



# CP#45-14 – Professional Development Council (PDC)

Approved: 04/26/2015 | Revised: 05/31/24

## GENERAL

- 1.0 Purpose of Council Policy:** This policy establishes the ICC Professional Development Council and sets forth its mission, objectives, and organization.
- 2.0 Name of Council:** The program governing body shall be known as the International Code Council Professional Development Council, hereinafter referred to as “PDC.”
  - 2.1 Organization:** ICC shall establish: (1) The PDC; (2) a Certification Committee (“CC”) under the PDC; and (3) an Education Committee (“EC”) under the PDC.
- 3.0 Scope of Council:** The scope of the PDC is to advise the ICC Board of Directors on coordinated career path resources for ICC Members and other stakeholders, by utilizing shared knowledge between the ICC Education and the ICC Certification programs to strengthen the credibility of both programs to better serve public health, safety and welfare.
- 4.0 Objectives of Council:**
  - 4.1** The PDC shall coordinate and discuss the activities of both the CC and EC, recommend initiatives identified by the CC and EC to better serve the needs of the Membership, and enhance the strength of both programs. The PDC shall identify and resolve any conflicts of goals or directions that arise between the CC and EC to ensure a coordinated approach for ICC Members and stakeholders. The PDC shall identify and make recommendations to the ICC Board of Directors to enhance the success of both programs.
  - 4.2** The PDC shall serve as the final appeals body for challenges to the Preferred Provider Program as set forth in the EC rules of procedure and the Preferred Provider Manual.
  - 4.3** The PDC shall identify certification and education issues arising from ICC Board of Directors’ policies or directives. The PDC shall recommend to the ICC Board of Directors revisions of policies or directives that will improve implementation to meet the stated goals or enhance the financial position of ICC.

## RULES AND PROCEDURE FOR THE PROFESSIONAL DEVELOPMENT COUNCIL

- 5.0 Membership–PDC:** Members shall be appointed by the ICC Board of Directors and shall consist of at least one member of the ICC Board of Directors as liaison(s); one Chair; six members on the CC; and six members on the EC. The Chair shall be nominated by the ICC Board President from either (1) the ICC Board of Directors or (2) other qualified individuals from CC or EC applicants; to be ratified by the ICC Board of Directors. Each member shall be entitled to one vote.

- 5.1 The PDC shall be considered a standing non-technical committee and therefore is not subject to candidate selection by the Codes and Standards Council in accordance with CP#9.
- 5.2 The ICC Board of Directors shall also appoint alternate members to fill unexpected vacancies that may occur.
- 6.0 **Terms of Office:** All members shall be appointed for a three year term with the exception of the ICC Board of Directors Liaison who shall be appointed for a one year term. No member shall serve more than two complete consecutive terms. Initial appointments shall be staggered.
- 6.1 **Initial Appointments:** To accomplish the stagger requirement of Section 6.0, inaugural appointment of committee members shall be in three groups with different terms of office: Group 1: one year term; Group 2: two year term; and Group 3: three year term. Each appointment and reappointment of committee members after these initial appointments shall be for a term of three years.
- 7.0 **Meetings:** Meetings of the PDC will be of such length and frequency as necessary to accomplish the work required. Meeting dates and locations shall be subject to the approval of the ICC staff. The PDC may invite persons who are not members to attend portions, or all, of the closed meetings in an advisory capacity.
- 8.0 **Quorum:** Two-thirds of the members shall constitute a quorum at any meeting; provided, however that such two-thirds must include at least three members from each of the CC and EC.
- 9.0 **Voting:** Each member shall be entitled to one vote. Any vote for approval shall require a simple majority of those members present and voting.
- 10.0 **Responsibilities of the ICC Board of Directors Liaison(s):** The Liaison(s) will attend all PDC meetings as a voting member(s), and will be responsible for reporting on the PDC activities to the ICC Board of Directors. The Liaison(s) will attend all CC and EC meetings as an ex officio, non-voting member of each committee, and will report to the committees on the decisions of the ICC Board of Directors that affect the committees' work or activities.
- 11.0 **Responsibilities of the Chair of the PDC:** The PDC Chair will attend all PDC meetings as a voting member. The Chair will attend all CC and EC meetings as an ex officio member of each committee and will act as tie-breaker. The PDC Chair shall guide the PDC in meetings consistent with ICC's policies, position statements and strategic plan. With the staff liaison, the PDC Chair will develop a work plan that will allow the PDC to effectively and efficiently perform its work as well as ensure the work of the PDC is carried out between meetings. The PDC Chair shall move Council members toward participation and decision-making.
- 12.0 **Responsibilities of the Staff Liaison:** The staff liaison shall serve as an informed resource to the Chair and members of the PDC. The staff liaison shall assist the Chair in facilitating PDC discussions and activities which achieve the PDC's objectives.
- 12.1 Be thoroughly familiar with all aspects of the PDC's work, including the scope of work, subjects under discussion, and policies and procedures related to the PDC's work.

- 12.2 Provide orientation for each new PDC Chair and new members each year. This includes, but is not limited to, providing copies of the past minutes from previous year's PDC activity and historical benchmarks or other documents maintained per 12.10.
- 12.3 Work with the PDC Chair to develop a plan of work that will allow the PDC to effectively and efficiently accomplish its work for the year.
- 12.4 Work with the PDC Chair to develop agendas and conduct effective meetings of the PDC.
- 12.5 Provide administrative support for planning and execution of all meetings.
- 12.6 Draft minutes of meetings for review and approval by the PDC Chair.
- 12.7 Work with the PDC Chair, other members, and staff to ensure the work of the PDC is carried forth between meetings.
- 12.8 Facilitate communication of activities, including requests for action and/or proposed policies, to the ICC Board of Directors through the Board Liaison and the PDC Chair.
- 12.9 Assist the PDC in proposing policies, products, and services that will further the goals and objectives of ICC.
- 12.10 Maintain records and relevant information regarding the work of the PDC.

### **CERTIFICATION COMMITTEE (CC)**

**13.0 Mission:** The mission of the CC is to promote professionalism of individuals in the built environment by providing professional examinations and certification services worldwide.

**14.0 Objectives:**

- 14.1 Develop and administer examination and certification programs that can be relied upon for employment or licensure purposes as evidence of an individual's knowledge of construction codes, standards and practices that are necessary for competent professional practice.
- 14.2 Approve and apply credentialing standards to include occupational job titles, detailed descriptions of each certification category, task lists, and knowledge, skills and abilities requirements.
- 14.3 Apply ICC's Certification Program Standards and CC Rules that govern test development, validation, test administration, and other activities, such as eligibility requirements, certification and recertification.
- 14.4 Utilize third-party accreditation services (where applicable) to evaluate the quality of the program.

- 14.5 Maintain and make available an International Registry of current ICC Certified Professionals.
- 14.6 Support international recognition of ICC Certifications.
- 14.7 Develop a fiscally sustainable program to support the goals of ICC.
- 14.8 Assess the strengths, weaknesses, -opportunities, and threats to the ICC Certification program on a periodic basis.
- 14.9 Review the performance of the Certification program Business Model based on current metrics.

**15.0 Purpose of Committee:** The CC shall advise staff and the PDC on all matters related to the Certification Program and the CC shall be responsible for direction and oversight of Examination Development Committees. The CC has sole authority over the rules and procedures of the ICC Certification Program for the examination security policies, disciplinary action, and other security issues as necessary in the CC Rules.

**Procedures and Rules for the CC:**

- 15.1 **Membership:** Six members shall be appointed by the ICC Board of Directors.
- 15.2 **Agenda:** Agenda items shall be addressed as necessary to meet the objectives of the PDC and the CC.
- 15.3 **Officers:** The Chair and Vice Chair shall be elected by and from members of the CC.
- 15.4 **Quorum:** Two-thirds of the members shall constitute a quorum at any meeting.
- 15.5 **Voting:** Each member shall be entitled to one vote. Any vote for approval shall require a simple majority of those members present and voting.
- 15.6 **Staff:** ICC shall provide the staff support necessary to assist in accomplishing the work of the CC. Staff shall serve as ex-officio members of the CC, without voting privileges.
- 15.7 **Funding:** ICC will provide reimbursement for all reasonable travel expenses of CC Members serving on the Committee in accordance with CP#4 – Members & Volunteer Travel Reimbursement when those members incur such expenses while attending and traveling to and from scheduled meetings, provided the travel has been preauthorized by the ICC CEO or their designee.
- 15.8 **Reports and Minutes:** Approved reports and minutes shall be placed on the upcoming PDC and ICC Board of Directors meeting agendas by PDC Chair and Board Liaison.
- 15.9 **Appeals:** Appeal procedures shall be governed by the ICC Certification Program Standards and the CC Rules.

- 15.10 Responsibilities of the CC Members:** Members shall actively participate in the work of the committee, provide input to the deliberations of the committee, focus on the best interest of the ICC Membership and work toward fulfilling the committee's objectives.
- 15.10.1** Review all relevant material before meetings.
  - 15.10.2** Attend meetings and participate in discussion topics and issues.
  - 15.10.3** Carry out individual assignments made by the CC Chair.
  - 15.10.4** **Copyright:** All Certification Committee members shall agree in writing to grant and assign to ICC all rights in copyright he or she may have in any code, guideline, standard, public comment, or other work product created within the Certification Committee process, including language developed from a code, guideline, standard, public comment, or other work product copyrighted by such member's organization.
- 15.11 Responsibilities of the CC Chair:** The CC Chair shall guide the committee in meetings consistent with ICC's policies, position statements, and strategic plan.
- 15.11.1** With the staff liaison, develop a work plan that will allow the committee to effectively and efficiently perform its work.
  - 15.11.2** Plan meeting agendas with the staff liaison.
  - 15.11.3** Conduct committee meetings.
  - 15.11.4** Review minutes of meetings before their distribution to the committee.
  - 15.11.5** Provide reports to the ICC Board of Directors Liaison regarding committee activities and performance when requested. Make recommendations on behalf of the committee.
  - 15.11.6** Work with the staff liaison to ensure the work of the committee is carried out between meetings.
  - 15.11.7** Move committee members toward participation and decision-making.
- 15.12 Responsibilities of the Staff Liaison:** The staff liaison shall serve as an informed resource to the Chair and members of the committee. The staff liaison shall assist the Chair in facilitating committee discussions and activities which achieve the CC's objectives.
- 15.12.1** Be thoroughly familiar with all aspects of the committee's work, including the scope of work, subjects under discussion, and policies and procedures related to the committee's work.
  - 15.12.2** Provide orientation for each new CC Chair and new members each year.

- 15.12.3 Work with the CC Chair to develop a plan of work that will allow the committee to effectively and efficiently accomplish its work for the year.
- 15.12.4 Work with the CC Chair and PDC Chair to develop agendas and conduct effective meetings of the committee.
- 15.12.5 Provide administrative support for planning and execution of all meetings.
- 15.12.6 Draft minutes of meetings for review and approval by the CC Chair.
- 15.12.7 Work with the CC Chair, other members, and staff to ensure the work of the committee is carried forth between meetings.
- 15.12.8 Facilitate communication of activities, including requests for action and/or proposed policies, to the ICC Board of Directors through CC and PDC Chairs.
- 15.12.9 Assist the committee in proposing policies, products, and services that will further the goals and objectives of ICC.
- 15.12.10 Maintain records and relevant information regarding the work of the committee.

## 16.0 Examination Development Committees (EDC)

- 16.1 **Purpose:** Examination Development Committees shall be appointed by the CC as necessary to accomplish its work. Examination Development Committees shall advise the CC on all technical elements related to development, maintenance and administration of ICC Certification examinations.

### Procedure and Rules for Examination Development Committees:

- 16.2. **Membership:** Members shall be appointed by the CC for a three year term. No member shall serve more than two complete consecutive terms. Committee membership shall be representative of the certified population, and shall consist of individuals with demonstrated professional experience in the profession of interest to the assigned Examination Development Committee. Whenever feasible, members shall hold current certification in the certification categories represented by the Committee. Examination Development Committees shall have a minimum of six members, and a maximum of nine members. The CC shall also appoint alternate members, where additional qualified candidates are available, to fill unexpected vacancies that may occur.
  - 16.2.1 At the end of an EDC member's second term, if no qualified applicant has submitted an application for a position on the EDC, the existing member may be re-appointed for a one-year term extension each year, until a qualified applicant is appointed by the CC.
  - 16.2.2 The CC shall reserve the right to remove any EDC member for,

including but not limited to, lack of attendance and/or participation at meetings or teleconferences, not completing assigned tasks, or violation of ICC's ethics or conflict of interest policies.

- 16.3**        **Agenda:** Agenda items shall be addressed as necessary to meet the objectives of the EDC and CC.
- 16.4**        **Officers:** Each EDC shall elect its own Chair and Vice Chair from members of each EDC.
- 16.5.**        **Quorum:** Two-thirds of the EDC members shall constitute a quorum at any meeting.
- 16.6.**        **Voting:** Each member shall be entitled to one vote. Any vote for approval shall require a simple majority of those members present and voting.
- 16.7**        **Staff:** ICC shall provide the staff support necessary to assist the committees in accomplishing their work. Staff shall serve as ex officio members of the committees, without voting privileges.
- 16.8**        **Funding:** ICC will provide reimbursement for all reasonable travel expenses of Committee Members serving on the Committee in accordance with CP#4 – Members & Volunteer Travel Reimbursement when those members incur such expenses while attending and traveling to and from scheduled meetings, provided the travel has been preauthorized by the ICC CEO or their designee.
- 16.9**        **Meetings:** Meetings will be of such length and frequency as necessary to accomplish the work required. Meeting dates and locations shall be subject to the approval of staff. Meetings or a portion of a meeting may be closed to persons not serving on a Committee by a vote of the Committee where matters that are sensitive to the purpose of the Committee are to be discussed.
- 16.10**       **Reports and Minutes:** Reports and minutes shall be placed on the upcoming CC meeting agenda.
- 16.11**       **Appeal Rules of Procedure:** Appeal procedures shall be governed by the ICC Certification Program Standards and the CC Rules.
- 16.12**       **Copyright:** All Examination Development Committee members shall agree in writing to grant and assign to ICC all rights in copyright he or she may have in any code, guideline, standard, public comment, or other work product created within the Examination Development Committee process, including language developed from a code, guideline, standard, public comment, or other work product copyrighted by such member's organization.
- 16.13**       **Responsibilities of the EDC Chairs:** The EDC Chairs shall guide the committee in meetings consistent with ICC's policies, position statements, and strategic plan.
  - 16.13.1**        With the staff liaison, develop a work plan that will allow the committee to effectively and efficiently perform its work.

- 16.13.2 Plan meeting agendas with the staff liaison.
  - 16.13.3 Conduct committee meetings.
  - 16.13.4 Review minutes of meetings before their distribution to the committee.
  - 16.13.5 Provide reports to the CC Chair regarding committee activities and performance when requested. Make recommendations on behalf of the committee.
  - 16.13.6 Work with the staff liaison to ensure the work of the committee is carried out between meetings.
  - 16.13.7 Move committee members toward participation and decision-making.
- 16.14 Responsibilities of the Staff Liaison:** The staff liaison shall serve as an informed resource to the Chairs and members of the committee. The staff liaison shall assist the Chair in facilitating committee discussions and activities which achieve the CC's and EDCs' objectives.
- 16.14.1 Be thoroughly familiar with all aspects of the committee's work, including the scope of work, subjects under discussion, and policies and procedures related to the committee's work.
  - 16.14.2 Provide orientation for each new EDC Chair and new members each year.
  - 16.14.3 Work with the EDC Chairs to develop a plan of work that will allow the committee to effectively and efficiently accomplish its work for the year.
  - 16.14.4 Work with the EDC Chairs to develop agendas and conduct effective meetings of the committee.
  - 16.14.5 Provide administrative support for planning and execution of all meetings.
  - 16.14.6 Draft minutes of meetings for review and approval by the EDC Chairs.
  - 16.14.7 Work with the EDC Chairs, other members, and staff to ensure the work of the committee is carried forth between meetings.
  - 16.14.8 Facilitate communication of activities, including requests for action and/or proposed policies, to the ICC Board of Directors through CC and PDC Chair(s).
  - 16.14.9 Assist the committee in proposing policies, products, and services that will further the goals and objectives of ICC.



- 16.14.10** Maintain records and relevant information regarding the work of the committee.

### **EDUCATION COMMITTEE (EC)**

- 17.0 Mission:** The mission of the EC is to provide strategic direction and to facilitate the development and delivery of the most comprehensive portfolio of code-related courses available to meet the needs of code officials, inspectors and design professionals to elevate their qualifications as well as help them advance and grow in their profession.
- 18.0 Objectives:**
- 18.1** Gather input regarding Member expectations and concerns and provide feedback to the ICC Board of Directors, PDC and ICC staff.
  - 18.2** Discuss and propose strategic initiatives for the ICC Education Program.
  - 18.3.** Review and recommend improvements to the ICC Preferred Provider Program.
  - 18.4** Assist staff in the planning and facilitation of educational programs when requested. Assist with the maintenance and promotion of positive Chapter relations as they pertain to ICC Training and Education programs and initiatives.
  - 18.5** Review, recommend and approve educational offerings delivered in conjunction with the Annual Conference.
  - 18.6** Assess the strengths, weaknesses, opportunities and threats to the ICC Training and Education Program on a periodic basis.
  - 18.7** Review the performance of the Training and Education Business Model based on current metrics.
- 19.0 Purpose of Committee:** The EC shall advise Training and Education staff and the ICC Board of Directors on strategic matters related to ICC Education Program activities. The EC shall also serve as an initial Appeals Board on all challenges to the ICC Preferred Provider Program.

#### **Procedures and Rules for the EC:**

- 19.1** **Membership:** Six Members shall be appointed by the ICC Board of Directors.
- 19.2** **Agenda:** Agenda items shall be addressed as necessary to meet the objectives of the PDC and EC.
- 19.3** **Officers:** The Chair and Vice Chair shall be elected from the members of the EC.
- 19.4** **Quorum:** Two-thirds of the members shall constitute a quorum at any meeting.

- 19.5**        **Voting:** Each member shall be entitled to one vote. Any vote for approval shall require a simple majority of those members present and voting.
- 19.6**        **Staff:** ICC shall provide the staff support necessary to assist in accomplishing the work of the EC. Staff shall serve as ex officio members of the EC, without voting privileges.
- 19.7**        **Funding:** ICC will provide reimbursement for all reasonable travel expenses of EC Members serving on the Committee in accordance with CP#4 – Members & Volunteer Travel Reimbursement when those members incur such expenses while attending and traveling to and from scheduled meetings, provided the travel has been preauthorized by the ICC CEO or their designee.
- 19.8**        **Reports and Minutes:** Approved reports and minutes shall be placed on the upcoming combined PDC and ICC Board of Directors meeting agendas.
- 19.9**        **Appeals:** Appeal procedures shall be governed by the ICC Education Program Standards, the EC Rules, and the Preferred Provider Program Manual.
- 19.10**       **Responsibilities of the EC Members:** Members of the EC shall actively participate in the work of the committee, provide input to the deliberations of the committee, focus on the best interest of the ICC Membership and work toward fulfilling the committee’s objectives.
- 19.10.1**        Review all relevant material before meetings.
- 19.10.2**        Attend meetings and participate in discussion topics and issues.
- 19.10.3**        Carry out individual assignments made by the EC Chair.
- 19.10.4**        Facilitate education programs when needed.
- 19.10.5**        Act as regional ambassadors for ICC education programs.
- 19.10.6**        Review and discuss results of audits/evaluations and provide feedback to the PDC.
- 19.11**        **Responsibilities of the EC Chair:** The EC Chair shall guide the committee in meetings consistent with ICC’s policies, position statements, and strategic plan.
- 19.11.1**        With the staff liaison, develop a work plan that will allow the committee to effectively and efficiently perform its work.
- 19.11.2**        Plan meeting agendas with the staff liaison.
- 19.11.3**        Conduct committee meetings.
- 19.11.4**        Review minutes of meetings before their distribution to the committee.

- 19.11.5 Provide reports to the Board of Directors Liaison regarding committee activities and performance when requested. Make recommendations on behalf of the committee.
  - 19.11.6 Work with the staff liaison to ensure the work of the committee is carried out between meetings.
  - 19.11.7 Move committee members toward participation and decision-making.
  - 19.11.8 Facilitate education programs when needed.
- 19.12 Responsibilities of the EC Staff Liaison:** The staff liaison shall serve as an informed resource to the Chair and members of the committee. The staff liaison shall assist the Chair in facilitating committee discussions and activities which achieve the EC's objectives.
- 19.12.1 Be thoroughly familiar with all aspects of the committee's work, including the scope of work, subjects under discussion, and policies and procedures related to the committee's work.
  - 19.12.2 Provide orientation for each new EC Chair and new members each year.
  - 19.12.3 Work with the EC Chair to develop a plan of work that will allow the committee to effectively and efficiently accomplish its work for the year.
  - 19.12.4 Work with the EC Chair and PDC Chair to develop agendas and conduct effective meetings of the committee.
  - 19.12.5 Provide administrative support for planning and execution of all meetings.
  - 19.12.6 Draft minutes of meetings for review and approval by the EC Chair.
  - 19.12.7 Work with the EC Chair, other members, and staff to ensure that the work of the committee is carried forth between meetings.
  - 19.12.8 Facilitate communication of activities, including requests for action and/or proposed policies, to the ICC Board of Directors through EC and PDC Chairs.
  - 19.12.9 Assist the committee in proposing policies, products, and services that will further the goals and objectives of ICC.
  - 19.12.10 Maintain records and relevant information regarding the work of the committee.
- 19.13 Copyright:** All Education Committee members shall agree in writing to grant and assign to ICC all rights in copyright he or she may have in any code, guideline,

standard, public comment, or other work product created within the Education Committee process, including language developed from a code, guideline, standard, public comment, or other work product copyrighted by such member's organization.

## **CONFLICTS OF INTEREST AND CONFIDENTIALTY**

- 20.0 Conflicts of Interest:** All members of the CC shall be prohibited from performing any training, teaching or curriculum/publication development activities during their term(s) of service and for a period of one year after term expiration. CC members will be required to sign a confidentiality statement that attests to the members' agreement to keep all examination material confidential.
- 21.0 Confidentiality of Meetings:** Portions of PDC and CC meetings may be closed to persons serving on the EC if the content is deemed by the CC to be of a confidential nature.