to make sure that there are no unintended consequences as well as to gain insight on training courses and their connection to the CEU program. Gerard Cattani asked that this item be put on the agenda for the next PDC meeting.

7.0 NEXT MEETING

Michelle Porter will plan the next CC teleconference when she gets back in the office. Casey Thomas reminded everyone that she will be sending out the Doodle poll for the next PDC in-person meeting.

8.0 ADJOURNMENT

Hakim Bayyoud motioned to adjourn the meeting. Rick Hopkins seconded. Meeting was adjourned at 12:56pm CT.