



**International Code Council  
Professional Development Council**

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

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PDC Chair: Cindy Davis

ICC Board Liaison: Gilbert Gonzales

<b>CC Members</b>	<b>EC Members</b>
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

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**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 6<sup>th</sup>, 2015 Meeting**

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

**4. Reports from February 25<sup>th</sup> 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 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 be 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 on 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 19<sup>th</sup>. 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 1<sup>st</sup> and 2<sup>nd</sup>, 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.