

Certification



TIPR Policy

Overview to Demonstrating Competency

This skill-based TIPR (Test Inspection with Peer Review) process tests a home inspectors expertise and practical knowledge as an outcome validating competency in conducting a realistic home inspection. This includes examining of three distinct skill sets listed below.

Occupational standards identify and group related tasks, knowledge and skills required for an individual to be considered competent in a particular occupation. In the case of a selection procedure for measuring knowledge, the knowledge being measured is operationally defined as that body of learned information which is used in regular day-to-day home inspection practice and is a necessary prerequisite for observable aspects of work skills essential to the occupation.

A home inspector can typically acquire the knowledge and skills needed to successfully complete the TIPR exam through practical on-the-job experience, requisite training courses, and/or through a solid understanding of home inspection reference study materials.

National Occupational Standards are validated and endorsed nationwide, allowing qualifications to be recognized across Canada.

All Candidates in the NHICC National Certification Program are tested in the following skill sets:

- 1. Inspection knowledge and skills: The Home and Property Inspectors National Occupational Standards identify the tasks that practitioners must actually perform in the workplace.*
- 2. Reporting: Both oral and written reporting skills are the material verification of the results of a home inspection. TIPR Candidates are encouraged to utilize their own reporting system for the submission of the written inspection report.*
- 3. Standards of Practice: Candidates are benchmarked against approved Home Inspection Standards of Practice and Code of Ethics.*

TIPR Process

The Test Inspection and Peer Review (TIPR) process is open to all home inspectors in Canada. Its purpose is to test, validate and improve inspection and communication skills and assure confidence in the essential services provided to consumers. Home inspectors seeking recognition as a National Home Inspector are required to fulfill the TIPR requirements in order to advance in the National Certification Program. There are three distinct categories in the review process. (See graphic TIPR Flow Chart image)

- 1. Onsite Inspection:** This is an actual home inspection. In the test inspection component the Candidate is given time to inspect a pre-selected house as if he/she were working for a fee paying client. The Candidate independently performs the inspection of the house at the specified start time, which has been pre-inspected by the Examiners. The methodology of the inspection and use of inspection tools or report systems are left to the choice of the applicant.

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2. **Peer Review:** Later, after inspecting the house the Candidate presents the inspection findings to a peer review panel (typically 2 or more Examiners). The Candidate is expected to identify all the “significant” major deficiencies and also demonstrate sound technical knowledge and communication skills to present a verbal report to the team of Examiners. The Examiners will ask questions and test the Candidates communication skills on the home inspection that was completed.

3. **Inspection Report Review:** The Candidate is required to provide verification of their inspection reporting skills through completion and submission of a home inspection report of the “test house”. Candidates are free to use any report system for this submission. The report may be handed over to the Examiners or mailed within 48 hours of completion of the TIPR.

Note: The home will be inspected by a panel of qualified home inspector Examiners prior to the Candidates reviews. This initial step is completed in order to establish a defined level of mandatory “significant” deficiencies that “must be found” and to assure quality for benchmarking purposes for the inspection peer review process.

Scheduling a TIPR - To schedule a TIPR the Candidate must contact the NHICC Registrar to register prior to taking the exam. Candidates must have applied and are required to complete a Background Review Application Form for review by NHICC National Admissions Board. There is no guarantee of a set time or date for the TIPR until all of the required forms are properly completed. Typically TIPR’s are conducted in an area when there are sufficient numbers to accommodate a full day of testing.

TIPR Setup Day Guidelines

As a general guideline it is estimated that the time commitment of the Examiner to conduct 6 Candidates through the TIPR Review Process ranges approximately 8 to12 hours of time. This is based on the following time allocation developed through the process.

1. Candidates must apply to the Registrar to go through a TIPR session.
2. Candidates must sign a waiver and provide proof of general liability coverage as part of the application....accepting responsibility for their own safety and damages caused to the test house. TIPR Scheduled Home Inspection Scheduled Peer Review Report Findings Submit Inspection Report National Home Inspector Certification Council
3. The Examiner would assign the Candidate a two to three hour inspection time slot (depending on the complexity of the house) and a thirty to forty five minute presentation time, and send the Candidate an instruction package.
4. The TIPR Examiner and “assistant” will conduct an inspection of the ‘test house’ prior to inspections by Candidates. The TIPR Examiner would document all significant “key” defects, typical defects and questionable issues
5. Candidates must be able to prove their identity to the Examiner.
6. During the TIPR session, Candidates are encouraged to use the tools and approaches they consider normal for their home and property inspections.
7. Candidates are encouraged to use their own inspection reporting system for the written report.
8. During the presentation part of the TIPR session, the Examiners will act as the “inspection clients” to the Candidate.
9. Candidates will be allowed up to 45 minutes (a preset time) to present their report and key findings to the Examiners.

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10. The Examiners would then take another 45 minutes after the Candidate leaves to review the Candidate's report, make notes, and complete the Examiners report. Therefore, by allowing the Examiners 90 minutes total for each Candidate, Examiners could conduct up to up to six TIPR sessions per day.

11. The TIPR Examiner will not inform Candidates whether they have passed or failed the TIPR session.

12. TIPR Examiners should be provided with a list of scheduled Candidates at least three weeks before the TIPR session, with an obligation to decline to examine any Candidate they think they would be unable to examine objectively.

13. Candidates will receive a 'report card' within approximately 30 days.....along with (pass or fail report) either a successful or non-successful examination.

Rescheduling an Exam If you have a scheduled a date and time for your TIPR, and you need to reschedule it the Candidate must contact the Chief Examiner at least two weeks prior to the examination. No refunds are offered after the above two week rescheduling date.

Conflict of Interest The TIPR program is conducted as an open and fair process. If a "conflict of interest" arises the Candidate may request another Examiner to conduct to review. Likewise, an Examiner also is required to declare when or if a conflict arises in the TIPR process. The condition applies mutually and must be declared prior to the TIPR for scheduling purposes.

Exam Results Most questions about scores or exam results cannot be answered on the date of the TIPR. Candidates will be advised of their successful or non-successful status based on the TIPR evaluation by your onsite Examiners and also after full review by the Chief Examiner.

Typically Examiners' are unable to tell Candidates the final results. National Home Inspector Certification Council

NHICC TIPR Changes April 2010

(1) Provide a TIPR A (Alternative - one on one) for those Candidates known and proven to be at a distinct disadvantage due to distance (over 500 km from the closest TIPR site) such as a practitioner operating in a remote region.

(2) The previous technical questions are removed from the TIPR examination process and are replaced by the New National Exam.

TIPR - Questions and Appeals

1. Rescheduling a TIPR

If a Candidate has a scheduled date and time for the TIPR, and there is a need to reschedule the TIPR, the Candidate must contact the Chief Examiner/Deputy Examiner at least two weeks prior to the TIPR. Any cancellations after this date is subject a fee charged for rescheduling a TIPR without due notice.

2. TIPR Results

Most questions about the score or TIPR results cannot be answered on the date of the TIPR. Candidates will NOT be advised of their successful or non-successful status based on the TIPR evaluation by your on-site Examiner; that information is released by the Chief Examiner. Final results will not be released until all documents are received and reviewed by the Chief Examiner.

3. TIPR Retakes

If a Candidate does not pass their TIPR exam, the Candidate must wait for at least 60 calendar days from the date of the original TIPR before another effort may be scheduled. A fee is required to be relisted for a TIPR retake.

4. TIPR Appeal

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If a Candidate believes that the results of the exam are not valid; the Candidate may file an appeal with the TIPR Chief Examiner, along with payment of required fee to the National Registrar.

1. An appeal must be in writing.
2. The Candidate's signature must be on the letter of appeal.
3. The Candidate must mail, fax or email it - (with signature).
4. The Candidate must provide complete documentation clearly identifying the grounds to substantiate the appeal.

5. TIPR Appeal

An appeal is defined as a written petition requesting a review and a re-evaluation of a specific Test Inspection with Peer Review (TIPR). An appeal must be made with 15 business days after completing a scheduled TIPR exam or receipt of the score on the TIPR exam.

6. Appeal Process

An appeal process is noted in #7 below for a Candidate to submit an appeal of the TIPR results.

An appeal fee is sent to the National Certification Program National Registrar. There is a \$339.00 fee to submit an appeal. The appeal documents must provide evidence to support the appeal claim. The appeal must be sent to the Chief Examiner. The Chief Examiner will primarily evaluate the grounds for an appeal and where necessary implement the process to address those verifiable issues documented.

Appeals must be made within 5 business days after completing an onsite TIPR exam or within 5 days after receiving a score on the exam. There is a deposit fee to submit an appeal.

Generally appeal challenges include but are not limited to:

1. *Technical accuracy of the exam items (questions)*
2. *Significance of questions or conditions to the Standards of Practice*
3. *Significance of condition to a geographical region*
4. *Determination or transfer of the score – for example: based on error or miscalculation*

Note: That part of the rationale of having two Examiners is to assure that they both agree with the findings reported in the test review process.

7. Appeal Process Steps

1. The Candidate submits a notice of appeal to the NHICC National Certification Program Office along with the filing fee. Non-payment will delay or prevent processing of the appeal application. The fee is returned if the appeal is upheld in favour of the Candidate, otherwise the fee is forfeited.
2. The TIPR Chief Examiner will review/accept and evaluate the merits for the appeal.
3. The Chief Examiner checks the appeal for completeness, documentation and filing fee payment. The Chief Examiner acknowledges receipt of the appeal to the Candidate within 15 business days of its delivery, advising that the appeal is under review. If the appeal form is not filled out completely it is returned to Candidate for completion and re-submittal. Failure to resubmit within 20 business days is grounds for closing the file.
4. The appeal is logged and forwarded to the Examiners for review, with a copy sent to the NAB chair for committee review. Based upon the nature of the appeal the Chief Examiner will: submit a response back to the participant or, begin an In-Committee analysis (if warranted).
5. Responses to an appeal that can be resolved immediately will normally be responded to within 20 business days of receiving written appeal.
6. A response (and the timing) for an appeal requiring "In-Committee analysis" or other detailed analysis are dependent upon the complexity and evaluation findings.
7. There are no further rights for an additional appeal after findings are released after the appeal.

Address for Appeals

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