

BOC Certification Advisory Commission (CAC)

The CAC is established as a voluntary, advisory, facilitative commission with the ability to make decisions regarding Building Potential's application for accreditation under ANAB ISO/IEC 17024.

Purpose: The purpose of the Certification Advisory Commission is to support the development of a skilled and qualified workforce to operate and maintain high-performance buildings.

Composition: The CAC shall be composed of representatives of the BOC Certification Program stakeholders, according to the following composition requirements that ensure no interest predominates:

- Public Interest (state energy offices for example)
- Educators/Academic
- Utilities
- Employers of Certificants
- Non-Profit Energy Organizations
- Private Sector
- BOC Certification Holders

Responsibilities: The responsibilities of Certification Advisory Commission members shall include:

- Conduct CAC meetings and assign committees and/or roles as requested by the Chair and Building Potential staff
- Monitor, revise as needed, and approve the *BOC Certification Policies and Procedures Manual* and related controlled documents
- Approve the eligibility criteria, certification scheme, examinations, examination cut points, exam and item performance standards, and other essential certification decisions based upon its own determination or recommendation from others.
- Assure the independence of the certification from other conflicting interests such as, but not limited to, training, education, accreditation and marketing functions.
- Assure financial continuity of the certification program.
- Assure sufficient and qualified personnel to operate the certification program.
- Assure notes of all Advisory Commission meetings and decisions are maintained.

Terms and Selection

All members of the Certification Advisory Commission with the exception of the appointed representatives from the Exam Development Committees, shall be nominated by the CAC Nominating Committee and elected by the full CAC for staggered 2-year terms. No member shall have total service of more than three terms on the CAC (equivalent to a maximum total service of 6 years) after which such person shall be ineligible to serve as a member again for 3 years. The CAC shall consist of no less than eight members, but no more than twelve. A simple majority is needed for election.

Meetings

The CAC shall meet quarterly but may meet as often as necessary to accomplish its responsibilities. CAC meetings may be held in person or by electronic means. The Chair, with support of Building Potential staff, shall formulate an agenda for each meeting.

Standing Committees

Exam Development and Maintenance Committee

Purpose and Responsibilities

- Creating and approving exam items
- Overseeing Beta test of items or trial item approval for replacements
- Assuring the alignment of exam content and the exam blueprint
- Recommending an exam cutpoint to the Scheme Committee
- Approving the equivalence of exam forms
- Annually reviewing item and exam performance
- Writing additional items as necessary

Scheme Committee

Purpose and Responsibilities

The primary purpose of the Scheme Committee is to develop and approve the scheme for the certification program. Specific responsibilities include:

- Establishing requirements for certification eligibility, examination, and recertification
- Defining the scope of the exam
- Defining the topics to be included on a Job Task Analysis
- Defining the exam schema
- Recruiting and approving Subject Matter Experts (SMEs) for Exam Development and Maintenance Committee
- Approving exam items
- Overseeing a Beta test of items
- Recommending the exam cutpoint to the CAC
- Approving the equivalence of exam forms
- Annually reviewing exam performance
- Establishing the mechanisms for and frequency of surveillance activities
- Ensuring that changes to the scheme are communicated to program stakeholders

Appeals Committee

Purpose and Responsibilities

The purpose of the Appeals Committee is to hear and make determinations on appeals submitted by Building Potential certification applicants, candidates, or certificants. Specific responsibilities include:

- Arranging the acknowledgement of appeals
- Assuring disclosure and recusal of individuals from appeal consideration when partiality or conflict of interest is apparent or perceived
- Giving due consideration to appeals
- Arranging notification of the results of appeals hearings
- Maintaining statistics on appeals and the results

Committee Meetings

Each Committee shall meet at least once annually but may meet as often as necessary to accomplish its responsibilities. Committee meetings shall convene in person or by electronic means. The Chair shall formulate an agenda for each meeting.