

Conference Call
Minutes

Accreditation Policy Committee

Tuesday, June 2, 2009

1:00 pm – 2:00 pm

Chair: *Marcia Falke, Keystone Certification, Inc.*

1. Call to Order, voting and non voting member roll call at 1:05 PM
 - a. Voting: Present was M. Falke, J. Hayden, B. Schultz, W. Lichtenberger, and B. Shah. Absent was T. Culp
 - b. Non-voting: Present was M. Resech, M. Bhandari, and J. Campbell. Absent was G. Dhami
 - c. Staff: Dennis Anderson
2. Approved minutes from May 22, 2009 call.
3. Agenda approved
4. Reports
 - a. Staff reported on the thermal and simulation inspections:
 - i. No change since May 22nd call.
 - b. Staff reported on ILC's
 - i. No status change since May 22nd call for past ILC reports.
 - ii. NFRC Staff proposed the 2009 ILC's for simulation and testing laboratories, and APC members approved:
 - Simulation ILC will be window that an experienced simulator should be able to complete in less than ½ day. In addition, a 20 question exam will be submitted that has a mixture of essay/True or False/multiple choice questions.
 - Test Lab ILC will be a commercial window that will be tied in with the CMA program
5. Unfinished Business
 - a. APC Workshop (face-to-face) was discussed for possibility in Baltimore. NFRC Staff listed some items that would be useful to discuss during this meeting. It was found that face-to-face meetings are not necessary but recommended that a spreadsheet (tracking system) of technical items to be brought forward to the Board.
 - i. Tracking system to include:
 - Recommended issues to address that result from the annual ILC's
 - Outstanding issues brought forward/discussed during APC Conference Calls

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- CPD2.0 issues: track results and report monthly to the APC. NFRC Staff to consult Scott Hanlon and database committee on status of CPD 2.0 ability to track "rejections & reasons" from IA to laboratories.
6. New Business:
 - a. Discussion to eliminate the individual 701 series of documents regarding reporting requirements and place the reporting requirements in each applicable technical document. It was debated that this would be appropriate so the topic will be added to APC Agenda for further discussion at the Baltimore Meeting.
 - b. CMA reporting requirements to be added to NFRC 701.03-2009 document. Draft document to be send to APC members and all accredited simulation laboratories for comment prior to July 7th call.
 7. Executive Session
 8. Adjourned at 2:08 PM