



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

February 9, 2017  
Teleconference

---

<b>CC Member</b>	<b>Location</b>
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
<del>Cindy Davis — BOD liaison</del>	<del>Richmond, VA</del>
Nancy Springer [PDC Chair]	Oroville, CA

<b>ICC Staff Liaison</b>	<b>Location</b>
Michelle Porter	ICC Birmingham
<del>Ron Piester</del>	<del>ICC Birmingham</del>
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