



Certification Policy Committee Conference Call Minutes April 5, 2007

CPC Members Present: John Hogan, Chairman
Jim Krahn
Steve Strawn
Brad Schultz
Jeff Baker

NFRC Staff Present: Jessica Ferris,
Jacque McCracken

1. Meeting called to order by Chair, John Hogan, at 11:35 AM Eastern Time.
2. Minutes from the March 6, 2007 CPC Meeting in Austin, Texas were approved as presented.

M/S/P S. Strawn
B. Schultz

3. Unfinished Business

A. Recertification Requirements - The CPC reviewed APC's response to CPC – *Background:* In December 2006 Staff requested clarification from CPC on recertification discussions held at the Board meeting in California. The CPC agreed that this clarification, regarding simulation requirements, should be referred to APC for dissemination to all simulators.

The APC responded to CPC in writing on January 26, 2007, indicating that LAP reporting requirements would need to be developed, and at this time there are issues regarding recertification that will need to be resolved under the simplification work that the Board is undertaking before these reporting requirements could be developed.

4. New Business

A. CAP-2007 Addendum1

- Glossary of Terms – The committee reviewed the terms still remaining in the Glossary of the CAP and also reviewed new terms proposed by staff. The Committee directed staff to refer these terms to the Glossary and Terminology Task Group for inclusion in the Glossary and Terminology document.

- Revision to Section 3.2.2.5 & 3.2.3 – Operations Manual and Quality Control Program - Proposed revision approved as amended by the CPC.
- Revision to Section 4.2 – Periodic Review – Proposed Section 4.2.F should be deleted and a more generic reference to the Compliance and Monitoring Program be incorporated into Section 1.2-Role of the NFRC-Licensed IA. Staff will make this modification and present it to CPC for approval.
- Revision to Section 4.5 – Workshops – Proposed revisions to this Section approved as amended by the CPC.

Action Item: Staff will revise Addendum 1 to the CAP per the Committee’s review and changes. Staff will then e-mail these revisions to the committee by Friday, April 6, 2007, as a letter ballot. The committee will have one week to review and submit their ballot.

- B. Discussion Item: Review of current Lineal Supplier licensing requirements - The committee discussed current licensing requirements for Lineal Suppliers. Staff reported on the difficulty of ensuring that all suppliers are entering into a licensing agreement with NFRC. The question was raised by staff as to whether there is still a need for this licensing arrangement as lineal suppliers do not pay any fees to NFRC and are thereby not officially participants in the Certification Program.

Action Item: The committee requested that staff review the current language in Section 3.2 of the PCP and develop an implementation process for this licensing requirement. This should then be reported to and discussed with CPC at a future conference call.

5. Schedule for next conference calls (8:30 AM Pacific/11:30 AM Eastern) and meetings

Thursday, May 17, 2007
 Thursday, June 7, 2007
 Thursday, July 5, 2007

6. Meeting was adjourned at 12:50 PM.