



**2023-2025 Board of Ethics and Credentialing Trustees Meeting**  
**Wednesday, September 25, 2024 – 2:00pm – 4:30pm**

Magnolia 5, Level 1  
Marriott Orlando World Center Hotel  
8701 World Center Drive

Staff Liaison: Lelia Vetter || [lvetter@nahro.org](mailto:lvetter@nahro.org)  
<https://www.nahro.org/bect>

**Meeting Minutes**  
**Chair/Presiding: Clif Martin**

In attendance: Alison King, Amy Miranda-Case, Carol Branham, Charles Parks, Clif Martin, Dawn Bonsu, Eric Lane, Helen Verhasselt, Jim Evans, Jason Spencer, Kathryn Walter, Latonia Simmons, Paul Chaiken, Ralph Chamberlain, Shari Riddick, Sharon Carlson

Not in attendance: Alanda Richardson, Bob Peterson, Bobby Collins, Charles Chambers, Dave Wellings, Ed Mayer, Jhaila Brown, Jill McGranahan

- Meeting commenced at 2:03pm
- Roll was called and a quorum was present
- Approval of 08-14-24 Meeting Minutes
  - Motion by
  - Seconded by
  - Sharon Carlson abstained as she was not present at the meeting.
  - Motion was approved.
- Certification Update, presented by Lelia
  - Lelia gave an update about certification and exam numbers from 1/1-9/15 in 2023 vs. 2024.
  - New NAHRO PD+C team member: we have hired a content specialist.
    - Kris Evans will help our team update and ensure the accuracy of our training materials and exams.
  - Open discussion commenced.
  - Clif encouraged the committee to volunteer to write additional exam questions for our question bank so two people will be able to see two completely different exams
  - Sharon asked what happened to the exam review boards?
    - Lelia said that during the beginning of COVID, this went away and was not ever brought back.
    - Clif added that these boards would be extremely beneficial, and the committee should start the groundwork so the next BECT can get them back up and running.

- James asked if you have a bank so large, how do you ensure everyone is getting similarly tested? For example, how do you ensure two people get the same amount of eligibility questions on an HCV exam.
  - Lelia answers that when you have a robust item bank, it is broken down by category and difficulty to ensure exams are similar, yet the questions are different.
  - Clif added that this is something the exam board could assist with.
- Eric asked if we have considered using AI for exams
  - Lelia shared that it was considered, but we are currently too concerned with the ethical considerations and possible copywrite issues.
- Sharon asked if we have a psychometrician involved?
  - Lelia answers no, but this is a future goal of ours – although a lot of what we would like to do is not possible with current staff capacity and budget.
- Certification policies for approval
  - Sunset of the CSI-UPCS
    - Lelia provided background – we no longer offer this course, and UPCS will also be irrelevant at the end of the year as the industry moves to NSPIRE.
    - Clif agreed with Lelia – as HUD has phased it out, it’s time for us to do the same.
    - **Wayne Pollard motioned for the CSI-UPCS to be sunset on December 31, 2024.**
      - **Jason Spencer seconded.**
      - **The motion passed unanimously.**
  - Ethics as a requirement for recertification
    - Lelia covered background – this has been touched on previously by the BECT as a future topic, and the future is here! Lelia caveats that the staff believes this should only start once Ethics is available on-demand. Additionally, there should be a warning period so people know that they have an additional recertification requirement.
    - Eric asked how long with ethics be eligible to be used for recertification?
      - Lelia answered it should be taken within the 3-year recertification period that already exists with certifications.
    - Clif asked could ethics count toward CEUs needed?
      - Lelia said yes, Ethics on Demand will likely be 0.1 CEUs.
    - Ralph asked if there is a cost to Ethics?
      - Julz answered that it will likely be around \$100 for non-members, and free for members.
    - Clif asked is this something we want to apply to all of our certifications?
    - Eric commented that he was a tester of Ethics on Demand and he thinks this makes total sense, it is simple to complete.
    - Sharon asked if will we still be offering live ethics.
      - Julz answered that she doesn’t believe so. It will definitely no longer be offered publicly online, but if an agency requested it as a private training we may still be able to offer it for them. The on-demand will be included in the bundled HCVOEIR/PHM trainings.
    - Charles asked what kind of lead time will we give people?

- Lelia proposed six months.
- Charles shared that he heard feedback that people didn't know they had to take ethics to get certified and this was a frustration.
- Dawn advocated for the proposal – she said a refresher is always a good idea.
- Charles asked for clarification – the current three types of Ethics will go away?
- Lelia clarified yes, Ethics on demand is one class, and depending on your answers as you complete it, it divides into the different Ethics courses.
- Clif said if he were a participant, he would want a lot of notice, and maybe to be safe he thinks January 1, 2026 would give people enough time.
- Shari asked does the pushback come from new certs or recertification?
  - Lelia and Clif clarified we are only talking about for recertification now, it will always be required for original certification.
- Ralph asked what are the recertification requirements as it stands?
  - Lelia answered Continuing Education Units (CEUs) - most certifications require 0.5 CEUs
- Charles asked if the LMS will track CEUs that are not automatically earned from training?
  - Lelia answered we will have a self-report form. It will not be automatic, but it gives people an opportunity to have these CEUs approved before they go to recertify and sometimes learn what they intended to use as CEUs do not count for recertification.
- Eric asked if in the LMS will we be able to tell if the trainings that must be NAHRO specific are clearly NAHRO specific?
  - Lelia clarified that only Ethics must be NAHRO specific.
- Clif added that he recently recertified and just listed random items to get his CEUs (conference attendance, BECT chairing, teaching as NAHRO faculty, etc.) but now we will have it in a legitimate format.
- **Amey Case motioned to make Ethics on Demand a requirement for all recertifications beginning January 1, 2026.**
  - **Kathy Walters seconded.**
  - Discussion opened.
  - Ralph asked if Ethics could be its own certification that has to be redone?
    - Lelia shared that this would mean Ethics would have to have an exam, and customers probably would not like this.
  - Julz clarified, what about the additional 6-month grace period?
    - Lelia said yes, the additional 6 months would be included.
  - Jim clarified the timeline – 6 month grace period, at 7 months start over?
    - Lelia agreed yes, that is the correct timeline.
  - **Clif makes a friendly amendment – the motion is all recertification applications submitted on or after January 1, 2026 must include Ethics on Demand. Recertification applications before this date will not need to include Ethics on Demand.**

- Dawn asked, can someone use ethics from a different group?
  - Lelia answered no, Ethics must be from NAHRO.
- Eric asked do we review the trainings people submit?
- Ralph asked if someone has all the requirements but missed the date mark – too late?
  - Lelia shared yes, we currently send out about 8 reminders about expiration dates (1 year, 3 months, 1 month, several already expired reminders, and one last call about to permanently expire).
- Sharon asked about people who take the course, exam, and ethics and think they are certified.
  - Lelia shared yes, this is still an issue we deal with. We hope that in the LMS, we will be able to identify people who have taken the exam but are not actually certified.
  - Sharon asked if it could be automatic, once they pass the exam we send them a link for the certification application immediately?
    - Lelia shared we will ask our LMS vendors about this.
- Ralph asked if historically there was ever a time there was no recertification and certifications did not expire?
  - Lelia shared yes, a long time ago.
- Clif shared how historically we have done private trainings where we will get one email for all participants.
- Eric asked in the LMS, it will be much easier to understand their certification, related dates?
  - Lelia answered yes, everything will be in one place.
- The amendment was accepted and the motion passed unanimously.
- Task forces broke out and met individually.
  - Please send notes from these individual meetings to Lelia.
- Clif reminded the board about the NAHRO Election season starting, and being careful about endorsements within BECT (please see the Election message sent along with the agenda).
- The meeting was adjourned at 4:12pm.