



**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