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| Changes Authorized By: | CMC                   |
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## Certification Council Composition

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Certification Council membership includes representatives from industry stakeholder groups. Voting seats and term cycles include:

- Radon Measurement – Residential, Cycle 1
- Radon Measurement – Large Buildings, Cycle 1
- Radon Mitigation – Residential, Cycle 1
- Radon Mitigation – Large Buildings, Cycle 1
- Certified States Representative, Cycle 2
- Non-Certified States Representative, Cycle 1
- Consumer Interests, Cycle 1
- Home Inspectors, Cycle 1
- Radon Laboratories, Cycle 2
- Radon Educators, Cycle 2
- IEA Technical & Science Committee Chair
- Radon Equipment Manufacturers, Cycle 2
- Radon Chambers, Cycle 1
- Vapor Intrusion Industry, Cycle 1

In addition to the above, two non-voting seats include a Chair and IEA's Executive Director. The Certification Council Chair serves as a liaison to IEA's Board of Directors.

### Qualifications

- Certification Council members must be 18 years of age or older.
- No more than two voting members of the Certification Council shall be employed by the same company or common parent company.
- IEA Board members may also sit on the Certification Council if the requirements for the seat are met. There is no limitation to the number of Board members who may also serve on the Certification Council. All members must recuse themselves from voting if they have a conflict of interest.
- A Certification Council member shall be NRPP certified in the field or industry segment in which they provide radon related services to the public.

| The Individual Who Represents: | Must Be:                                    |
|--------------------------------|---------------------------------------------|
| Laboratories                   | Key person for a Lab                        |
| Radon Measurement              | NRPP Certified in Measurement               |
| Home Inspector                 | Certified Home Inspector AND NRPP Certified |
| Radon Mitigator                | NRPP Certified in Mitigation                |
| Radon Educator                 | Provider of NRPP Approved Radon Courses     |

Requirements for each seat are detailed in the following table.

| <b>Seat</b>                                | <b>Credential/Criteria</b>                                                                                                  | <b>Experience</b>                                                                                                                                                                                                                                                 | <b>Education</b>                  |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <b>Radon Measurement - Residential</b>     | Current RMP certification (NRPP)                                                                                            | Has been NRPP certified as an RMP for at least 3 years at the time of application                                                                                                                                                                                 | High school diploma or equivalent |
| <b>Radon Measurement - Large Buildings</b> | Current RMP certification (NRPP)<br><br>Large Building Measurement Certificate (NRPP)                                       | Has been NRPP certified as an RMP for at least 3 years at the time of application<br><br>Has held Large Building Measurement Certificate for at least 1 year at the time of application<br><br>Has at least 1 year of field experience at the time of application | High school diploma or equivalent |
| <b>Radon Mitigation - Residential</b>      | Current RMS certification (NRPP)                                                                                            | Has been NRPP certified as an RMS for at least 3 years at the time of application                                                                                                                                                                                 | High school diploma or equivalent |
| <b>Radon Mitigation - Large Buildings</b>  | Current RMS certification (NRPP)<br><br>Large Building Mitigation Certificate (NRPP)                                        | Has been NRPP certified as an RMS for at least 3 years at the time of application<br><br>Has held Large Building Mitigation Certificate for at least 1 year at the time of application<br><br>Has at least 1 year of field experience at the time of application  | High school diploma or equivalent |
| <b>Home Inspectors</b>                     | Current RMP certification (NRPP)<br><br>Certified as Home Inspector by a nationally recognized home inspection organization | Has been NRPP certified as an RMP for at least 3 years at the time of application                                                                                                                                                                                 | High school diploma or equivalent |

|                                      |                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                       |                                                                                              |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <b>Radon Chambers</b>                | Experience with an NRPP approved secondary radon chamber                                                                                                                                                                                                                                                            | Has at least 2 years of experience with an NRPP approved secondary radon chamber at the time of application                                                                                                                                                                                                                                           | Bachelor's degree or equivalent, relevant experience (in addition to experience requirement) |
| <b>Consumer Interests</b>            | <p>Active member or employee of consumer advocacy entity, or</p> <p>Real estate professional that actively supports the radon industry, or</p> <p>Consumer of radon services or member of the public who has been impacted by radon or the radon industry, or who is interested in or has experience with radon</p> | <p>Has at least 2 years of experience working for a consumer advocacy entity at the time of application</p> <p>Has been an active member of a consumer advocacy entity for at least 2 years at the time of application</p> <p>Will provide letter of interest or references to support experience, impact of or involvement in the radon industry</p> | High school diploma or equivalent                                                            |
| <b>Non-certified States</b>          | Work or worked for a state radon program in a state not having radon certification requirements                                                                                                                                                                                                                     | Has at least 1 year of experience                                                                                                                                                                                                                                                                                                                     | Bachelor's degree or equivalent, relevant experience (in addition to experience requirement) |
| <b>Certified States</b>              | Work or worked for a state radon program in a state that has radon certification requirements                                                                                                                                                                                                                       | Has at least 2 years of experience                                                                                                                                                                                                                                                                                                                    | Bachelor's degree or equivalent, relevant experience (in addition to experience requirement) |
| <b>Radon Equipment Manufacturers</b> | Actively involved in the development and manufacture of radon related equipment. Device manufacturers must have at least one device NRPP approved                                                                                                                                                                   | Has at least 3 years of experience                                                                                                                                                                                                                                                                                                                    | High school diploma or equivalent                                                            |
| <b>Radon Laboratories</b>            | Responsible Party of a NRPP certified laboratory                                                                                                                                                                                                                                                                    | Has at least 3 years of experience                                                                                                                                                                                                                                                                                                                    | High school diploma or equivalent                                                            |

|                                                    |                                                                                                                                                             |                                                                                                                                                                                                                                 |                                                                                              |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <b>Radon Educator</b>                              | Is or has been actively involved in the development of radon education.<br><br>Has developed at least one course that has received NRPP approval            | Has delivered radon education for at least 2 years                                                                                                                                                                              | High school diploma or equivalent                                                            |
| <b>Vapor Intrusion</b>                             | Directly involved in vapor intrusion practices of measurement and mitigation.<br>Hazardous Waste Operations and Emergency Response Certification (HAZWOPER) | 3 years                                                                                                                                                                                                                         | Bachelor's degree or equivalent, relevant experience (in addition to experience requirement) |
| <b>IEA Technical &amp; Science Committee Chair</b> | Chair of the IEA Technical and Science Committee                                                                                                            | Not applicable                                                                                                                                                                                                                  | Not applicable                                                                               |
| <b>Chair</b>                                       | No credential is required.                                                                                                                                  | Must have knowledge of radon or direct or adjacent experience with the various roles in the radon industry.<br><br>Must have training or facilitation experience and the ability to ensure various perspectives are considered. | Not applicable                                                                               |

The Chair is a nonvoting, external position that does not originate from the current slate of Council membership. The Chair does not represent a key stakeholder group and has no vested interest in voting outcomes or Council decisions. With the support of NRPP staff, the Chair ensures compliance with IEA's Bylaws and NRPP's Policies, and identifies, examines, and resolves real or perceived conflicts of interest.

## Terms

A means for turnover of Certification Council seats ensures that the Council represents a variety of stakeholder groups, that the representation of stakeholders is balanced and that the perspective of all stakeholder groups is included in Council decisions.

Certification Council terms are for three years with the exception of the Certification Council Chair and TASC Chair. The Certification Council Chair serves a four- year term and the TASC Chair has no term limits. This individual is appointed by the President of the IEA Board of Directors and serves at the discretion of the Board. The following table shows the cohort seats, terms and term end dates:

|                                    | <b>Term Start<br/>Date</b> | <b>First term<br/>end date</b> | <b>Second<br/>term end<br/>date</b> |
|------------------------------------|----------------------------|--------------------------------|-------------------------------------|
| <b>Cohort 1 Seats</b>              |                            |                                |                                     |
| Radon Mitigation - Residential     | 11/1/2023                  | 11/1/2026                      | 11/1/2029                           |
| Radon Chamber                      | 11/1/2023                  | 11/1/2026                      | 11/1/2029                           |
| Consumer Interests                 | 11/1/2023                  | 11/1/2026                      | 11/1/2029                           |
| Radon Measurement - Residential    | 11/1/2023                  | 11/1/2026                      | 11/1/2029                           |
| Non-certified State                | 11/1/2023                  | 11/1/2026                      | 11/1/2029                           |
| Home Inspector                     | 11/1/2023                  | 11/1/2026                      | 11/1/2029                           |
| Radon Measurement - Large Building | 11/1/2023                  | 11/1/2026                      | 11/1/2029                           |
| Radon Mitigation - Large Building  | 11/1/2023                  | 11/1/2026                      | 11/1/2029                           |
|                                    |                            |                                |                                     |
| <b>Cohort 2 Seats</b>              |                            |                                |                                     |
| Radon Equipment Manufacturer       | 11/1/2021                  | 11/1/2024                      | 11/1/2027                           |
| Certified State                    | 11/1/2021                  | 11/1/2024                      | 11/1/2027                           |
| Radon Laboratory                   | 11/1/2021                  | 11/1/2024                      | 11/1/2027                           |
| Radon Educator                     | 11/1/2021                  | 11/1/2024                      | 11/1/2027                           |
| Vapor Intrusion                    | 11/1/2021                  | 11/1/2024                      | 11/1/2027                           |
|                                    |                            |                                |                                     |
| <b>Chair</b>                       |                            |                                |                                     |
| Chairperson                        | 11/1/2022                  | 11/1/2026                      | 11/1/2030                           |

Council members may serve two consecutive terms for a total of six years. The Certification Council shall elect a Chair who shall report to the Board at each meeting of the Board. The Chair shall serve no more than two consecutive four-year terms.

Terms end October 31 of each year and new terms begin November 1<sup>st</sup>. At the end of a three-year term, and at least 45 days prior to the expiration of a seat's term, NRPP solicits applicants to open seats, including Council chair.

An individual occupying a given seat, when the seat's term is up, may reapply for that seat provided they have not occupied that seat for more than two consecutive terms or have taken a one-year leave from that specific seat on the Certification Council after having served two consecutive terms.

After the sixth year individuals may apply for another open seat on the Council provided they meet the requirements of that seat and are selected. Should they be appointed to that seat, they will be allowed to fill that seat up to a maximum of two terms. This applies to a member being appointed as Chair as well. This begins year 1 of a new term for that individual.

Terms for members who fill vacant seats mid-term begin when appointed. Term length is adjusted to align with the term cycles so that the start of these terms begins the following November 1.

Partial terms do not count toward a term and do not affect eligibility to apply for that same seat at the time of the seat's term expiration.

## Vacancies

Applications for seats that are vacated prior to the term's end are solicited immediately upon vacancy. The Certification Management Committee may appoint a replacement to complete the balance of the term.

The Certification Management Committee, serving as the Nominating Committee, reviews all application materials and identifies the best candidate for each open seat and submits all eligible applicants to the IEA Executive Committee, along with its recommendations. The IEA Executive Committee retains the sole and exclusive right to disapprove appointments to the Certification Council and the Certification Management Committee.

When the CMC is voting on applicants for open seats, any CMC member seeking reappointment will recuse him or herself from a vote for his/her specific seat. When the Chair seat is vacant, the current Certification Management Committee members identify and present a single candidate to the IEA Executive Committee. That candidate is then presented to the Certification Council for a vote.

New members are oriented to their roles and are expected to attend the next scheduled meeting, at which time they are presented to the Certification Council.