



# Policies and Procedures Manual

This document contains all the policies of the Building Commissioning Certification Board (BCCB) to effectively govern the organization. The BCCB was formed in 2004 by the Building Commissioning Association to develop a premier commissioning certification for professionals to demonstrate their knowledge, skills and abilities in the practice of building commissioning. The BCCB gained its nonprofit status under the IRS classification of 501 (c) 6 and the Board of Directors is elected by the certification holders of the BCCB.

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## **Introduction**

The purpose of this document is to outline the principles, rules and guidelines hereby adopted by the Building Commissioning Certification Board (BCCB) to support its efforts to provide the premier credentials in the field of Building Commissioning, serving both stakeholders and certified persons. These policies and procedures are subject to change at any time, notice of which shall be posted on the BCCB website.

ISO/IES 17024:2012 – 4.2; 5.1.2; 5.2.1

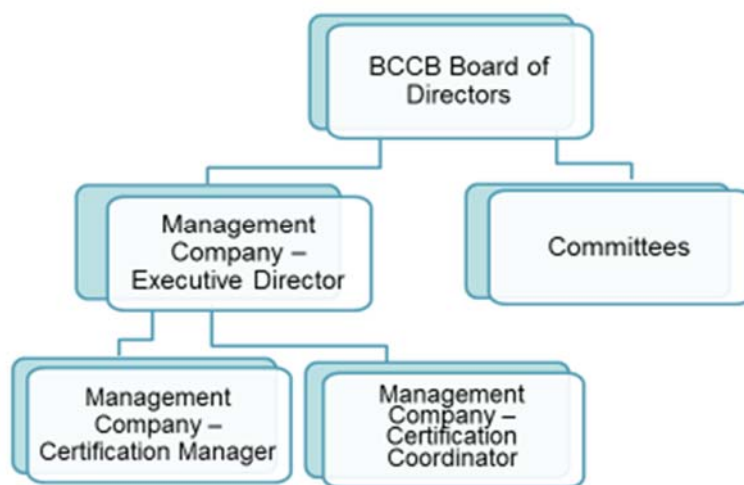
## D101 - BCCB Organizational Structure and Purpose

The Building Commissioning Certification Board (BCCB) was formed as an independent nonprofit 501(c) 6 to maintain a separation from the originating developing organization the Building Commissioning Association (BCA). The Bylaws of the BCCB establish the size and duties of the Board of Directors (hereafter referred to as the Board) and who makes up the membership. Membership is defined as all individuals who hold certifications issued by the BCCB. The BCCB Board is solely responsible for oversight of committees and administration of all programs. They also are responsible for administrating a credible certification program and for ensuring the credentials meet high standards of ethical and professional practice for the industry. This oversight ensures the proficiency and competency of the professionals the BCCB certifies. The BCCB does not provide education or training services, nor are its certification programs linked in any way with education offerings, educational materials, training offerings and/or professional development service providers. BCCB Board members are prohibited from providing education and/or training that relates to any of the BCCB certifications during their service to the BCCB and two (2) years after the end of the term of service as outlined in the Bylaws.

### 1a. Policy on the Organization of the BCCB

The BCCB governance hierarchy shall consist of a cadre of volunteer certified persons serving in leadership positions. These leaders (the BCCB Board) shall hold responsibilities for providing services related to the certification programs, and shall procure and monitor other Subject Matter Experts (SMEs), volunteers and outsourced service providers to ensure that the goals and objectives of the BCCB are met. The hierarchy of leadership and supervision is described in the organizational chart below. Any changes to the structure of the organization take a vote of the full BCCB Board of Directors.

### Building Commissioning Certification Board



### **1b. Procedures Concerning the Organization of the BCCB**

The BCCB Board shall have the following responsibilities concerning the organization of the BCCB:

- a. Monitor the effectiveness of the organizational model.
- b. Change the organizational model as required.
- c. Notify stakeholders of any changes to the organizational model.
- d. Ensure compliance with the organizational hierarchy.

ISO/IES 17024:2012 – 4.3.1; 4.3.2; 4.3.3; 4.3.8b; 5.1.2; 7.2.1; 7.3.2; 7.3.3; 7.3.5c;

## **D102 - Policy on Impartiality**

BCCB Board shall act impartially in relation to its applicants, candidates, and certified persons. Decisions on certification programs shall be made in accordance with policies and procedures. Policies and procedures affecting applicants, candidates, and certified persons shall be made public and shall fairly and accurately convey information about the certification program. BCCB shall understand threats to impartiality that include, but are not limited to, self-interest, activities from related bodies, and relationships of personnel, financial interests, favoritism, conflict of interest, familiarity, and intimidation. BCCB Board shall periodically conduct a threat analysis to determine the potential, both real and perceived, of an individual or an organization influencing BCCB certification programs.

### **1a. Policy on the Code of Ethics**

The BCCB shall function under a Code of Ethics, by which all certified persons (inclusive of the BCCB Board and its committee members) shall agree to abide. The BCCB shall hold responsibility for maintaining the relevance and efficacy of the Code, and has the authority to change the Code as required.

#### **1b. Procedures concerning the Code of Ethics**

In provision of its duties concerning the Code of Ethics, the BCCB Board shall perform the following tasks:

- a. Require BCCB Board members to reaffirm their commitment to the Code annually.
- b. Ensure that all other certified persons affirm their commitment to the Code initially during the application process, and again during recertification.
- c. Review the Code every three (3) years or upon the completion of a Job Task Analysis Study to ensure that it continues to address the ethics of practice.
- d. Update the Code as required.
- e. Post the Code, providing access to all stakeholders and certification holders, in the Candidate Handbook.
- f. Act upon allegations of violations to the Code as outlined in the Policy on Appeals, Complaints and Discipline.

### **2a. Policy on Conflict of Interest**

The BCCB shall function under a Conflict of Interest Policy designed to ensure that no member of the BCCB, or by extension its committee members or outsourced service providers shall use his or her position, or the knowledge gained therefrom, in such a manner that creates a conflict between the interests of the organization or any of its affiliates and his or her personal interests. The Board shall hold responsibility for maintaining the relevance and efficacy of the Policy and has the authority to change the Policy as required.

#### **2b. Procedures on Conflict of Interest**

In provision of its duties concerning the Conflict of Interest Policy, the BCCB Board shall perform the following tasks:

- a. Ensure that BCCB Board members reaffirm their commitment to the Policy annually;
- b. Ensure that all certified persons acting on behalf of the BCCB Board affirm their commitment to the Policy initially during the start of service, and again annually.



- c. Ensure that any providers of outsourced services acting on behalf of the BCCB Board affirm their commitment to the Policy initially during the start of service, and again annually.
- d. Review the Policy every three (3) years to ensure its efficacy, and compliance with regulations.
- e. Update the Policy as required.
- f. Post the Policy, providing access to all stakeholders and certified persons, on the BCCB website.
- g. Act upon allegations of violations to the Policy as outlined in the Policy on Appeals, Complaints and Discipline.
- h. Ensure that BCCB Board members, committee members and outsourced service providers place the interests of the organization foremost in any dealings involving or relating to the BCCB.

### **3a. Policy on Non-Discrimination**

The BCCB does not discriminate in the participation in the BCCB certification programs and prohibits discrimination against its applicants, candidates, certified persons, employees, and volunteers on the basis of race, color, national origin, age, disability, sex, gender identity, religion, and where applicable, political beliefs, marital status, or sexual orientation. The BCCB Board holds responsibility for ensuring that this Policy is adhered to in all facets of the BCCB operations.

### **3b. Procedures relating to the Policy on Non-Discrimination**

In provision of its duties concerning the Policy on Non-Discrimination, the BCCB Board shall perform the following tasks:

- a. Ensure that BCCB Board members reaffirm their commitment to the Policy annually;
- b. Ensure that any certified persons acting on behalf of the BCCB Board affirm their commitment to the Policy initially during the start of service, and again annually.
- c. Ensure that any providers of outsourced services acting on behalf of the BCCB Board affirm their commitment to the Policy initially during the start of service, and again annually.
- d. Review the Policy every 3 years to ensure its efficacy, and compliance with regulations.
- e. Update the Policy as required.
- f. Post the Policy, providing access to all stakeholders and certified persons in the Candidate Handbook.
- g. Act upon allegations of violations to the Policy as outlined in the Policy on Appeals, Complaints and Discipline.

### **4a. Policy on Privacy, Confidentiality, Maintenance and Release of Information**

The BCCB shall function under a strict Privacy and Confidentiality Policy. This Policy shall apply to all aspects of the BCCB organizational activities, including the secure handling and locked and secure storage of application materials, ensuring the security of assessment materials, and safeguarding candidate scores and applicant and certification holder records. BCCB Board members, certified persons, agents and providers of outsourced services shall abide by the Policy.

The BCCB and its agents shall keep confidential all applicants', and certified persons' information (including name, address, telephone numbers, examination scores, and other confidential records) unless authorized for release by the applicant, candidate, or certified person.

It is the policy of the BCCB that Non-Disclosure protected information may NOT be released to or shared with:

- Any member of the public unless there is applicable statutory exception or written release from the CCP candidate or certified person
- Any member of the BCCB unless the recipient has a legitimate interest for the use of that protected information to perform a service (i.e. committee work).

Furthermore, BCCB staff with access to protected information is expected to protect that information from unauthorized disclosure. This includes, as appropriate:

- Computer Systems and Applications Security: Central processing units, peripherals, portable storage devices, operating system, applications software and data.
- Physical Security: The premises occupied by the BCCB or contractors using computer equipment storing or having access to Protected Information.
- Operational Security: Environmental control, power equipment, operational activities related to operations.
- Procedural Security: Established and documented security processes for information technology staff, vendors, management, and individual users of Protected Information.
- Network Security: Communications equipment, transmission paths, switches, terminals and adjacent areas.

#### **4b. Procedures on the Privacy, Confidentiality and Maintenance and Release of Information**

In provision of its duties concerning the Policy on Privacy and Confidentiality, the BCCB Board shall perform the following tasks:

- a. Ensure that BCCB Board members reaffirm their commitment to the Policy annually.
- b. Ensure that all certified persons acting on behalf of the BCCB Board affirm their commitment to the Policy initially during the start of service, and again annually.
- c. Ensure that any providers of outsourced services acting on behalf of the BCCB Board affirm their commitment to the Policy initially during the start of service, and again annually.
- d. Review the Policy every three (3) years to ensure its efficacy, and compliance with regulations.
- e. Update the Policy as required.
- f. Supervise the implementation of the tenets of the Policy through the creation of procedures in the BCCB Operations Manual.
- g. Post the Policy, providing access to all stakeholders and certified persons in the Candidate Handbook.
- h. Act upon allegations of violations to the Policy as outlined in the Policy on Appeals, Complaints and Discipline.

#### **5a. Policy on Certified Person Status Publication (The Registry)**

The BCCB Board holds responsibility for providing a mechanism for stakeholders to confirm that an individual is a certified person in good standing. Certified persons may opt in or out of participation in the Registry.

#### **5b. Procedures on the Publication of Certified Person Status (The Registry)**

In provision of its duties concerning the Registry, the BCCB Board shall perform the following tasks:

- a. Ensure that all certified persons have been given the opportunity to opt/in or out of participation in the Registry.
- b. Ensure that information provided in the Registry is limited to
  - a. Name of the certified person;
  - b. Unique identifying number;
  - c. Reference to the certification scheme, standard, and title;
  - d. Any limitations or validity conditions;
  - e. Date of issue/date of expiration;
  - f. Signature of individual authorized to issue the credential.
  - g. Place of employment, city, state, country if applicable and whether they are a certified person in good standing.

- c. Ensure that the Registry is updated according to the BCCB Operations Manual requirements.
- d. Make the Registry information available to stakeholders, either online or via communication with BCCB.

#### **6a. Policy on Interested Parties and Related Bodies**

The BCCB does not permit any activities of interested parties or related bodies to compromise confidentiality of the BCCB programs.

#### **6b. Procedure to Identify and reduce Risk from Interested Parties and Related Bodies.**

Once each year, the BCCB Board creates a list of all interest parties and related bodies. All activities of are reviewed to determine the potential for compromise of confidentiality. Any potential for compromise of confidentiality is reviewed and systems put into place to ensure confidentiality is not compromised. This procedure is implemented annually through our Management Review.

#### **7a. Policy Ensuring Compliance with the Policy on Impartiality**

A publicly available statement shall be visible on the BCCB website and in the Candidate Handbook stating our position on impartiality. The BCCB Board shall ensure that all stakeholders involved with the BCCB operations comply with the individual tenants of the Policy on Impartiality.

#### **7b. Procedures for Ensuring Compliance with the Policy on Impartiality**

To confirm compliance with these policies the BCCB shall ensure that the following tasks are accomplished:

- a. **BCCB Board members and committee members** will be required to sign the following forms at the time of initial service, and again annually:
  - Conflict of Interest
  - Statement of Non-Discrimination
  - Code of Ethics
  - Privacy and Confidentiality Agreement
- b. **Applicants and certification holders** in good standing will be required to attest to abide by the following at the time of initial application, and at the beginning of every recertification cycle:
  - Code of Ethics
  - Privacy and Confidentiality Agreement
  - BCCB Policies and Procedures
- c. **BCCB Staff and Consultants/Contractors** will be required to sign the following forms at the time of initial service, and again annually:
  - Conflict of Interest
  - Statement of Non-Discrimination
  - Privacy and Confidentiality Agreement
  - BCCB Policies and Procedures (as they apply to roles and responsibilities)

All signed forms and attestations will be kept on-file according to the procedures outlined in the Management Systems policy and the Operations Manual.

#### **8a. Policy on Volunteers Taking Examinations**

The BCCB shall only allow Subject Matter Experts (SMEs-volunteers) who are certified persons in good standing to access secure examination materials. SMEs who serve the BCCB on the Examination Committee shall not take the examination for recertification credit. The BCCB will refrain from hiring any outsource service providers who are in the process of applying for, or who are a candidate for BCCB certification. Any SME or outside service provider who is exposed to secure examination material

is prohibited from applying for or taking said examination for a period of two (2) years after the end of their service to the BCCB.

#### **8b. Procedures Concerning Volunteers Taking Examinations**

To confirm compliance with this Policy the BCCB shall ensure that the following tasks are accomplished:

- a. Query potential outside service providers concerning intent to certify prior to hiring.
- b. Include this policy information in the Non-disclosure Policy, to which all SMEs and outsourced services personnel must attest to at the point of service and again annually.
- c. Monitor examination registrations to ensure that no SMEs or outsourced services personnel are attempting to take the examination.

#### **9a. Policy on the Conduct of Impartiality Threat Analyses**

The BCCB Board shall be responsible for conducting periodic threat analyses to identify potential threats to impartiality as they relate to adherence to the Code of Ethics, the Conflict of Interest Policy, the Policy on Non-Discrimination, the Policy on Privacy and Confidentiality, and the Policy on Certificant Status Publication. The Board shall take action on any identified or potential threats.

#### **9b. Procedures for the Conduct of Impartiality Threat Analyses**

To confirm compliance with this Policy the BCCB shall ensure that the following tasks are accomplished:

- a. Conduct every year, or as circumstances warrant, a threat analysis which shall contain at a minimum a list of relationships that can threaten impartiality. This list shall also identify potential area(s) of risk including products and services, involvement of interested parties, governance structure, resources, and contracts.
- b. Create and follow a timeline to implement corrective actions to minimize identified threats.
- c. Follow-up on any corrective actions to ensure that the threat or potential threat has resolved.

ISO/IES 17024:2012 – 4.2; 4.3.2; 4.3.7; 4.3.8; 5.1.2; 9.4.3; 9.8.4; 9.9.9; 9.9.10

## **D103 - Policy on BCCB Authority and Autonomy**

The BCCB has authority and autonomy and shall exercise both to ensure that the BCCB programs are not improperly influenced by outside interests. The Board shall protect both its autonomy and authority to maintain the credibility and integrity of its certification programs.

### **1a. Policy on Responsibilities and Authority of the BCCB Board**

The BCCB Board, to support the goals of the organization, shall ensure that the following tasks are conducted:

- a. Develop and implement policies and procedures to ensure all certification programs are operated and administered in conformance with best certification practices; at a minimum the policies should address the granting, maintaining, recertifying, expanding, and reducing the scope of the certification, and suspending or withdrawing the certification.
- b. Conduct periodic audits/reviews of the policies and procedures to ensure that they are efficient, effective, fair and reasonable. Update policies and procedures as required, and ensure that stakeholders are notified of changes.
- c. Provide oversight to the development and administration of legally defensible, valid, and reliable certification examinations. Secure psychometric services to ensure the examinations are legally-defensible, reliable, valid, and maintained according to industry standards in test development and measurement. Review psychometric reports and under counsel of psychometric experts, make all necessary and required updates to the examination. Ensure the item bank is of sufficient size, and is accurate and adequately maintained.
- d. Provide oversight to the development of all elements of the certification scheme, including, but not limited to establishing eligibility criteria, recertification requirements, the Code of Ethics, and disciplinary procedures and appeals.
- e. Appoint standing and ad hoc committees as required to support all program components and recruit and maintain a cadre of qualified subject matter experts (SMEs) representative of the demographic range and depth of the profession to participate in all aspects of the certification scheme. This participation shall include, but not be limited to participation in Job Task Analyses, transportability studies, examination content development, item writing, examination form review and approval, establishment of passing standards, maintenance of the reliability and validity of the examination, and establishment of eligibility and recertification requirements. Committees will also be formed to uphold and follow the Appeal and Discipline Policies and Procedures, to accept nominations of qualified individuals to the certification body and its committees, and supervise elections.
- f. Ensure the security of the certification examination materials and the intellectual property associated with the credential, including the development, maintenance, and administration of the examination.
- g. Establish and implement a Code of Ethics which applicants, candidates and certified persons are obliged to abide by and provide a mechanism for all stakeholders (including certified persons) to report suspected ethics and professional practice violations.
- h. Adopt as required, the Essential Attributes of Building Commissioning which applicants, candidates and certified persons are obliged to abide by and provide a mechanism for all

stakeholders (including certified persons) to report suspected failure to follow the Essential Attribute tenets.

- i. Make readily available to applicants, candidates, and certified persons the scope of the certification schemes, all policies, procedures, and related program information relevant to earning and maintaining certification.
- j. Protect the property associated with the BCCB credentials, including approved uses of logo, marks and certificates.
- k. Make available to the public the certification status of certified individuals through the use and maintenance of a public Registry.
- l. Develop an annual operating budget to ensure all certification program activities are conducted in a credible manner.

### **1b. Procedures for Conducting the Tasks and Responsibilities of the BCCB Board**

The BCCB Board, in the management of the certification program, shall:

- a. Award credentials to candidates meeting the established requirements.
- b. Develop an annual operating and marketing plan and budget, including establishment of a fee structure that supports the viability of the certification programs.
- c. Perform an annual performance review of the Management Contractor.
- d. Require that each member and each ex officio member of the BCCB Board sign a statement acknowledging their responsibilities regarding confidentiality, non-competition with other interests, and full impartiality in carrying out the duties of their position.
- e. Determine the number of committees needed to carry out the goals and responsibilities of the organization, appoint chairs and committee members, and assign duties as needed.
- f. Ensure all program schemes reflect current practice in the industry, whether the schemes are promulgated by a professional consortium or by the BCCB itself.
- g. Carry out any other lawful activities deemed necessary to further the objectives of the BCCB.
- h. Hear and rule on Appeals or Complaints if the original decision was made by the Appeals and Disciplinary Committee. Procedures of the Appeals and Disciplinary Committee will be followed.

### **2a. Policy for BCCB Board of Directors Nominations and Elections Committee**

The BCCB Board shall name a Nominating Committee which shall be responsible for ensuring that BCCB elections are conducted in a fair and transparent manner, supporting the need to nominate and fill the positions of the BCCB Board of Directors. The BCCB involves interested parties in all aspects of the BCCB certification programs. Interested parties may indicate willingness to participate in the certification program by serving in a Public Member Board position. The BCCB Board has the authority to appoint one or more Public Members—who shall be chosen as representatives of a variety of stakeholders—to serve on the Board. Public members will not have voting rights, nor will they be allowed access to any secure examination materials, but will have all other responsibilities of BCCB Board membership.

The qualifications and areas of expertise needed for members of the Nomination and Election Committee include the requirements to:

- a. Understand the roles and responsibilities of the BCCB Board of Directors.
- b. Understand the leadership requirements of the BCCB Board as well as the industry.
- c. Understand the democratic process of identifying and electing leaders and be familiar with the policies and procedures of the certification program.
- d. Understand the mission and purpose of the certification programs and the public served by the credentials.
- e. Possess a broad understanding of the stakeholder groups represented by the credentials and seek representation from interested parties.
- f. Be fair, unbiased, and free of influence at every stage of the nomination and election process.

- g. Be judicious and prudent in the exercise of all decisions and in the conduct of the nominations process.
- h. Follow the procedures for soliciting nominations and conducting an election.

### **2b. Procedures for the BCCB Nominations and Elections Committee**

The Nominations and Elections Committee members shall have the following duties and responsibilities:

- a. Understand and follow the Bylaws of the BCCB as they promulgate the proper recruitment and development of candidates for the Board.
- b. Ensure the nominating and election process is followed according to the policies and procedures—including conflict of interest—of the certification program.
- c. Establish a timeline of activities.
- d. Issue a call for candidates.
- e. Review candidate information and verify that all candidates are certified persons in good standing.
- f. Develop the official ballot.
- g. Disseminate the official ballot with candidate profiles.
- h. Prepare the election packet.
- i. Supervise the ballot counting.
- j. Prepare and deliver the election results.
- k. Research the qualifications of, and recommend appointment of, potential public members to the BCCB Board.

### **3a. Policy Convening Committees and Appointing Committee Members**

The BCCB Board shall have the authority to convene committees and appoint members. Committee members must be certified persons in good standing, in some cases committee members may only be open to CCPs due to the sensitive nature of communications and discretion of the Board. The BCCB Board shall ensure that all committees and their members adhere to the policies and procedures of the BCCB. Committee members shall serve a term of three (3) years, which may be renewed for a second three (3)-year term. Committee Members must agree to all conditions of service, including attending meetings and fulfilling all duties as assigned. Some committees, such as Job Task Analysis committees may be disbanded when current tasks and responsibilities have been met/completed.

Committee members shall be selected through an application process submitted by potential applicants. Committee members of the JTA and Scheme when convened must also include members from our Interest Parties list. Committee members failing to fulfill their duties and/or failing to attend four (4) or more meetings shall be removed from the committee and replaced.

### **3b. Procedures for Convening Committees and Appointing Committee Members**

The BCCB Board, when convening committees and appointing members to said committees shall undertake the following tasks:

- a. Convene committees judiciously to further the goals and needs of the organization.
- b. Create a mechanism whereby Committees are required to submit a record of activities to the Board for review.
- c. Make a call for committee members as required.
- d. Strive to make appointments to the committees of certified persons who represent the expertise, education, pathways to the profession, geographic location, age, gender, and ethnicity representative of the profession. Including where appropriate members from our interest parties.

- e. At the point of service, and again annually, require committee members to attest and abide by the following:
  - Conflict of Interest Statement
  - Statement of Non-Discrimination
  - BCCB Code of Ethics
  - Privacy and Confidentiality Agreement
  - Non-disclosure Policy
- f. At the point of service committee members shall be asked to complete a demographic questionnaire to provide support for the BCCB Board efforts to fill committee positions with a demographically-representative group of SMEs.

#### **4a. Policy on the BCCB Board Authority to Convene an Examination Committee**

The BCCB Board shall convene an Examination Committee who shall hold responsibility for the examination content, development, maintenance and delivery, as well as oversight of all processes associated with these activities.

Qualifications of the Examination Committee members shall include:

- a. Be a certified person in good standing.
- b. Collectively represent the stakeholders utilizing the credential, have a wide range of experiences in the industry/field, and be familiar with the requirements of the certification program.
- c. Represent the demographics and experiences typical of the population of certified persons.
- d. Understand content requirements of the examination and collectively represent the expertise of each content domain.
- e. Attend and complete all training programs as required to ensure the validity and reliability of the examination, including item writing and item editing workshops, analysis of item performance, and cut score studies.
- f. Commit the time and resources required to perform the respective committee tasks and responsibilities.

#### **4b. Procedures of the Examination Committee**

The examination committee shall have the following duties and responsibilities:

- a. Ensure the ongoing validity of the Job Task Analysis by participating in and/or conducting new research at least every five (5) years or sooner if changes in the industry warrant.
- b. Ensure the reliability, validity, legal-defensibility and fairness of the certification examinations.
- c. Review the results of routine item analysis reports and make adjustments to examinations, items and scoring as required, including recommendations for substantial changes to the examination.
- d. Work with the certification staff to determine activities required for budgeting to ensure a valid and reliable examination is administered (Job Task Analysis Study, cut score study, item review/writing workshop, etc.).
- e. Determine areas in which additional participation by SMEs is required.
- f. Review candidate comments and complaints about examination content or administration.
- g. Recommend to the BCCB Board changes in policies or procedures as required relating to the examinations and their administrations.
- h. Participate in cut score study research to ensure a defensible passing score for all examinations.
- i. Conduct analysis of items and examination performance.
- j. Determine the number of items required in the item bank to ensure content area distribution and adequate item volume.



- k. Periodically review and approve reference materials and use adopted references to review and approve the items in the item bank based on the new references, ensuring the validity of the items.
- l. Define the timing of the examination validation studies, and review and respond to findings.
- m. Complete all duties as assigned.

#### **5a. Policy on the BCCB Board Authority to Convene an Appeals and Disciplinary Committee**

The BCCB Board shall convene an Appeals and Discipline Committee who shall hold responsibility for hearing appeals in situations in which an adverse decision about an applicant, candidate or certified person has been recommended. The Committee also holds responsibility for ensuring that allegations of practice incompetence or malfeasance and/or ethics violations by certified persons are fairly and reasonably investigated and determined against the Conflict of Interest Policy, the Policy of Non-Discrimination, the Non-disclosure Policy, the Privacy and Security Policy, the Code of Ethics and the Essential Attributes of Building Commissioning tenets, to which all certified persons have agreed to abide. The Committee is responsible for ensuring the protection of the public against unprofessional and unethical conduct by certified persons.

The qualifications and areas of expertise required for service on the Appeals and Discipline Committee include the requirement that members:

- a. Be a credential holder in good standing.
- b. Represent the certified person demographics and experiences typical of the population of certified persons.
- c. Have a full understanding of the certification programs and the application process.
- d. Understand the Code of Ethics and its application.
- e. Attend and complete all training programs as required to participate on the committee.
- f. Have no affiliation with any of the following: candidate application processing, provision of special accommodations, Certification Examination Committee activities or examination scoring and reporting.
- g. Commit the time and resources required to perform the respective committee tasks and responsibilities.
- h. Complete all duties as assigned.

#### **5b. Procedures for the Appeals and Disciplinary Committee**

The responsibilities of the Appeals and Disciplinary Committee shall include:

- a. Understanding all policies and procedures pertaining to appeals, complaints and discipline.
- b. Reviewing, on an annual basis, the appeal, complaint and discipline procedures; making recommendations to the BCCB Board for changes as required.
- c. Ensuring stakeholders are informed of all appeal, complaint and discipline policies and procedures, and any changes therein.
- d. Recommending sanctions/discipline in findings of violations of the Code of Ethics, falsifying information on any application, or any of the statements that candidates and certified persons attest to on the application and/or recertification application.
- e. Conducting fair and unbiased appeal, complaint and discipline proceedings.
- f. Conducting investigations in accordance with established procedures.
- g. Making decisions for action, including sanctions and dismissal of appeals and complaints.
- h. Providing a mechanism whereby certified persons and stakeholders may file complaints.
- i. Upholding the BCCB policies on Non-Disclosure and Privacy and Confidentiality of information relating to appeals, complaints, investigations and discipline proceedings.
- j. Attending and completing all training programs as required to participate on the committee.

- k. Committing the time and resources required to perform the committee tasks and responsibilities.
- l. Completing all duties as assigned.
- m. If Appeals and Disciplinary Committee decided on original denial, decision or complaint, remanded to BCCB Board of Director's in the event of appeal.

ISO/IES 17024:2012 – 4.4; 5.1.2

## **D104 - Policy on Fiduciary Responsibility**

### **1a. Policy on BCCB Board Fiduciary Responsibility**

Members of the BCCB Board shall understand and accept their fiduciary responsibility to the certification holders and the stakeholders they serve, relating to the BCCB credentials. In accepting their responsibility in governing a certification entity, BCCB Board members shall protect the assets entrusted to them, and shall exercise due diligence upholding the integrity of the certification programs by performing their duties in a manner that is trustworthy, reflective of good stewardship, and respectful of the organization as it prosecutes its purposes. It is the responsibility of the BCCB to ensure there are adequate resources to maintain the certification programs for future years.

In accordance with IRS rulings for nonprofit organizations, BCCB Board members shall not receive compensation for their work on behalf of the BCCB. They shall be compensated for any direct expenses related to their service on the BCCB Board, such as travel expenses.

### **1b. Procedures for the BCCB regarding Fiduciary Responsibility**

To fulfill its fiduciary responsibilities the BCCB Board and appropriate committees and/or contractors shall perform the following tasks and take on the following responsibilities:

- a. Develop an annual budget sufficient to run the day-to-day operations.
- b. Plan for future improvements such as scheme and JTA updates.
- c. Supervise marketing and outreach activities.
- d. Outsource the monitoring, recording, and reporting of all financials to the management firm.
- e. Ensure that all accounting procedures follow approved General Accounting Principles Best Practices, using an accrual accounting system.
- f. Establish the fiscal year as January to December.
- g. Ensure the conduct of an annual financial review.
- h. Analyze the annual financial review, and resolve all corrective actions.

### **2a. Policy on BCCB Program Fees**

The BCCB reserves the right to assess fees for all services, including application submissions, examinations, recertification, appeals, provision of duplicate certificates, and publications. Fees shall also be charged for late applications, rescheduling an examination without a valid reason, extensions, late recertification applications, and other circumstances as deemed appropriate. Fees may be changed, shall be posted for all stakeholders. Applicants, candidates and certified persons are responsible for submitting the current and correct fee for any aspect of the certification programs.

### **2b. Procedures Related to BCCB Program Fees**

To fulfill its responsibilities related to the establishment of fees in support of the BCCB goals and objectives, the Board and appropriate committees shall perform the following tasks and take on the following responsibilities:

- a. Maintain a working understanding of all BCCB contracts and obligations.
- b. Understand how contracts and obligations affect BCCB finances.
- c. Assess the impact on applicants, candidates and certified persons of fees.

- d. Establish fees.
- e. Post current fees in the Application, and Recertification Application, and Candidate Handbook as required.
- f. Perform periodic audits to ensure that fees are reasonable, equitable and provide adequate support of the BCCB programs.

### **3a. Policy on Application and Recertification Application Refunds**

The BCCB shall have the authority to grant refunds of fees for specific extenuating circumstances such as emergency cancellations or withdrawals from the examination process. Refunds are not granted to candidates who forfeit or fail the examination, or who are denied eligibility. Certified persons failing to recertify will not be granted recertification application refunds.

### **3b. Procedures for Application and Recertification Application Refunds**

To fulfill its responsibilities related to the granting of refunds in the case of extenuating circumstances the Board and/or its appointed agents (e.g., The Certification Program Manager) shall perform the following tasks and take on the following responsibilities:

- a. In the case of application denial, refund 50% of the application fee.
- b. In the case of an applicant wishing to withdraw an application from consideration, refund 50% of the application, if said applicant has followed policy guidelines.

ISO/IES 17024:2012 – 4.3.7.e; 5.1.2; 6.1.1; 6.1.6; 6.3.1; 6.3.2.b; 7.3.5

## **D105 - Policy on Outsourced Services**

### **1a. Policy on Outsourced Services**

The BCCB shall hold full responsibility for all outsourced services, which may include, but are not limited to psychometric research and development services, financial services, examination administration services and day-to-day management services. All outsourced service providers shall have legally enforceable agreements covering the service provision arrangements.

### **1b. Procedures Relating to the Outsourced Services Policy**

In its responsibilities to ensure compliance with the Outsourced Services Policy, the BCCB Board shall ensure performance of the following tasks:

- a. Procure outsourced service providers based on a qualifications based selection process including:
  - Securing proposals from at least three (3) contractors to perform the work based on criteria created by the Board for the project.
  - Evaluating proposals and choosing the best service provider based on cost, experience and qualifications.
- b. Maintain familiarity with all outsourced services contracts and deliverables.
- c. Monitor contracts to ensure that all contracted services are provided in a timely manner and billed appropriately.
- d. Ensure that outsourced service providers sign the following forms at the time of initial service, and again annually:
  - Conflict of Interest
  - Statement of Non-Discrimination
  - Privacy and Confidentiality Agreement
- e. Ensure that each contract with awarded includes:
  - a. Insurance requirements appropriate for the scope of work
  - b. Appropriate license agreements
  - c. Protection of Intellectual Property
  - d. Equal Indemnification
  - e. Applicable termination clauses
- f. Conduct an audit of contract compliance of the outsourced services at least annually according to the procedures outlined in the Operations Manual.

ISO/IES 17024:2012 – 8.2; 8.3; 9.2.1; 9.2.2.;9.2.3; 9.2.4; 9.3.1; 9.3.2; 9.3.5 a-c; 9.6.3; 9.6.5

## **D106 - Examination Development, Maintenance and Administration Policy**

### **1a. Examination Development, Maintenance and Administration Policy**

The BCCB board has the responsibility to ensure that all BCCB certification programs are built upon and will be maintained in compliance with psychometric best practice as promulgated by international assessment/certification Standards, including the ISO, ANSI Standard 17024-2014, the Standards for Educational and Psychological Testing, developed jointly by the American Educational Research Association (AERA), American Psychological Association (APA), and the National Council on Measurement in Education (NCME), and the National Commission for Certifying Agencies (NCCA) Standards for the Accreditation of Certification Programs.

The Board will ensure compliance with these Standards and guidance documents, providing researched-based evidence that the BCCB certification programs are valid, reliable, job-related, fair and legally-defensible.

### **1b. Procedures for Examination Development, Maintenance and Administration**

The BCCB in fulfilling its responsibilities to ensure that its certification programs are in compliance with best practice and testing industry standards shall perform the following tasks:

- a. Ensure the content validity (relevance), fairness and accuracy of its certification assessment instruments, and balancing candidate needs and security requirements, strive to make the examination process as transparent as possible.
- b. Procure an outsourced service provider (professional testing and psychometric research firm) to perform all aspects of the examination development, administration, scoring and reporting in adherence with international professional Standards and guidelines as outlined in the Policy.
- c. Ensure that the examination content outline is based upon an up-to-date Job Task Analysis (JTA) Study. This Study may be performed by the Commercial Workforce Credentialing Council (CWCC) or the BCCB or another consortium of professionals and regulators.
- d. Revalidate the JTA Study on a periodic basis according to best practice or changes to the profession or regulatory environment.
- e. Should JTA findings indicate that changes to the assessment instrument content is required, the BCCB shall inform applicants and candidates a minimum of 12 weeks prior to making any changes to the testing instrument. This information will be made available via direct mail, email and online announcements. Candidate Handbook information will be updated a minimum of six-weeks prior as well. Content changes affecting certificate holders in good standing will promulgate changes to recertification requirements, whereby they will be required to demonstrate competence in the new content. Certificate holders will be required to comply with the new requirements within the next recertification period.
- f. Ensure that examination content and specifications (e.g., length, item format, calculator use, timing,) candidate eligibility, and recertification requirements are based on JTA Study research.
- g. Establish passing standards (cut scores) for the BCCB examinations according to best practices methodologies.

- h. Generate and implement new examination forms and versions periodically to protect the integrity and security of the certification programs, following the guidelines of examination updates occurring every two (2) years or 250 candidates, whichever comes first.
- i. Ensure the comparability of subsequent scores through the performance of cut score studies, or if feasible, linear or equipercentile equating between and among forms.
- j. Generate new examination forms that contain a significant percentage of new items that are unique to the new form.
- k. Use best practice psychometric procedures to score the examinations in compliance with relevant technical guidelines whereby scores are verified, passing candidates receive notice only of having passed the examination and failing candidates receive a score and performance feedback.
- l. Report scores using a scaled score model for all examinations. Raw scores shall be placed on a 0-100 scale with 70 reported as the passing score on all examinations.
- m. Support ongoing item writing, item review, and the conduct of examination and item analyses to ensure that the validity, reliability and other psychometric characteristics of the examinations conform to testing industry standards.
- n. Ensure that newly-written items are reviewed multiple times, verified to an approved reference, and linked to the examination content outline.
- o. As feasible, conduct pretesting on all newly written items to ensure that they operate properly.
- p. Review candidate comments concerning items.
- q. Procure examination administration services from an outsourced service provider who shall ensure that examinations are safeguarded, candidates are afforded a standardized administration experience in a facility that complies with best practice recommendations, and all rules and regulations relating to testing are adhered to.
- r. Maintain communication with the examination administration service provider who shall inform the BCCB Board and its agents concerning any issues related to candidate safety, unusual events and/or suspected instances of cheating.
- s. Perform periodic audits of testing centers to insure all rules and regulations are being followed, and examinations are being administered according to best practice.
- t. Review candidate feedback concerning test administrations, including information about test site facilities and staff.

ISO/IES 17024:2012 – 5.1.2; 8.4; 9.1.2; 9.1.3; 9.2.3; 9.2.5; 9.4.3; 9.4.9; 9.5.3; 9.5.4; 9.7.2

## **D107 - Policy on Awarding Credentials**

### **1a. Policy on Candidate Eligibility**

The BCCB Board is responsible for establishing candidate eligibility. It shall be determined based upon recognized education, training and experience related to competent performance in the profession as delineated in the results of a JTA Study.

### **1b. Procedures for Establishing Candidate Eligibility**

In conduct of its duties to establish eligibility requirements for its certification programs, the BCCB Board or its Examination Committee, with support from its outsourced services providers, shall perform or hold responsibility for the performance of the following tasks:

- a. Establish candidate eligibility for certification programs based on the knowledge skills and abilities identified in the JTA Study Research as prerequisites to competent performance in the profession.
- b. Review eligibility requirements annually and upon the completion of at JTA Study to ensure fairness, and job-relevance.
- c. Make changes to eligibility requirements as required.
- d. Post changes to eligibility in the Candidate Handbook and the certification application.
- e. Notify stakeholders of changes to eligibility requirements.
- f. Ensure that candidates are required to document eligibility according to the application policies and procedures posted in the Candidate Handbook.

### **2a. Policy on Applicant Agreements and Affirmations**

The BCCB Board is responsible for ensuring that certification applicants assert and agree to the BCCB policies and documents supporting impartiality, veracity of information, and agree to practice according to the Code of Ethics and the Essential Attributes of Building Commissioning best practice guidelines.

### **2b. Procedures for Applicant Agreement and Affirmations**

The BCCB Board in fulfilling its obligation to ensure that candidates assert and agree to the BCCB policies and procedure and documents supporting impartiality, provide accurate information, and agree to practice according to the Code of Ethics and the Essential Attributes of Building Commissioning best practice guidelines, shall perform/ensure performance of the following tasks:

- a. Assemble and review a list of agreements and affirmations for candidates.
- b. Perform periodic reviews of agreements and affirmations for candidates to ensure that they are appropriate and effective.
- c. Update agreements and affirmations as appropriate.
- d. Post changes to agreements and affirmations in the Candidate Handbook and Application.
- e. Require candidates to agree/attest to inform the BCCB:
  - Of any contact information changes.
  - If they have been the subject of any professional or occupational credentialing, license, certification or registration, ethics or other disciplinary matter(s), proceeding(s) or regulatory reprimand.
  - That the information provided in the application is true and complete.



- f. Require Candidates to perform the following tasks:
- Opt in/out of including their information in the BCCB data base.
  - Opt in/out of participating in the Registry.
  - Agree to pay the application fees.
  - Agree to pass the examination within six (6) months of application approval.
  - Agree to keep the examination content secure.
  - Agree to the recertification requirements.
  - Allow the BCCB to verify any information provided on the application.
  - Allow their personal data to be used to create summary statistical data, including individual candidate scores.
  - Indemnify and hold harmless the BCCB Board in the decisions made in the certification process.

### **3a. Certification Application Completion and Submission Policies**

The BCCB Board is responsible for providing stakeholders with an application for certification that is fair, reasonable and reflects the adopted eligibility standards and agreements and attestations.

### **3b. Procedures for Application Completion and Submission**

The BCCB Board in fulfilling its obligation to ensure that candidates and stakeholders have access to certification program applications shall perform/ensure performance of the following tasks:

- a. Create and post applications for certification that meets all applicable standards and guidelines.
- b. Post applications for certification online for download as instructed in the Candidate Handbook.
- c. Ensure that candidates fill out the applications including provision of either a physical or electronic signature, both of which are considered binding.
- d. Accept applications only with payment information.
- e. Provide complete instructions for candidates in the Candidate Handbook concerning completion of the applications.
- f. Perform periodic audits of the applications according to the Management System requirements.

### **4a. Policy on Special Testing Accommodations**

The BCCB shall grant reasonable accommodations for applicants with documented disabilities in compliance with the Americans with Disabilities Act as it relates to assessments. The Board shall establish requirements relating to the request for accommodations, and shall provide accommodations at no cost to the candidate. The BCCB may consult with psychometric and legal experts to ensure that the accommodations provided do not compromise the security and/or validity of the examination.

### **4b. Procedures for Requesting and Providing Special Testing Accommodations**

In keeping with its obligation to provide special testing accommodations, the BCCB shall perform the following tasks:

- a. Establish a protocol for applicants to indicate a need for special testing accommodations.
- b. Publish this protocol in the Candidate Handbook and on the program application.
- c. Receive and review requests for accommodations.
- d. If required, request additional information from the applicant and/or confer with legal and/or psychometric experts concerning the requested accommodations.

Based upon the procedures outlined above the BCCB may take the following actions:

- a. Provide the accommodation as requested.

- b. Offer another accommodation as recommended by legal/psychometric experts.
- c. Deny the request for accommodations.

Applicants will receive notification in writing concerning the BCCB decision. While it is the BCCB policy to accommodate special needs requests whenever possible, in the unlikely case that the BCCB denies a request for special testing accommodations, the applicants shall have the right to appeal the decision to the Appeals and Disciplinary Committee, as outlined in the Appeal and Discipline Policy, subsection, *Appealing Decisions on Special Accommodations*.

#### **5a. Policy on Verification of Application Documentation**

The BCCB Board shall have the authority to verify all information included on certification applications. This may be accomplished by a phone interview with employers and/or client references, or by requesting copies of training transcripts or certificates. Additional documentation may be requested to support the application attestations. Failure to produce supporting documentation when requested may result in a finding of ineligibility to become a candidate, or revocation of certification. Applications are processed in the order they are received. Every 20<sup>th</sup> application will receive an audit, applicants and certified persons shall be given notice of the conduct of regular audits, and that while not all documentation need be submitted with an application, all must be available to support said applications, as required/requested by the BCCB to confirm applications.

#### **5b. Procedures for Verification of Application Documentation**

The BCCB Board, in fulfilling its obligation to ensure that certification program applications are accurate shall perform/ensure performance of the following tasks:

- a. Every 20<sup>th</sup> application is selected for audit.
- b. Contact applicants notifying them that their applications are being audited. Request that required documentation be produced within 10 working days.
- c. Review documentation.
- d. Contact references and make verifications of application attestations as required (e.g., contact former employers, licensing agencies, training providers, institutes of higher learning, etc.).
- e. Issue a report on the application audit, including deficiencies.
- f. Issue application deficiency reports as required.

#### **6a. Policy on Award of Certification**

The BCCB Board shall hold authority to grant certification to a candidate upon completion of all requirements for certification.

#### **6b. Procedures for Award of Certification**

In keeping with its obligation to award certification to candidates meeting all requirements, the BCCB Board shall perform the following tasks:

- a. Verify that the candidate has completed all application requirements as outlined in the application and the Candidate Handbook.
- b. Verify that the candidate has successfully taken and passed the examination.
- c. Notify the candidate of successful completion of the tasks required for certification.
- d. Provide the candidate with a unique credential certificate in digital or physical format indicating the following:
  - Name of the certified person;
  - Unique identifying number;
  - The BCCB name and logo;
  - Reference to the certification scheme, standard, and title;
  - Any limitations or validity conditions;

- Date of issue/date of expiration;
- Signature of individual authorized to issue the credential.

ISO/IES 17024:2012 – 7.4.2.b; 7.4.3.

## **D108 - Policy for Examination Site and Date Selection and Retesting**

The BCCB Board shall provide candidates with the opportunity to register to take the examination, and instructions on how to do so.

### **1a. Examination Registration Policy**

The BCCB shall provide a mechanism for candidates to register to take an examination at a location of their choosing at a time of their choosing. Candidates must pass an examination within six (6) months of application approval.

### **1b. Examination Registration Procedures**

In fulfilling its obligation to establish examination registration services for candidates, the BCCB shall perform the following tasks:

- a. Provide a computer-based candidate site registration system that protects candidate security through the use of user names and passwords.
- b. Provide notice of application approval to candidates, which shall include information to be used to access the examination site registration system.
- c. Provide candidates with information concerning the rules and policies of the BCCB testing administrator outsourced service provider, as posted in the Candidate Handbook.
- d. Provide candidates with information concerning examination rescheduling, cancelations and no-shows as posted in the Candidate Handbook.
- e. Monitor online examination registration procedures.
- f. Modify online examination registration procedures as required.

### **2a. Policy on Retesting**

The BCCB Board shall provide candidates the opportunity to retest. Retesting shall be offered in accordance with current program policy, which shall be developed by the Examination Committee and posted in the Candidate handbook.

### **2b. Procedures for Retesting**

In fulfilling its obligations to allow candidates who fail an examination an opportunity to retest, the BCCB Board shall perform the following tasks:

- a. Post the current BCCB certification program policy on retesting in the Candidate Handbook.
- b. Provide candidates who fail the examination an opportunity to reschedule as appropriate.
- c. Provide candidates with a mechanism (application or form) to use to reschedule.
- d. Upon receipt of the retesting request, provide the candidate with a means for registering to retest.

### **3a. Policy on Cheating**

The BCCB Board shall ensure the security of its examinations during test administrations. It is responsible for establishing administration policies and rules and posting a definition of behaviors that may be considered cheating. It shall make these policies available to stakeholders in the Candidate Handbook.

### **3b. Procedures Related to Cheating**

In fulfilling its obligation to ensure the security of its examinations, the BCCB shall perform the following tasks:

- a. Require applicants to sign an attestation agreeing to abide by the examination administration rules and regulations on the program application.
- b. Require applicants to again attest to abide by the examination administration rules and regulations as a preamble to the examination administration, at the test site.
- c. Use physical and psychometric monitoring/evidence to investigate allegations of cheating.
- d. Report allegations of cheating to the Appeals and Discipline Committee for further action. If evidence is found to support allegations of cheating, candidate scores shall be indeterminate until a full investigation is conducted by the Appeals and Discipline Committee.

ISO/IES 17024:2012 – 8.3.b; 9.2.5; 9.4.9; 9.5.1; 9.5.2; 9.8.1 – 9.8.3; 9.8.7; 9.9.1 – 9.9.8;

## **D109 - Policy on Appeals, Complaints, Adverse Decisions and Ethics Violations**

The BCCB Board is committed to providing a fair process for handling appeals, investigating allegations of wrongdoing and ethics violations, investigating complaints, and taking disciplinary action as required for any applicant, candidate or certified person. The BCCB Board shall convene an Appeals and Discipline Committee whose responsibilities shall include consideration of all appeals and complaints and taking action according to the rules and regulations outlined in this policy. If the original decision is made by the Appeals and Discipline Committee any further appeals or complaints will go before the BCCB Board for resolution (See Item 7 Procedure below).

### **1a. Policy for Appeal of Application Denial**

The BCCB Board shall provide applicants the right to appeal a decision to deny candidacy to a BCCB certification program. An appeal shall be submitted to the Committee within five (5) working days of receipt of notification of an application denial. The appeal must be in writing and detail the nature of the appeal. Appeals will be accepted via USPS or courier and should be sent to the BCCB Board at the posted address. There is no fee associated with an application denial.

### **1b. Procedures for Appeal of Application Denial**

In fulfilling its responsibility to provide applicants the right to appeal a decision to deny candidacy, the BCCB Board shall ensure that the Appeals and Discipline Committee performs the following tasks:

- a. Assign a representative of the BCCB Board (e.g., Certification Manager) and a member of the Committee to determine the validity of the appeal based upon the submitted documentation.
- b. Send notification by mail within ten business days of receipt of the appeal whether the appeal has been accepted or denied.
- c. Send all communication from the Committee to the address stated on the submitted appeal.
- d. Bring accepted appeals to consideration by the Committee.
- e. Conduct the Committee review within 30 days of receipt of the appeal.

Only appeals brought forth for consideration by the Committee and BCCB representative will be reviewed.

The Committee shall take the following actions as required:

- a. Review the statement of appeal.
- b. Review the documents supporting the appeal.
- c. Review comments from the BCCB agents concerning the initial application denial.
- d. Request and review additional documentation from the appellant to support the appeal as required.

The appellant will be notified of the Committee decision by registered mail within fifteen (15) business days of the committee meeting. No member of the Committee will communicate directly with an applicant. Communication concerning the appeal will be made between the BCCB staff and the applicant.

The Committee may put forth the following decisions based upon evidence presented:

- a. Grant the appeal and accept the application as submitted.
- b. Deny the appeal and refuse the candidacy to the program.

## **2a. Policy for Appeal of Examination Results**

The BCCB Board shall provide candidates the right to appeal examination results within the following specified criteria: Examination results may be appealed in situations restricted to extraordinary examination administration circumstances that were properly reported to the Examination Administrator and the BCCB and:

- a. Arise coincidentally with the examination administration.
- b. Are outside the control of the applicant.
- c. Made the applicant's experience different from other candidates (related to the examination administration) AND/OR affected the applicant's ability to receive credit for an examination item (related to the examination content).
- d. Were severe enough to account for examination failure.

Unless all of the above circumstances are met, no circumstance will be considered grounds for appeal. Candidates failing to provide written documentation of the extraordinary circumstances within five (5) working days of a computer-administered examination shall forfeit the right to appeal. A passing score is required for award of BCCB credentials in all instances. Failure to pass an examination is not considered grounds for appeal.

The security requirements of the BCCB examinations do not afford candidates the right to review individual examination results. Candidate comments posted during examinations are reviewed periodically and during beta test periods. In the unlikely event that a comment indicates an item should not be scored, or was scored incorrectly, scores will be rerun and new results issued.

Candidates are not offered the opportunity to have their examinations rescored, as the examination is given in electronic form, so unlike paper/pencil examinations, there is no opportunity for individual candidate examination scoring errors.

Appeals shall be submitted to the Committee within five (5) working days of a computer administered examination. The appeal must be in writing and detail the nature and events of the appeal. Appeals must be sent via USPS or courier to the posted address, and shall include a non-refundable \$50 fee.

## **2b. Procedures for Appeal of Examination Results**

In fulfillment of the requirement to provide candidates the right to appeal examination results, the BCCB Board shall hold responsibility for the conduct of the following tasks:

- a. Assign a representative of the BCCB Board (e.g., Certification Manager) and a member of the Committee responsibility for determining the validity of the appeal based upon the submitted documentation.
- b. Send notification to the appellant by mail within ten business days of receipt of the appeal whether the appeal has been accepted or denied.
- c. Send all communication from the Committee to the address stated on the submitted appeal.
- d. Bring accepted appeals to consideration by the Committee.

Only appeals brought forth for consideration by the Committee and BCCB representative will be reviewed. The review will take place within 30 days of receipt of the appeal.

The Committee shall take the following actions for each appeal:

- a. Review the candidate statement of appeal.
- b. Review a statement from the BCCB representative concerning the exam process relative to the appeal.

- c. Investigate the appeal, including conferring with the examination administrator concerning the examination administration to review candidate comments and information about extenuating circumstances.

Present the results of the appeal investigation to the Committee for consideration.

The Committee may put forth the following decisions based upon evidence presented:

- a. Grant the appeal.
- b. Deny the appeal.
- c. Deny the appeal and grant the applicant an attempt at the next examination administration without additional cost.

The appellant will be notified of the decision by registered mail within fifteen (15) business days of the committee meeting. No member of the Committee will communicate directly with an appellant. Communication concerning the appeal will be made between the BCCB staff and the appellant.

### **3a. Policy for Appealing Decisions on Special Accommodations**

The BCCB Board shall afford applicants requesting special accommodations the right to appeal decisions concerning denial of special accommodations, or challenge the special accommodations offered. Should an applicant feel their request for accommodations was wrongly denied, or that the accommodations offered are inappropriate the Board shall task the Appeals and Discipline Committee with responsibility for considering appeals.

To appeal a decision on special accommodations, a candidate must submit a new Special Needs Accommodation Request Form. The request must include documentation from a qualified health care professional who has diagnosed the disability. The professional must provide detail as to why the denial for special accommodations or Board-proposed accommodations will have a negative impact on the candidate's ability to perform successfully on the examination.

### **3b. Procedures for Appealing Decisions on Special Accommodations:**

In fulfillment of its responsibilities to consider appeals, the Appeals and Discipline Committee shall perform the following tasks:

- a. Assign a representative of the BCCB Board (e.g., Certification Manager) staff and a member of the Committee to determine the validity of the appeal based upon the submitted documentation.
- b. Send the appellant notification by mail within ten (10) business days of receipt of the appeal whether the appeal has been accepted or denied.
- c. Send communication from the Committee to the address stated on the submitted appeal.
- d. Bring accepted appeals to consideration by the Committee.
- e. Conduct the appeal review within 30 days of receipt of the appeal.

**Only appeals brought forth for consideration by the Committee and BCCB Board representative will be reviewed.**

The Committee shall take the following actions for each appeal:

- a. Review the applicant statement of appeal and supporting documentation from the diagnosing healthcare professional.
- b. Review a statement from the BCCB representative concerning the special accommodation denial or the special accommodations offered to the candidate which were appealed.
- c. In conference with psychometric experts and legal counsel (as required) request and review information concerning the feasibility of providing the requested accommodations.

The Committee may put forth the following decisions based upon evidence presented:

- a. Grant the appeal and provide the special accommodations as requested.



- b. Grant the appeal and offer alternative special accommodations.
- c. Deny the appeal.

The appellant will be notified of the decision by registered mail within fifteen (15) business days of the committee meeting. No member of the Committee will communicate directly with an appellant. Communication concerning the appeal will be made between the BCCB staff and the appellant.

#### **4a. Policy for an Appeal of a Recertification Application Denial**

The BCCB Board shall afford certified persons the right to appeal a decision to deny recertification. Should a certified person feel their recertification application was wrongly denied, the Board shall task the Appeals and Discipline Committee with responsibility for considering an appeal.

An appeal shall be submitted to the Committee within five (5) working days of receipt of notification of a recertification application denial. The appeal must be in writing and detail the nature of the appeal. Appeals will be accepted via USPS or courier and should be sent to the BCCB Board at the posted address. There is no fee associated with a recertification application denial appeal.

#### **4b. Procedures for an Appeal of a Recertification Application Denial**

In fulfillment of its responsibilities to consider recertification denial appeals, the Appeals and Discipline Committee shall perform the following tasks:

- a. Assign a representative of the BCCB Board (e.g., Certification Manager) staff and a member of the Committee to determine the validity of the appeal based upon the submitted documentation.
- b. Send the appellant notification by mail within ten (10) business days of receipt of the appeal whether the appeal has been accepted or denied.
- c. Send communication from the Committee to the address stated on the submitted appeal.
- d. Bring accepted appeals to consideration by the Committee.
- e. Conduct the appeal review within 30 days of receipt of the appeal.

Only appeals brought forth for consideration by the Committee and BCCB representative will be reviewed.

The Committee shall take the following actions as required:

- a. Review the statement of appeal.
- b. Review the documents supporting the appeal.
- c. Review comments from the BCCB Board members and its agents concerning the initial recertification application denial.
- d. Request and review additional documentation from the appellant to support the appeal.
- e. Notify the certified person of the Committee decision within 15 business days of the Committee meeting.

The Committee may put forth the following decisions based upon evidence presented:

- a. Grant the appeal and accept the recertification application as submitted.
- b. Deny the appeal and provide the certified person with an extension during which they are afforded the opportunity to address the reason for the recertification application rejection.
- c. Deny the appeal and revoke the credential.

#### **5a. Policy for Consideration and Processing of Complaints**

The BCCB Board shall afford applicants, candidates, certified persons and all other stakeholders the right to file formal complaints concerning the BCCB, its certification programs and its policies and procedures. The BCCB Board shall task the Appeals and Discipline Committee with responsibility to consider complaints.

Complaints shall be submitted to the Committee in writing using the complaint form available on the BCCB website. Complaints must be as specific as possible, detailing the nature of the complaint. A complaint against a certified person should be submitted to the Committee as soon as possible but no later than 30 days after the incident. Complaints will be accepted via USPS or courier and should be sent to the BCCB Board at the posted address. There is no fee associated with filing a complaint.

#### **5b. Procedures for Consideration and Processing of Complaints**

In fulfillment of its responsibilities to consider complaints, the Appeals and Discipline Committee shall perform the following tasks:

- a. Assign a representative of the BCCB Board (e.g., Certification Manager) staff and a member of the Committee to determine the validity of the complaint based upon the submitted documentation.
- b. Send the complainant notification by mail within ten (10) business days of receipt of the complaint that the complaint has been received and reviewed.
- c. Send communication from the Committee to the address stated on the complaint.
- d. Bring accepted complaints forward for consideration by the Committee.
- e. Conduct a review of the complaint within 30 days of receipt.

Only complaints brought forth for consideration by the Committee and BCCB representative will be reviewed. The review will take place within 30 days of receipt of the complaint.

The Committee shall take the following actions as required:

- a. Review the complaint.
- b. Review documentation provided supporting the complaint.
- c. Review comments from the BCCB Board members and its agents concerning the complaint.
- d. Request and review additional documentation from the complainant.
- e. Initiate an investigation into the complaint.
- f. Notify the complainant of action taken by the Committee concerning the complaint by registered mail within fifteen (15) business days of the committee meeting, in keeping with the requirements of the Privacy and Confidentiality Policy.

Investigators may contact the complainant; however, complainants will not be contacted directly by members of the Committee.

The Committee may put forth the following decisions based upon evidence presented:

- a. Present the BCCB Board and Staff with a corrective action plan concerning the complaint.
- b. Put forth the complaint as unsubstantiated.
- c. Take disciplinary action against a certified person concerning the complaint.

#### **6a. Policy on Certification Revocation/Suspension**

The BCCB Board shall have the authority to suspend or revoke certification for cause. General causes for suspension or revocation include, but are not limited to, fraud, deceit, malfeasance, failure to protect the public and/or failure to follow BCCB policies and procedures, including submission of inaccurate data to obtain and/or maintain certification. The BCCB shall task the Appeals and Discipline Committee with responsibility for considering situations whereby suspension/revocation of a BCCB credential may be appropriate.

While the Committee will put forth best efforts to provide certified persons advance notice of intent to investigate cause for revocation/suspension, in cases where the health and safety of the stakeholders is in jeopardy the credential may be revoked/suspended without advance notice. All due process shall be in place in either case.

Specific examples of infractions that are grounds for certification suspension/revocation include:

- a. Falsifying information on a BCCB program application.
- b. Misappropriating secure examination materials.
- c. Providing fraudulent information during the certification examination administration process.
- d. Assisting other applicants during examination administrations.
- e. Misusing or misrepresenting a BCCB credential, mark or logo.
- f. Violating the Code of Ethics.
- g. Failing to adhere to the Essential Attributes of Building Commissioning.
- h. Failing to maintain competency (failing to recertify).
- i. Violating any of the BCCB policies, procedures, standing rules or requirements.
- j. Having been found guilty of violating the law with respect to professional responsibilities by a court, licensing agency, or registration agency.

#### **6b. Procedures for Certification Revocation/Suspension**

In fulfillment of its responsibilities to consider situations where the revocation/suspension of a credential may be appropriate, the Appeals and Discipline Committee shall perform the following tasks:

- a. Assign a representative of the BCCB Board (e.g., Certification Manager) and a member of the Committee to determine the validity of the information relating to revocation/suspension of a credential.
- b. Send the certified person notification by certified mail that the Committee shall be considering revocation/suspension of the credential, or that the credential has been revoked/suspended.
- c. Provide the certified person with an opportunity to present a defense in writing to the allegations related to consideration of the suspension/revocation within five (5) business days of receipt of the initial notification of intent to revoke/suspend the credential.
- d. Bring suspension/revocation requests forward for consideration by the Committee.
- e. Conduct a review of the request within 30 days of receipt of request to revoke/suspend.

Only requests brought forth for consideration by the Committee and BCCB representative will be reviewed.

The Committee shall take the following actions as required:

- a. Review the certified person's response to notification of revocation/suspension of the credential including documentation presented to argue against the Committee action(s).
- b. Review any documentation provided in defense of the suspension/revocation.
- c. Review comments from the BCCB Board members, BCCB staff and the Board's agents concerning the revocation/suspension.
- d. Request and review additional documentation from the certified person as required.
- e. Notify the certified person of any additional action taken by the Committee concerning the revocation/suspension by registered mail within fifteen (15) business days of the committee meeting. If a certification is revoked, the formerly certified person shall return the original certificate and any copies to the BCCB.

Committee members shall not contact the certified person; communication will only take place between the BCCB staff and the certified person.

The Committee may put forth the following decisions based upon evidence presented:

- a. Suspend/revoke the certification.
- b. Set aside the certification suspension/revocation order.
- c. Reprimand the certified person.
- d. Reprimand the certified person and provide a corrective action plan.
- e. Suspend/revoke the certification and take additional disciplinary action concerning the complaint, including but not limited to notifying legal/regulatory authorities, notifying

stakeholders who may be at risk based on the certified person's behavior, and taking legal action against the certified person.

#### **7. BCCB Board Appeals and Complaints, Adverse Decisions and Ethics Violations Procedures**

- a. Review the appeal, complaint, adverse decision or ethical violation history.
- b. Review the communication needed and deadlines as outlined in the applicable Items 1-6 above.
- c. The Board president via email with a copy of the formal complaint or appeal request, requests the full Board process the case within the allotted deadline.
- d. The Certification Manager or an assigned staff member will support the Board needs to gather and verify information about the appeal or complaint, including reports from contractors (e.g., SMT and IQT) and enlist the help of independent investigators if necessary.
- e. If the Board finds that the complaint/appeal does not apply to BCCB activities (e.g., the poor quality of a webinar) the BCCB staff will turn the complaint/appeal over to the appropriate authority (e.g., the educational institution) and will inform the complainant/ appellant that the complaint/appeal has been forwarded to an organization capable of resolving the situation.
- f. The Board's decision will be communicated to the complainant/appellant via certified mail and email per the schedule required by the Policies and Procedures Manual.
- g. The Board's decision shall be final.

ISO/IES 17024:2012 – 8.3; 9.2.2; 9.2.3; 9.6.1 – 9.6.5

## **D110 - Policy on Continued Competence of the Certified Person (Recertification)**

The BCCB Board shall be tasked with ensuring that certified persons maintain professional competence beyond initial certification. This shall be accomplished by establishing a set of requirements that must be met during a specified recertification period. The length of this recertification period, and the requirements to be met shall be based on Job Task Analysis Study research, and vigilant monitoring of the requirements of the profession. Recertification requirements shall be updated as research dictates; requirements shall be posted in the Candidate Handbook which shall be on the BCCB website.

### **1a. Policy on Recertification**

Initial certification shall remain valid for a period of time established based on JTA research; certification expiration dates shall run from the date of the award of the credential until the date of expiration which shall be printed on the credential certificate. Certification renewal shall involve completing and submitting a recertification application during each recertification cycle and being approved for recertification by the BCCB Board. To be recertified, certified persons must show evidence of continued competence, demonstrated by continued professional experience and other related professional development activities as promulgated by the certification program scheme. Failure to recertify shall result in revocation of the credential.

### **1b. Procedures for Recertification**

The BCCB Board in fulfilling its duties concerning recertification of certified persons shall hold responsibility for the accomplishment of the following tasks:

- a. Establish a recertification policy for each certification program based on the most recent JTA Study results.
- b. Post the recertification policy and procedures for each certification program in the Candidate Handbook.
- c. Review and update the recertification policy and procedures for each certification program after each JTA Study, or more frequently as changes to the profession and/or regulation affecting the credential warrant. This may include requiring certified persons to demonstrate competence of content that was not part of initial certification.
- d. Maintain accurate records of the date of expiration of credentials.
- e. Communicate with certified persons six (6) months prior to their credential expiration date concerning recertification.
- f. Provide a recertification application for certified persons to record and submit their recertification credits.
- g. Review recertification applications and award certified persons who successfully complete the requirements with a renewed credential.
- h. Conduct random audits of no fewer than ten (10) percent of all recertification applications.

### **2b. Policy for Recertification Deficiencies**

It is the responsibility of the BCCB Board to maintain communication with certified persons concerning the requirement to maintain competency through recertification. Certified persons failing to recertify or submitting incomplete recertification applications shall receive a notice of deficiency, to include

either corrective action required, or notice of suspension/revocation of the credential. Current requirements for recertification application deficiencies are posted in the Candidate Handbook.

### **2b. Procedures for Recertification Deficiencies**

The BCCB Board shall perform the following tasks related to recertification deficiencies:

- a. For certified persons failing to recertify, issue a notice of deficiency within five (5) days of the date of credential expiration.
- b. For certified persons providing an insufficient recertification application, issue a notice of deficiency within five (5) days of receipt of the recertification application.
- c. Inform individuals in receipt of a notice of deficiency that their credential is suspended; provide notice of how the deficiency may be resolved.

### **3a. Policy for Denial of Recertification**

The BCCB Board is responsible for reviewing and issuing recertification denials.

### **3b. Procedure for Denial of Recertification**

The BCCB Board or its agent shall fulfill the following duties concerning the denial of recertification:

- a. Certified persons having their recertification denied will be notified in writing of the revocation of the credential according to the policy posted in the Candidate Handbook.
- b. Certified persons having their recertification denied shall be asked to return their certificate and any duplicates to the BCCB.
- c. Certified persons having their recertification denied shall be informed of their right to appeal the decision.
- d. Recertification decision appeals shall be forwarded to the Appeal and Discipline Committee for consideration.

ISO/IES 17024:2012 – 7.2.4; 9.4.7; 9.4.9; 9.7.1

## **D111 - Policy on Advertising and the Use of Logos and Marks**

The BCCB Board is responsible for establishing policy for advertising and the use of BCCB logos and marks and monitoring the use of logos and marks in advertising.

### **1a. Policy on Advertising and the Use of Logos and Certification Marks**

The CCP certification mark and logo are the property of BCCB. Permission to use the certification mark or logo is granted to certified persons (CCPs) at the discretion of the BCCB, for permissible uses only. A candidate who passes the examination will receive a certificate suitable for framing and will have the right to claim the mark of a Certified Commissioning Professional (CCP). Use of the CCP marks and logos is limited to those persons who have been granted the CCP designation by the BCCB and who satisfy all maintenance and recertification requirements established by the BCCB. Use of the mark and logo by individuals who have not been granted and maintained the certification is expressly prohibited. The BCCB will take legal action to protect against the misuse of the CCP mark. Permission to use the certification mark is limited to the certified person, and shall not be transferred to, assigned to, or otherwise used by any other individual, organization, or entity. The BCCB Board shall establish, review and maintain a policy concerning the use or reference to all BCCB logos and marks. The Board shall hold responsibility for ensuring the proper use of said marks and logos, and shall take corrective action should it become aware that marks or logos are being used outside of the requirements of this policy.

### **1b. Procedures on the Advertising Policy and the Use of Logos and Certification Marks**

The BCCB Board or its agent shall perform the following duties and hold the following responsibilities concerning advertising and the use certification marks and logos:

- a. Establish, publish, review and update the BCCB Advertising Policy, which shall include the use of marks and logos.
- b. Post the current Advertising Policy in the Candidate Handbook.
- c. As part of the management systems review, conduct an annual audit of the BCCB marketing and advertising to insure policy compliance.
- d. Monitor the use of the marks and logos by certified persons.
- e. Communicate with certified persons concerning alleged violation of the advertising policy or misuse of the marks/logos.
- f. Inform the Appeals and Discipline Committee of any alleged violations of the Advertising Policy or the use of marks and logs.

ISO/IES 17024:2012; 7.4.2.; 7.4.3.a-f;

## **D112 - Policy on Security**

The BCCB Board and its agents hold responsibility for maintaining physical security, and security of intellectual property as outlined in the following policies and procedures.

### **1a. Policy on BCCB Site Access**

The BCCB Board or its agents shall ensure the security of all protected areas of its premises, where materials such as applications, candidate files, databases, etc., are stored. Access to these areas shall be limited to a “need to know” status of BCCB agents working under the policies and procedures of the BCCB, including the Privacy and Security Policy, and the Non-Disclosure Policy.

### **1b. Procedures on BCCB Site Access**

To fulfill its obligation to provide security on-site, the BCCB Board shall ensure the performance of the following tasks:

- a. Require visitors to the BCCB offices to sign in at the front reception desk during office hours.
- b. Require visitors to produce a valid government-issued ID with photograph.
- c. Ensure that files, computers, servers, vaults containing secure materials are not accessible to visitors.

### **2a. Policy on Examination Material Security, Including Examination Administrations**

The BCCB Board or its agents (including certified persons serving on Examination Committees and outsource service providers) shall be responsible for maintaining the security of examination material at all times. Should services relating to examination material be outsourced, it is the Board’s responsibility to ensure that comprehensive security procedures are in place.

### **2b. Procedures on Examination Material Security, Including Examination Administrations**

To fulfill its obligation to ensure the security of examination material, the BCCB Board shall ensure the performance of the following tasks:

- a. Require all certified persons who may come in contact with secure material to sign current security-related policy documents as outlined in the Policy on Impartiality.
- b. Require all outsourced services providers to sign current security-related policy documents as outlined in the Policy on Impartiality.
- c. Require all outsourced service providers who have access to secure materials to have up-to-date security policies that meet standards for training of personnel, access limitations, and storage of secure materials.
- d. Review the security policies of all outsource service providers.
- e. Require changes to the security policies of outsource service providers as required.
- f. Perform periodic security audits of examination administration sites to ensure compliance with security policies and procedures.
- g. Ensure examination administrations are overseen by trained proctors.

### **3a. Policy on Signatures (Including Electronic)**

The BCCB Board shall have the authority to require that applicants, candidates, certified persons and outsourced service providers to provide valid signatures. These signatures may be written or electronic. Acknowledgement of any kind, including checked boxes on a digital application is



acceptable for use as a signature, as long as the signature is provided in accordance with international standards of security procedures for e-signatures/signatures, the US ESign Act of 2000 and for states/jurisdictions who have not enacted the Act, the statute of the individual state/jurisdiction will be enforced. Individuals who falsify e-signatures/signatures may subject to disciplinary action, cancellation of certification, and legal actions.

### **3b. Procedures Concerning Signatures (Including Electronic)**

The BCCB Board, in fulfilling its obligation to ensure that signatures are provided in an acceptable format, be it digital or in writing shall be responsible for the following tasks:

- a. Establish a means for applicants, candidates, certified persons and outside service providers to sign documents in writing, or in an acceptable format.
- b. Monitor the use of electronic signatures.
- c. Perform periodic reviews of the statutes, rules and standards governing electronic signatures.
- d. Update electronic signature mechanisms as required.

ISO/IES 17024:2012; 7.1.2; 7.3.1; 9.4.1; 10.1; 10.2.1 – 10.2.5; 10.2.6.1; 10.2.6.4;

## **D113 - Policy on the Management System**

The BCCB Board holds responsibility for maintaining a management system that is capable of tracking critical documents, records and forms. The document tracking system will include for each critical document, at a minimum, a document identification number, title, date/version number, location, and identification of the BCCB Board member or agent who authorized the creation of the document.

### **1a. Policy on the Management System**

The BCCB Board will maintain and use a management system. Procedures will be established to review the management system at planned intervals to ensure its continuing suitability, adequacy, and effectiveness. This system shall include policies and procedures, document and record control, audits, corrective and preventive actions and management reviews. These reviews will be conducted at least once every 12 months and the results will be documented. The BCCB President and the Certification Director ~~Board~~ shall have responsibility for reviewing the inputs to and creating the outputs of the Management Review.

### **1b. Procedures for the use and maintenance of the Management System**

The BCCB Board, in fulfilling its obligation to ensure that the BCCB uses a management system, shall be responsible for policies and procedures for:

- a. Document Control
- b. Document Maintenance
- c. Record Retention
- d. Internal Audits of the Management System
- e. Identifying, correcting and reviewing the effectiveness of Corrective Actions
- f. Identifying, taking and reviewing the effectiveness of Preventive Actions and
- g. Management Review

### **2a. Policy on the Scope of Critical Document Control**

The BCCB Board shall hold responsibility for establishing and monitoring the scope of the document controls within the management system. Only critical documents that are unique in an identifiable way (by date, version, identification number and/or title) shall be entered into the management system. The BCCB shall establish the procedures followed to track critical documents, as outlined in the BCCB Operations manual.

### **2b. Procedures relating to the Scope of Critical Document Control**

The BCCB Board, in fulfilling its obligation to establish and monitor the scope of critical document control within the management system shall be responsible for the following tasks:

- a) Identifying, numbering, versioning, obtaining approval, tracking and storing critical documents, internal and external
- b) Ensuring appropriate training occurs on document revisions
- c) Rendering invalid versions obsolete

### **3a. Policy on Critical Document, Records and Form Development and Maintenance**

The BCCB Board shall hold responsibility for establishing procedures within the management system to identify critical documents, records and forms when they are developed and as they are used by the BCCB. Updates to these documents, records and forms shall be recorded in the management system.

### **3b. Procedures for Development and Maintenance of Critical Documents, Records and Forms**

- a. The BCCB Board, in fulfilling its obligation to establish and establish protocol whereby critical documents, records and forms are developed, maintained and monitored within the management system shall be responsible for the following tasks: Ensuring that all critical external and internal documents, forms and records relating to the development and operation of the credential program are identified.
- b. Affixing numbers, versioning and index all documents, forms and records.
- c. Tracking critical documents and forms using versioning and rendering past versions obsolete.
- d. Distributing and training on new versions of documents and forms as appropriate and recording training events.
- e. Storing critical documents, forms and records in a secure, controlled manner.
- f. Allowing only approved, limited access to controlled documents, forms and records.

### **4a. Policy on the Retention and Destruction of Applications and Records Pertaining to Candidates and Certified Persons**

The BCCB Board shall ensure that the applications and records of candidates and certified persons are retained and destroyed according to an established schedule, in adherence with BCCB Security Policies.

### **4b. Procedures for Retention and Destruction of Records Pertaining to Applicants, Candidates and Certified Persons**

The BCCB Board in fulfilling its requirement to retain and destroy the records of applicants, candidates and certified persons shall be responsible for the following tasks:

- a. Tracking all records in the management system.
- b. Retaining applications for applicants/candidates who failed to certify for five (5) years.
- c. Retaining applications for certified persons who allow their certification to lapse for five (5) years after the lapse.
- d. Retaining records for certified persons who are no longer in good standing for five (5) years after the change in status.
- e. Holding records for certified persons in good standing into perpetuity.
- f. Retaining records of examination scores for 10 years after the date of the examination administration.
- g. Destroying physical documents using a shredder.
- h. Removing electronic records and their versions from all locations where the data resides.

### **5a. Policy on Internal Audits of the Management System**

The BCCB Board shall hold responsibility for conducting an annual internal audit of the management system. Audits will be performed by competent personnel knowledgeable in certification process auditing and ISO Standards to verify that the management system is effectively implemented and maintained. The services of external consultants may be secured to conduct the internal audits. Auditors may not audit their own work. Auditors are required to identify any appropriate opportunities for improvement in addition to nonconformities.

### **5b. Procedures on Internal Audits of the Management System**

The BCCB Board, in fulfilling its obligation to ensure that annual internal audits are performed, shall be responsible for the following tasks:

- a. Procure an auditor with sufficient expertise and impartiality to perform an audit of the management system.
- b. Provide the auditor with access to the management system and all supporting documentation, records, forms and documents as required to perform the audit.
- c. Review the audit report.
- d. Establish a plan for corrective action as required.
- e. Monitor the progress of corrective and preventive actions, and close out as completed.
- f. Use the results of the audit as inputs to the Management Review

ISO/IES 17024:2012; 5.1.2; 6.1.3; 6.1.5; 9.4.5

## **Appendix A - BCCB Job Descriptions**

### **Certification Director**

Accountable to the BCCB Board for the following:

- Maintain and keep current policy documents, Bylaws and Articles of Incorporation.
- Review and negotiate BCCB service contracts, such as testing services once approved by the Board.
- Represent the BCCB at industry events when appropriate.
- Providing advocacy for the certification program(s).
- Supervise staff assigned to the BCCB contract including; annual and weekly evaluations.
- Provide evaluation services to other contractors serving the BCCB.
- Review quarterly financial and annual budgets.

### **Certification Manager**

The Certification Manager is accountable to the Certification Director for the following:

- Managing the BCCB's policies and procedures through its management system, keep them current and tracking the versions.
- Keeping the Management Calendar updated.
- Oversees the application processing for all BCCB certification programs.
- Coordinates with other staff to implement program marketing.
- Prepares annual budget for Board approval.
- Manage BCCB service contracts, such as testing services once approved.
- Coordinates monthly BCCB Board meetings
  - Setting the agenda with the President
  - Tracking the minutes with the Secretary
  - Documenting in the Management System
- Works with the BCCB Board to develop and update the annual Strategic and Marketing Plans.

### **Certification Coordinator**

The Certification Coordinator is accountable to the Executive Director for the following:

- Processing certification applications
- Sending communication regarding certification status to certified persons and interested parties.
- Implementing the marketing plan for the BCCB.
- Updating the registry and social media of the BCCBOnline.org website.

### **Bookkeeper**

The Bookkeeper is accountable to the Certification Manager for the following:

- Bookkeeping for the BCCB on a daily and annual basis including:
  - accounts payable and receivable
  - monthly reconciliation of the credit card process with third party
  - month financial reporting to the treasurer
  - quarterly financial reporting to the BCCB Board
- Work with consultant to audit the books annually.