

# Certification



## Mentoring

***Mentoring – aka: supervised field work is defined as a home inspection conducted under the direct supervision of an “approved” National Home Inspector, or an “approved” equivalent.***

The scope of work includes inspecting the property and generating a full home inspection report at the same time under the mentorship of the approved “mentor”. The goal of such supervised field work is “mentoring” thus providing on the job training and practical experience for the novice and/or apprentice home inspectors.

Upon completion of the home inspection, the approved (supervisor/mentor) will be required to review each candidate's inspection report and offer constructive suggestions and feedback. This is to assure the inspection report meets substantial compliance with the Standard of Practice and Code of Ethics. The checklist provided and used by the NHICC National Certification Program must be signed by both parties attesting to the details of the inspection.

Supervised field work qualifies as credit toward the required number of inspections related to onsite inspection and field training hours towards the field inspection requirements. Supervised field work will qualify for 1 CEC per inspection for the NHICC approved inspector supervising the inspection. A maximum of 20 CECs per year may be obtained. A fee is negotiated between the supervisor/mentor and the candidate for this service.

Under the **NHICC National Certification Program** a candidate is required to complete a specific minimum number of hours of practical field training. In this example - the required 50 hours of practical field training for the candidate is based on 50 contact hours or may be based on 10 houses inspected. This specific learning objective provides for a reasonable allowance for the actual onsite inspection time and the additional time to complete the report and undergo a discussion with the supervisor/mentor related to feedback.

This **Supervised Field Work/Practical Training Program** was developed with the purpose of assisting applicants and candidates in the NHICC National Certification Program to obtain guidance and practical onsite home inspection experience by those qualified home inspectors recognized as meeting the detailed requirements listed below to take part in this program as “supervisors/mentors”.

## Supervisor/Mentor Requirements

Supervisor/Mentor defined: A supervisor/mentor is defined by the NHICC National Certification Program as “a trusted counselor, teacher or expert” that is charged with supervising the practical onsite training component. Supervisors/Mentors share their experiences and their knowledge regarding the occupational standards, experience and professionalism to improve a (mentee’s) candidate’s competence and confidence in completing a home inspection and inspection report.

Contact: [www.nationalhomeinspector.org](http://www.nationalhomeinspector.org)

Email: [nhicc1@gmail.com](mailto:nhicc1@gmail.com)

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## The supervisor/mentor inspector must meet all of the following requirements:

- Be a National Home Inspector in good standing in the NHICC National Certification Program or be pre-approved as a regulatory requirement in a regulatory license jurisdiction.
- Have completed a minimum of 5 years of home inspection experience/ and/or minimum of 750 fee paid home inspections.
- Must be able to objectively assess and provide feedback to others.
- Must be – trustworthy, nurturing, have integrity, confidential, and positive.
- Must apply and be pre-approved by the NHICC Certification Council.
- Must complete the supervisor/mentoring obligations as listed below in this document.

## Supervisor/Mentoring Obligations

The supervisor/mentor inspector must complete the following obligations:

- Provide a letter or letters of reference attesting to the number of mentored inspections and/or hours completed by the candidate.
- Provide the address of the home(s) inspected in the letter(s) of reference attestation.
- Attest and attach one completed Home Inspection Standards Compliance Checklist for each and every candidate.
- The supervisor/mentoring fee must be reasonable and should not exceed \$200 for a home inspection.
- The supervised field work must be completed under the direct supervision and management of the qualified “supervisor/mentor”, and may not be delegated to another unqualified inspector.
- Either the supervisor/mentor or the candidate inspector may provide the inspection venues. These do not have to be paid inspections, mock inspections may be used.

## Candidates Obligations

The candidate inspector must complete the following obligations:

- Act with professional courtesy and respect at all times to the “supervisor/mentor” and property owners.
- Follow the rules of conduct and behaviour required by the “supervisor/mentor”.
- Must adhere to all safety standards at all times. Additionally, the candidate will be personally responsible for any damages or injury the candidate causes at the inspection site. It is agreed that NHICC will be held liable for damage, loss or injury.
- Must complete home inspection reports that meet the ASHI Standards of Practice. Reports deemed to be not in compliance with the Standards of Practice will not count for the final 70% of the required 50 hours or at least 10 houses inspected and reviewed under guidance of their mentor.

## Materials Available

- ASHI Standards of Practice and Code of Ethics – A copy of this may be obtained from the National Certification Program or ASHI website. Carefully review the entire document, taking special care to read and understand the Glossary of Terms.
- Supervised Field Work Compliance Checklist – A copy is attached and is available from the National Certification Program website. (Note this is the same form used to validate a TIPR home inspection report)
- Supervised Field Work Standards Compliance Checklist

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## Standards of Practice

The ASHI Standards of Practice are used to determine the baseline performance criteria for this home inspection and the inspection report. It is recommended that the ASHI Standards of Practice be followed closely and a thorough understanding of the Glossary of Italicized terms as listed at the end of the Standards of Practice be studied and understood.

Inspected, Described, and Reported systems and components shall be included when they are “readily accessible” and “installed”.

- *To inspect “accessible” and “installed” is ...“to examine readily accessible systems and components of a building in accordance with the ASHI® Standards of Practice, using normal operating controls and opening readily openable access panels.”*
- *To describe is... “To report a system or component by its type or other observed significant characteristics to distinguish it from other systems or components.”*
- *To report is...“to communicate in writing.”*

Furthermore the Glossary defines:

- *Installed: Attached such that removal requires tools.*
- *Report: To communicate in writing.*
- *Significantly Deficient: Unsafe or not functioning.*
- *Unsafe: A condition in a readily accessible, installed system or component which is judged to be a significant risk of personal injury during normal day-to-day use. The risk may be due to damage, deterioration, improper installation or change in accepted residential construction standards.*

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**Supervised Field Work Standards Compliance Checklist**

Inspected by	
Property Address	
Date of Inspection	
Type of Inspection	
Client	

**Attestation**

This is to attest that the above named “candidate” was present with me and participated in the home inspection. This will affirm that I have personally reviewed his/her training inspection report in conformance with the attached Standards Compliance Checklist with the “candidate” and provided applicable feedback.

Mentors Name	
Date	
Candidates Name	
Comments	
Recommendations	

**NOTE – COMPLETE THE FOLLOWING PAGES – Inspection Report Assessment & Communication Skills**

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The following provides a brief overview checklist of the SOP (Standard of Practice)

Respond: Yes, No or N/A (Not Applicable)

Is the report written?

Are excluded items documented properly?

Are significantly deficient items components and systems noted?

Are systems near the end of their service life noted?

Were recommendations to correct or monitor noted?

Structure components inspected?

Structure components described?

Access methods described?

Exterior components inspected?

Exterior components described?

Roofing components inspected?

Roofing components described?

Access methods described?

Plumbing components inspected?

Plumbing components described?

Electrical components inspected?

Electrical components described?

Electrical components reported?

Heating components inspected?

Heating components described?

Air conditioning components inspected?

Air conditioning components described?

Interior components inspected?

Interior components described?

Insulation components inspected?

Insulation components described?

Ventilation components inspected?

Ventilation components described?

Fireplace components inspected?

Fireplace components described?

Solid fuel-burning appliance components inspected?

Solid fuel-burning components described?

Built-in appliance components inspected?

Built-in appliance components described?

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