



**International Code Council
Professional Development Council**

**February 26th, 2016
Bourbon Orleans
St. Mary Salon
New Orleans, LA
08:30am CT**

PDC Chair: Cindy Davis

ICC Board Liaison: Gilbert Gonzales

CC Members	EC Members
Abdulahakim Bayyoud	Michael Boso
Gerard Cattani	Jeff Camp
Autumn Hartsoe	John Delesandro
Ken Morong	Dave Horras
Jeremy Searfoss	Sean Reid
	Nancy Springer

ICC Staff: Mark Johnson
Tracy Lendi
Hamid Naderi
Michelle Porter
Allison Street
Casey Thomas

MINUTES

The meeting was called to order at 09:07am CT by PDC Chair Cindy Davis.

1. Roll Call

Ms. Davis decided to skip this item since all members were present with the exception of Certification Committee Member, Jeremy Searfoss. A quorum was established.

2. Approval of Agenda

Ms. Davis proposed that the Education Committee update and the Certification Committee update be switched since the Certification Committee update would lead into the next agenda

item. Education Committee Chair, Nancy Springer motioned to approve the agenda, as amended. Mr. Dave Horras seconded. Agenda approved unanimously.

3. Approval of Minutes from November 6th, 2015 Meeting

Ms. Springer motioned to approve the Minutes. Mr. Horras seconded. The Minutes were approved.

4. Reports from February 25th Meetings

a. ~~EC Chair~~ ~~EC Chair~~

Ms. Springer began by giving the history of the ABM Education courses selection. Last year, the Education Committee didn't get the opportunity to review the courses beforehand. This year, the EC reviewed all 56 courses that were submitted under the ABM call for presentations and voted on them electronically prior to the meeting. At the meeting, they discussed their top choices in more detail. The top choices were then placed into the ABM matrix. The matrix was reviewed by the entire PDC. Ms. Springer continued by stating that letters were going to be sent to the applicants who weren't chosen, letting them know that they weren't chosen and how they could improve for better chance of approval next year. Executive Vice President & Director of Business Development, Mark Johnson, asked if there were any presentations that were not chosen that could be used for the Expo. Ms. Springer reported that all of the 'viable' courses were selected for the education tracks—there are not any additional courses for Expo use. Director Gilbert Gonzales asked if it will be open or pre-registration. Manager of Training and Education, Allison Street answered that this decision is not handled by T & E; it is handled by Meeting and Travel. All of the rooms are roughly the same size and all have a capacity of 75 to 100 people.

[REDACTED]

The next topic of discussion for the Education Committee was Hire ICC to Teach. The flex category of classes is being eliminated due to lack of sales. Instead, the Flex courses will be moved into either the Standard or Premium categories. 16 of Flex courses have been converted to Premium courses and 34 have been converted to Standard. Sr. Vice President of Product Development, Hamid Naderi, stated that there will be a notice on the website stating that if there is any question on the Flex program, one can contact XX in the Training department.

Ms. Springer continued with the review of the Preferred Provider Program. To date, there are 271 active Preferred Providers and 353 applications, which break down as follows:

- 119 Chapters
- 74 Government/Non Profit
- 62 Educators
- 16 Industry

Mr. Johnson stated that there was a still a lag in the Industry category and ICC has tried cross marketing with ES, but with little success. Ms. Springer added that yesterday the possibility was discussed that many in Industry may be signing up for the Educator category since it is less expensive. Mr. Reid also added that Industry may be more interested in selling products than educating inspectors. Mr. Johnson said that in yesterday's CC meeting, there was a discussion on the lack of classes for Special Inspectors. Mr. Ken Morong stated that there is an opportunity for ICC to sell it to Terracon and others as a cost savings issue. Ms. Davis suggested that perhaps PDC members need to reach out to these groups for Preferred Provider interest, so it is not perceived as a sales pitch from ICC. Ms. Springer proposed that the PDC identify where there are gaps in training and reach out to companies that can fill those gaps. Mr. Morong and Ms. Springer will work together to create a list then determine an outreach program. 78% of the Providers have renewed to date, which is a 60% renewal rate.

Mr. Naderi presented the phases of the Preferred Provider website. Phases I, IIA and IIB are completed. Phase III is underway; the most important aspect of this phase is the connection to C& T so that ICC and PP CEUs are dropped automatically in certification records. Mr. Naderi hopes that the entire website will be completed by the end of the year. At the next EC meeting, there will be a discussion on a multi-year Preferred Provider participation discount. Mr. Naderi added that he is still trying to get a PP administrator position approved. The EC will write a letter to ICC in support of the new position.

In the Preferred Provider vein, Ms. Springer explained that the Preferred Provider Manual was also discussed. Some of the language was revised/clarified with more explanatory material. One issue that arose is the use of the Preferred Provider logo and whether or not it should be mandatory. The certificates must have the Preferred Provider logo however, it is not stated that it should be mandatory elsewhere. The EC made a decision that the language in the Manual should read: the use of the PP logo is "strongly recommended." Also, the course objectives that are currently a part of the course descriptions will be broken out separately. Additional FAQs and flowcharts were added to the Manual for clarity.

The next topic covered was the Educator the Year Award. [REDACTED]

[REDACTED] Since the EC has created a scoring rubric, this year, the application will adjusted to include some of that information in the rubric. Hopefully, this will encourage nominators to submit the criteria the EC is looking for. There was a lot of discussion on whether the Educator of the Year should be a group or an individual. The EC will be reviewing the categories for applicability.

Finally, Ms. Springer went onto to say that they are assembling the electronic binder with all of the EC milestones as well as continuing to review and add to the work plan. The documents need to be posted on the website. Ms. Michelle Porter, Director of Certification and Testing, explained that the website is going through revisions and updates; staff will be working with IT to get the agendas/minutes, etc. of the PDC and subcommittees up on the site.

10:32am BREAK
10:48am RESUME

b. CC Chair ~~EC Chair~~

Ms. Autumn Hartsoe, Certification Committee Chair, began with the update on the reinstatement program. The program was launched a week ago and there are a total of 19 apps to date. There have been requests (3) for reciprocity for states. This would involve a lot of time and research. At this time, the CC wants to see how the recertification program works before looking at state reciprocity. Mr. John Delesandro asked if there was any thought given to reciprocity being granted to NCPCCI. It is unknown if those who took the NCPCCI exams under BOCA kept up their BOCA certifications. Ms. Davis stated that Virginia is in the same position. VA recognizes either Certification and cannot prohibit another national program. This, too, will be addressed once the recertification program gets under way. Another issue raised was the possible lowering of fees for veterans. This will not be considered at this time.

Ms. Hartsoe stated that the topic of revising the Certification Standards has been tabled. However, the Rules of Procedure will be updated. They will be formalized and finalized in the near future.

The Certification Committee also discussed a Certificate versus a Certification Program. The Disaster Response Inspector Certification was sunsetted and will be moved to a Certificate program. There was also discussion of photovoltaic credentialing, which will be covered later in the agenda.

Ms. Porter explained that there is an RFP out for Internet Based Testing providers; the bids are due at the end of March. The contract should be awarded in April. She gave a brief explanation of the differences between internet based testing and computer based testing.

Ms. Hartsoe then went through the requests the CC received. There was a Chapter request for additional CEUs for in-person interaction. The CC denied this request.

The reference rules were changed to permit a candidate to bring in any reference materials, he or she wishes into the testing site. Ms. Porter added that this reverses the rule created by BIPS in early 2004 and reaffirmed in 2008. There will be outreach to let people know that they can bring any material into the exam testing site not just the references listed in the candidates' bulletin. However, there will be 2 caveats: a) candidates bring in material not listed in the official ICC Candidate Bulletin at his or her own risk and b) candidates cannot challenge or appeal based on information provided in material not listed in the official ICC Candidate Bulletin.

Finally, there was a request for the hierarchy of certifications. Resolution was to have the requestor refer to the new reinstatement program.

5. Disaster Response Inspectors Certification

Ms. Porter gave some background on this issue. Basically, ICC hasn't recouped the cost of the development of the exam. There has been extensive marketing, but it hasn't increased the number of test candidates. Bill Bracken, creator of the "When Disaster Strikes" Institute, is piloting a program on March 19th. Some of the questions are: a) how to handle those that want to test same day vs. later b) how will this affect future accreditation efforts c) how many hours of education are needed to be able to sit for a certificate d) who determines the prerequisites e) how to differentiate between certification and certificate—there will have to be a discussion on naming to make sure there is no confusion e) how to determine renewals. One thing for certain is that marketing and education of the public will be critical for acceptance by states and others.

This naturally led into the discussion of 6 below.

6. Badging (ABCs)

Ms. Porter and training staff will need to come up with a structure for an Assessment Based Certificate program. It's important to keep in mind that a certificate is not lesser than a certification; it is an indicator of specialty knowledge. Looking to do a certificate with IAEE on solar as an overlay of other certifications. Also, Certification is looking to move Firestopping from a certification to a certificate program due to the low returns. FCIA has great training to complement a certificate program. This could serve as a model to partner with industry to create training, testing and certificate programs. Ms. Porter stated that certificate programs are cheaper to create (i.e. \$1000 for a certificate vs. 50K for a certification). There will be a follow-up discussion on this at the next meeting when staff has more information.

7. Update on Certification Reinstatement

This item was skipped since it was covered previously in the CC update.

8. Other Business

Ms. Davis wanted to give an update on CP-45. Ms. Davis and Director Gonzales are in receipt of Director Wheeler's comments; Ms. Davis, Director Gonzales and Mr. Johnson will schedule a conference call with Director Wheeler to address any of his concerns prior to putting it on the Board of Directors' Agenda for the meeting in April.

Tentative dates were discussed for the next PDC Meeting. Ms. Thomas sent out an Outlook invitation for December 1st and 2nd, 2016 for a potential meeting.

Director Gonzales wanted to thank everyone for their hard work.

9. Adjournment

Mr. Sean Reid motioned to adjourn the meeting. Mr. Michael Boso seconded. The meeting was adjourned at 01:06pm CT.



**International Code Council
Professional Development Council**

September 26th, 2016
Conference Call
01:00pm ET/12:00pm CT/11:00pm MT/10:00amPT
Call In: 800-910-8278
Conference #:9574349

PDC Chair: Cindy Davis

ICC Board Liaison: Brenda Thompson

CC Members	EC Members
Abdulkhikm Bayyoud	Michael Boso
Gerard Cattani	John Delesandro
Rick Hopkins	Dave Horras
Ken Morong	James Lake
Autumn Wollmann	Sean Reid
	Nancy Springer

ICC Staff: Mark Johnson
Tracy Lendi
Hamid Naderi
Michelle Porter
Ron Piester
Allison Street
Casey Thomas

MINUTES

The meeting was called to order by Professional Development Council Chair, Cindy Davis at 10:04am PT. She then asked if Introductions could be moved up to after the roll call.

1. Roll Call

Ms. Davis asked Executive Assistant, Casey Thomas, to call roll. All members were present and quorum was established.

Pursuant to Ms. Davis's request, each Member of the PDC introduced him or herself. Ms. Davis thanked everyone for his or her participation then asked staff to identify him or herself and remind everyone of his or her roll within ICC.

2. Approval of Agenda

Mr. John Delesandro motioned to approve the agenda, as amended. Ms. Nancy Springer seconded. No discussion. All Members of the Council were in favor.

3. Approval of Minutes from February 26th, 2016 Meeting

Ms. Davis had some suggested edits. The Minutes will be re-circulated with the suggested edits after the meeting. Other Members can give their suggestions as well. The Minutes will be approved at the next meeting of the PDC.

4. Introductions

This item was already covered per Ms. Davis's suggestion above.

5. Election of EC and CC Chairs and Vice-Chairs

Ms. Davis asked for a call for nominations for the Education Committee Chair.

Mr. Delesandro nominated Ms. Nancy Springer.

Ms. Davis asked for any other nominations.

Hearing none Ms. Davis asked for the approval of Nancy Springer as Education Committee Chair. All EC Members were in favor, unanimous approval.

Ms. Davis thanked Ms. Springer for her willingness to serve.

Ms. Davis asked for a call for nominations for the Education Committee Vice-Chair.

Ms. Springer nominated Mr. Delesandro.

Ms. Davis asked for any other nominations.

Hearing none Ms. Davis asked for the approval of John Delesandro as Education Committee Vice-Chair. All EC Members were in favor, unanimous approval.

Ms. Davis thanked Mr. Delesandro for his willingness to serve.

Ms. Davis asked for a call for nominations for the Certification Committee Chair.

Mr. Gerard Cattani nominated Ms. Autumn Wollmann.

Ms. Davis asked for any other nominations.

Hearing none Ms. Davis asked for the approval of Autumn Wollmann as Certification Committee Chair. All CC Members were in favor, unanimous approval.

Ms. Davis thanked Ms. Wollmann for her willingness to serve.

Ms. Davis asked for a call for nominations for the Certification Committee Vice-Chair.

Ms. Wollmann nominated Mr. Ken Morong.

Ms. Davis asked for any other nominations.

Hearing none Ms. Davis asked for the approval of Ken Morong as Certification Committee Vice-Chair. All CC Members were in favor, unanimous approval.

Ms. Davis thanked Mr. Morong for his willingness to serve.

6. Special Inspection Plan Sets

Ms. Michelle Porter, Director of Certification and Testing, gave the background on this item. All of the hard copies of plan sets have been converted to digital format. However, the Special Inspection plan sets are too large and cumbersome to be converted into digital format for computer-based testing; the size (24x36) doesn't fit on the monitors. Mr. Naderi noted that some additional issues are that many of the plan sets at the testing sites are marked, smudged, and many major jurisdictions are moving to digital plans, so the tests should mimic real-life experience. However, Mr. Morong offered that in most cases, special inspectors still work with the stamped, approved paper plans in the field.

Ms. Davis asked if there is any action for the Professional Development Council.

Ms. Porter responded that this is informational at this point and we wanted the PDC's thoughts as to whether or not a jurisdiction would accept a special inspector certified using digital plans.

7. Next In-Person Meeting

Ms. Thomas stated that the next in-person meeting will be December 1st and 2nd in Dallas, TX since it is relatively easy to fly in and out of. She will be follow up with more information as the dates draw closer.

8. Other Business

-ABM

Ms. Street went over the plans for the educational tours at the ABM and the schedule for the education programs. As previously stated, there would be a half day of classes focused on leadership on Monday and a full day of classes on Tuesday, which would also include the *Journey to Leadership* program that is presented by the Past Presiding Officers.

Ms. Davis asked if the *Journey to Leadership* program would be available online. Ms. Lendi responded that it was recorded in Long Beach and Louisville and is broken down into modules with commentary and should be available January 1, 2017.

Ms. Lendi also wanted the Council to know that there will be 'teaser' announcements at the ABM about ICC University. Talking points will be sent to the Council on it. Basically, the ICC University will be one stop shop for all training. Ms. Davis asked who the new Learning Management System vendor is. Ms. Lendi replied that the contract was signed two weeks prior and it is with KMSI.

-Update Preferred Provider Program

Mr. Naderi gave the update on the Preferred Provider Program. The number of industry providers has always been the lowest and still is, however, in the past few weeks several industry members applied.

As far as non-active Preferred Providers are concerned, letters have been prepared for the following:

- Providers who have applied but have not paid

- Providers who have not renewed

-Providers who are up for renewal
This is the first step in soliciting feedback from inactive Providers.

-Update Recertification Program

Ms. Porter gave a brief background of the program for new members. She reviewed the stats from the week prior. She also stated that an online system will be put in place that will ease the burden of getting applicants current.

-Update LMS/IBT

LMS

Since this was covered under the ABM ICC University announcement, Ms. Lendi asked if there were any other questions. There were no more questions at this time.

IBT

Ms. Porter stated the new vendor will be announced at the ABM. In addition, a representative from the vendor will be at ABM to answer any questions. She also gave background to the concept of IBT for the new members.

-Johnson County

Mr. Johnson wanted to let the Council know that he has been in contact with Mr. Reid and Director Jerry Mallory on their contractor training and expanding it to include code officials. Mr. Reid went on to say that there is a benefit when contractors, code officials and design professionals are all in one room. He envisions this to be a hybrid EduCode with contractors and building officials. The training usually takes place in February/March and it brings in folks from beyond the region. Mr. Johnson feels like this will be a good way to reach out to contractors and strengthen ICC's relationship with them.

9. Adjournment

Ms. Davis asked for a motion to adjourn the meeting. Ms. Springer motioned and Mr. Delesandro seconded. The meeting was adjourned at 11:31am PT with unanimous approval.



**International Code Council
Professional Development Council**

**December 2nd, 2016
Dallas, TX
11:00am CT**

PDC Chair: Cindy Davis

~~ICC Board Liaison: Brenda Thompson~~

CC Members	EC Members
Abdulahakim Bayyoud	Michael Boso
Gerard Cattani	John Delesandro
Rick Hopkins	Dave Horras
Ken Morong	James Lake
Autumn Wollmann	Sean Reid
	Nancy Springer

ICC Staff: Mark Johnson
Laurence Genest
Tracy Lendi
Hamid Naderi
Ron Piester
Michelle Porter
Allison Street
Casey Thomas

MINUTES

1. Call to Order

Professional Development Council Chair and Director, Cindy Davis, called the meeting to order at 11:15am CT. Director Davis asked that everyone briefly introduce him or herself.

2. Roll Call

Director Davis asked Executive Assistant, Casey Thomas, to call roll. All Certification Committee and Education Committee members were present. Mr. Sean Reid was present via teleconference. ICC Director Brenda Thompson was not present. A quorum was established.

3. Approval of Agenda

Education Chair, Nancy Springer made a motion to approve the agenda. Mr. Hakim Bayyoud seconded. No discussion. The Agenda was approved.

4. Approval of Minutes

- February 26th, 2016 Meeting

Ms. Springer motioned to approve the Minutes. Mr. Dave Horras seconded. Minutes were approved.

-September 26th, 2016 Teleconference

Certification Committee Chair, Autumn Wollmann motioned to approve the Minutes. Mr. John Delesandro seconded. The Minutes were approved.

5. Certification Committee Update

Director Davis asked Ms. Wollmann to report on the activities of the Certification Committee from the day before. The CC reviewed the CC Rules of Procedure as well as certain parts of CP-45, which governs the PDC. Of note, there was clarification needed on the term limits of the members of the Exam Development Committees (EDC). As it stands, a member can serve two terms on a single EDC and then immediately apply for another EDC after completing those two terms. No action needed to be taken, but the CC should take note of prior EDC service by potential candidates before EDC appointment. A lengthy discussion was had on the number of exam attempts within a specific time period per the CC rules. It was requested to be increased. A motion was made that as of July 1, 2017, the number of exam attempts within a six month period will be increased from 2 to 6 with no waiting time in between. The CC rules will be reviewed again at a future meeting.

Discussion was had on the draft criteria presented for an Assessment Based Certification program. Questions arose regarding cost effectiveness and whether the certificates would require renewal. Also, it is critical that there be a clear distinction between a certificate and a certification to avoid market confusion. Staff will finalize the draft criteria and it will be presented to the Education Committee for input at a future date.

Staff informed the CC of the status of Internet Based Testing (IBT); the launch will be near the end of first quarter 2017. Pencil-paper testing will be 'sunsetting' December 31st, 2018.

The CC had further discussion on the Special Inspector plan sets. Staff reported that after talking to inspection agencies and large jurisdictions, most were okay with the plan sets being digitized for exams. A motion was made and passed to allow the digitization of the Special Inspector plan sets.

The CC heard one hearing and two appeals as well as reviewed applications for 16 EDCs and made appointments.

Several outside requests were relayed to the CC for discussion and review. One such item presented by the Sustainability Membership Council will be up for discussion by the entire PDC. The request to create a Certified Sustainability Professional was added to other business.

12:19pm

Break

12:42pm

Reconvene

6. Education Committee Update

Director Davis asked Ms. Springer to report on the activities of the Education Committee from the previous day. There were 17 items on the EC agenda. Staff reviewed the business side of Train and Education, including revenue and budget as well as the challenges. The EC reviewed the ABM stats, surveys and feedback. 90 minute training is preferred over 3 or 6 hour. There was concern that the Educator of the Year award is not presented at the ABM. Staff also went over the institute schedule for 2017 and challenged the EC to come up with ideas for new soft skill institutes such as technology, terrorism and social media. The upcoming BPI institute was also discussed along with the tracks that ICC will provide. A lengthy discussion was had on the possibility of job title curriculum and the necessary job experience. The EC also covered the status of the website, the current statistics of the Preferred Provider Program and global training. ICC University was demonstrated and explained, including the addition of Certification into the system. PDC support is necessary. A motion was made for the PDC to formulate a general letter to staff that would encourage the simplification and consolidation of training and certification to enhance the user experience via ICC University. Ms. Springer made the motion, Ms. Wollmann seconded. The motion was passed unanimously. Finally, it was determined that an appeals process is necessary for the Preferred Provider Program applicants who are denied. This item should be added to the next agenda.

7. Other Business

-Solar Training and Certification

It was mentioned at ABM that SRCC received a training grant the PDC was looking for clarification. Executive Vice President, Mark Johnson, explained that SRCC had a grant with other entities to do some training.

-Communication Plan

Director Davis stressed the importance of effective communication between the EC and CC. Since both do so much, it is imperative that the right hand know what the left is doing. Any suggestions to foster that communication are welcome. Vice President of Marketing, Laurence Genest asked Tracy Lendi, Vice President of Training, if there was a forum on the new Learning Management System for interaction such as this. Dr. Lendi stated she would look and see if there was an option that could be available to PDC and staff.

-Sustainability Membership Council request

The Certification Committee had a teleconference with Doug Wise of the Sustainability Membership Council. The Sustainability Membership Council is interested in a designation that would comply/compete with LEED designation. It would be Green Building layered with a designation as a certified sustainability professional. It would use the existing certifications- all of the energy, one of the green + AIA or CBO or MCP or PE or CFM = sustainability Professional.

At this point, it will be left with staff to research.

8. Adjournment

Director Davis thanked everyone for all of their hard work and support. Mr. Delesandro motioned to adjourn the meeting. Mr. Horras seconded. Meeting was adjourned at 02:03pmCT