Certification Board Meeting  
Tuesday, June 11, 2013  
via telephone at 2:00 PM EST

Certification Board Members Present
Mustapha Debboun, Certification Board Director  
Shripat Kamble, Past-Director  
Stuart Mitchell, North Central Branch representative  
Elizabeth Dykstra, Pacific Branch representative  
Forrest St. Aubin, Ad Hoc  
Nancy Hinkle, ESA Governing Board Liaison to the Certification Board

Pat Copps, Director-Elect  
Robin Todd, Eastern Branch representative  
Molly Keck, Southwestern Branch representative  
Juan Rodriguez, International Branch representative  
Naresh Duggal Ad Hoc

Staff
Chris Stelzig, ESA Director of Certification  
Katherine Matthews, ESA Member Engagement Specialist

Certification Board Committee Chairs Present
Arun Sen, PM&C Review Committee Chair

Absent
Jim Cilek, Southeastern Branch representative

Meeting Call to Order 2:03pm EST
Director Debboun opened the conference and welcomed the participants. A quorum was determined to be present.

MOTION: (Kamble, Copps 2nd) Move to accept and approve the March 2013 minutes of the Certification Board Meeting. Vote passes unanimously and motion carries.

Discussion of HQ Report
- Stelzig reviewed current trends and noted that 15 BCEs remain overdue on their CEU reports. Debboun asked for a list of those names to be sent to the Certification Board for review. He offered the Board’s assistance on outreach to those individuals.
- Recruiter “BCE Preferred” option: ESA staff will develop a procedure by which recruiters will be asked if a BCE is preferred for the position.
- Development of new questions for the BCE Qualifying Exam: The following protocol was approved:
  - Current BCEs of any active status may submit questions for the BCE Qualifying Exam Question Bank.
  - All submitted questions will be reviewed by the BCE Exam Committee Chairman (or his/her designee) who has full authority to edit as needed, including denial of submission.
  - All submitted questions should reference a specific area of the exam and provide a source reference for validation of the correct response.
- Developing a lower application and/or renewal fee rate for BCEs in developing nations and/or reducing the CEU requirement: It was agreed not to pursue in the interest of remaining consistent and having standardized information across the board.
- Adding a Forensic Specialty to BCE: While HQ remains interested in adding this Specialty, it is agreed that the action is of lower priority. As such, this will be tabled for now.
- CPMA and NPMA Partnerships: Talks are going well and moving forward with agreement on the scope of the partnership expected later this year.
- ACE Overhaul: The existing question bank is under active review now and an “ACE Exam Writing Summit” will be held in Annapolis during the week of August 9th with a new exam to debut either late 2013 or early 2014.
- Annual Meeting Promotion: For the first time, ESA will host a “Certification Lunch and Learn” during the Annual Meeting in Austin, TX this fall. This will be an opportunity to encourage more participation in certification. While ESA will not directly host an Under the Lens course this fall as we did during the 2012 Annual Meeting, the Texas IPM Affiliates for Public Schools will host a similar event during the meeting.
BCE Retired Applications

- Dr Z B Mayo, BCE (Lincoln, NE). Became BCE in 1972. Retired and does not want to fill out PM&C report.

**MOTION:** (Copps, Dykstra 2nd) Move to grant BCE Retired status to Dr. Bastiaan “Bart” M. Drees, Dr. Z B Mayo, and Mr Jay Phelps with an immediate effective date. *Vote passes unanimously and motion carries.*

Other Business

- The Certification Award Judging Panel is still in need of one more member. This member should be a sitting member of the ESA Certification Board. Elizabeth Dykstra offered her services for this position.

Committee Reports:

ACE Report (St Aubin)
The committee responded to the five charges from the Certification Board. Original charges are below with responses in bullets beneath. Stelzig noted that since the Board had charged the committee to create policy, acceptance of the report was tacit acceptance of the policy.

- **Charge 1:** Work with the ESA HQ certification staff to review all current ACE questions and determine the feasibility of using the questions in the new ACE exam which will be based on the new Content Outline, as developed in 2012.
  - A subcommittee was appointed to review existing content – a process that is currently underway with an expected completion of early July. A meeting is scheduled for early August where new questions will be written.
- **Charge 2:** Work with the ESA HQ certification and awards staff to develop the ACE Award, as approved in 2012.
  - Nominated candidates should be in good standing and have held the ACE designation for at least 3 years.
  - Candidates should be able to document superior or extraordinary service to the pest management industry, which may include:
    - Active participation in their state trade organization or other recognized entomology/pest control related group (Those who hold an office in the association are to be reviewed more favorably).
    - Attendance at one or more pest management or entomological conferences every year
    - Participation in one or more public events to promote entomology and pest control i.e. Presentations/show & tell at schools, speaking engagements for civic groups, and etc.
  - Candidates should be invited to provide evidence in their own words [500 word essay] on how they have increased professionalism within their organization and community.
  - The award would be granted annually and include a plaque and recognition at the ESA Annual Meeting. This would be a Certification Corporation Awards, not an ESA Award. If a sponsor can be located for the award, then the award may also include a travel stipend to attend the meeting.
  - HQ will investigate the possibility of seeking a sponsor for this award, though the award would remain a Certification Award rather than an ESA award.
- **Charge 3:** The Certification Board approved the following motion during the March 2013 conference call: *Move to approve in principle the implementation of a three-year renewal cycle with a CEU requirement for all ACEs, with an implementation plan deferred to the ACE Support Committee. As such, you are requested to work the HQ certification staff to develop and implement a change to the ACE renewal schedule that includes a CEU requirement and a renewal cycle of three years.*
  - The Committee supports this action and proposes the following CEU requirements for ACEs (with an implementation schedule to be determined by ESA HQ: ACEs are required to attain an average of 6 CEUs per year and should submit evidence of 18 CEUs with their tri-annual renewal. The CEUs are to be awarded for the following activities (In each case, one hour of activity equates to one CEU):
    | ACTIVITY                              | ANNUAL MAX |
    |---------------------------------------|------------|
    | Training Attended                     | 4          |
    | Training Taught                       | 7          |
    | Job-related Community Service         | 2          |
    | Reading (trade publications, professional resource materials, etc) | 2          |
Articles authored 6
College courses taken (online acceptable) 7
Job-related examinations taken 3
Career-related committee service 4
Pest control Blogs written (social media) 2
Honors and awards (promotions, awards) 2
Development of new programs (apps, community, etc) 5
Webinars 7
Professional conferences attended (Purdue, Kentucky, PestWorld, etc) 3/conference
Special activities (available only with prior approval) tbd

The Certification Board felt strongly about this Charge and opted to call it to a motion.

**MOTION:** (Kamble, Dykstra 2nd) Move to implement the CEU submission rules as amended and shown above. Vote passes unanimously and motion carries.

- Charge 4: The Certification Board approved the following motion during the March 2013 conference call: Move to approve in principle the development and implementation of a Retired ACE classification, with an implementation plan deferred to the ACE Support Committee. As such, you are requested to work with the ESA Certification staff to develop and implement rules to allow ACEs in good standing who are no longer actively working in the profession the opportunity to remain certified as Retired ACEs.
  - The Committee consensus is that 7 years of activity as a gainfully employed ACE will qualify that person, upon retirement from service, to be accorded the designation "ACE, Emeritus". In addition, the ACE Emeritus fee should be 50% of the active ACE fee.

- Charge 5: The Certification Board approved the following motion during the March 2013 conference call: Move to approve in principle the process by which the eligibility requirements for ACE will be expanded to allow those who have earned a degree in entomology or a closely-related field to qualify for ACE certification before the full experiential requirement has been met, with an implementation plan deferred to the ACE Support Committee. It is suggested that the approval mirrors the BCE rules of eligibility. As such, you are requested to work with the ESA HQ certification staff to develop an “early approval” option for ACE applicants who have also earned a scientific degree.
  - The Committee consensus is to allow ACE applicants who hold a degree in entomology or the life sciences to qualify for ACE testing prior to the 7 experiential requirements for non-degree holders. The agreed-upon language is as follows and refers to the existing ACE application requirements found here (www.entocert.org/ace-requirements): ACE applicants who have earned a minimum of a bachelor’s degree in entomology or a closely related life or biological science may qualify for ACE eligibility with a minimum of 3 years’ verifiable pest management experience in the United States by submitting a copy of their academic transcripts, as long as all other application criteria are met.

**MOTION:** (Kamble, Coppis 2nd) Move to approve the ACE Committee report as amended. Vote passes unanimously and motion carries.

**Ad Hoc Military Report** (Debboun)
- Started a BCE section in the military newsletter with entomology news and plans to expand gradually
- New trend is that there is now healthy competition among military to add multiple BCE Specialties

**Examination Report** (Kamble)
- Working on upgrading exam for the qualifying test
- Recommends upgrading urban industrial entomology program
- First order of business is qualifying exam, next step is awards

**Recertification Report** (Sen)
- Added auditors in “high traffic” Specialties of Urban and Medical/Veterinary
- New auditor form is now in use with good feedback and results.

**Branch Reports**
- None submitted

**Governing Board Report**
- None submitted
**Agenda Brief Action Items**

**PM&C Report Fee Structure Change**
- Stelzig noted that with the technological changes, the CEU report fee of $25 ($50 non-members) is less important in terms of recovering costs than it used to be.
- In an effort to encourage timely and electronic report submission, HQ proposes to drop the filing fee for reports that are received on time and in electronic format.

**MOTION:** (Copps, Kamble 2nd) Move to alter the CEU Report fee structure such that there will be no filing fee if the report is submitted electronically in final form prior to the deadline. *Vote passes unanimously and motion carries.*

**MOTION:** (Kamble, Dykstra 2nd) Move to increase the CEU Report fee structure to $30 for ESA members and $60 for non-members for any CEU reports that are received in either paper form or past the deadline. *Vote passes unanimously and motion carries.*

**BCE Symposium: Additional Credits for attending**
- Kamble asked that the Board approve offering additional CEU credits for those BCEs who attend the annual BCE Symposium. He noted that this would help to improve symposium attendance.
- These credits could be in addition to other conference credit (not subject to three CEU max)
- Board agrees to try this for a few years with no end-date noted.

**MOTION:** (Kamble, Copps 2nd) Move to approve four additional CEUs for BCEs who attend the annual BCE symposium. *Vote passes unanimously and motion carries.*

**BCE Retired versus BCE Emeritus**
- In response to a BCE-Retired members’ query, HQ investigated the history of the change from BCE-Emeritus to BCE-Retired in 1993.
- HQ finds no reason for the distinction and supports a change back to the old terminology.

**MOTION:** (Dykstra, Kamble 2nd) Move to drop “retired” status and change to “emeritus” for BCEs who have retired from active service. *Vote passes unanimously and motion carries.*

**Certification Board Service Requirements**
- An oversight in the BCE Bylaws was discovered in that the Bylaws do not require sitting board members to have current BCE status.
- HQ legal counsel advises that while the status is implied elsewhere in the Bylaws, it would be prudent to amend the rules accordingly.

**MOTION:** (Kamble, Todd 2nd) Move that the Bylaws and Operational Manual for the Certification Corporation be amended in such a way that only those who have obtained a certification granted by the Entomological Society of America may be elected to sit on the Certification Board. *Vote passes unanimously and motion carries.*

**ACE Lawn and Ornamental Option**
- Copps and Kamble have held conversations about developing the L&O ACE project sooner rather than later.
- There is some interest from the industry, but ACE would need a Certification Board member (or designee) to champion this effort.
- Copps has drafted a “Determination of Interest” letter and will seek to send it out soon, once a list of possible recipients has been determined.

**MOTION:** (St Aubin, Todd 2nd) Move to adjourn at 3:37pm. *Vote passes unanimously and motion carries.*

Respectfully submitted,
Chris Stelzig

**Note:** The next Certification Board conference call is scheduled for September 10th at 2pm (Eastern) and the final meeting of the year is scheduled during the ESA Annual Meeting in Austin, TX