

National Home Inspector Certification Council

NHICC



Empowering Inspectors through Openness and Choice

CANDIDATE HANDBOOK

Overview and a step-by-step guide to the NHI Certification Process

This Candidate Handbook contains information for individuals seeking to earn the National Home Inspector (NHI) professional designation, offered by the National Home Inspector Certification Council – National Admissions Board

This information was last updated April, 2014

Please keep his handbook for future reference.

NHICC - National Certification Program Candidate Handbook

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WELCOME TO THE NHI – NATIONAL HOME INSPECTOR CERTIFICATION PROCESS

The National Certification Program for the Home & Property Inspectors provides a valuable means to measure performance of the person against an approved standard.

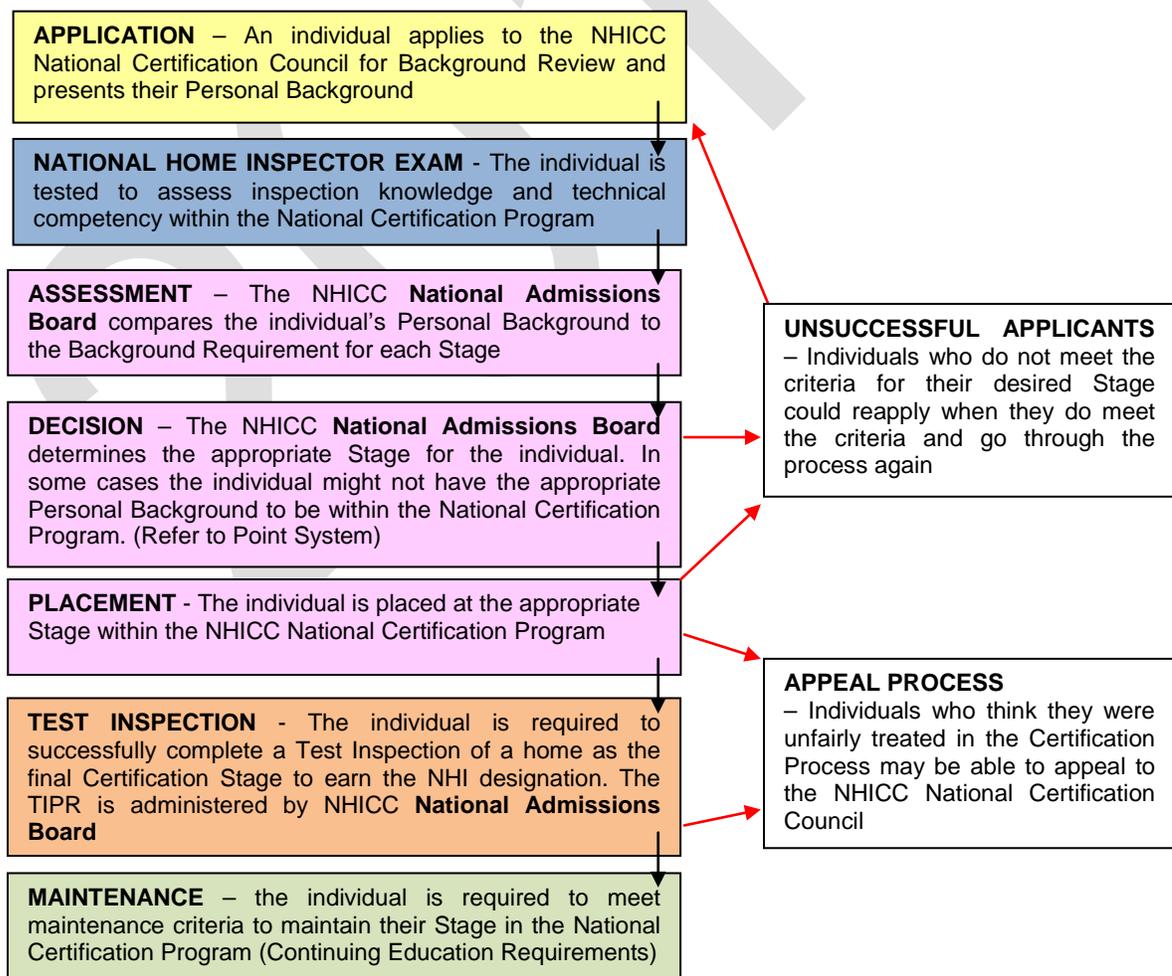
Candidate: The candidate stage acts as the entry point for individuals who have received training as home inspectors into the National Certification Program. The candidate stage provides a mechanism to oversee the activities of the individuals who are already working in or are interested in working in the home inspection occupation.

Provisional: This stage provides recognition for individuals who have substantially completed their goal as home inspectors into the National Certification Program. The provisional stage provides a mechanism to oversee the activities of the individuals who are already working in or are interested in working in the home inspection occupation, and that need to complete their Test Inspection Peer Review.

National Home Inspector (NHI): The NHICC National Home Inspector is a certification title in the National Certification Program. To become a National Certificate Holder, the individual must meet the requirements for individuals at this stage as defined in the National Certification Program.

The purpose of achieving the NHI designation is intended for those individuals who are actively practicing as home and property inspectors that meet the national home inspection standard benchmarked to the endorsed National Occupational Standards for Home & Property Inspectors.

GRAPHIC OVERVIEW OF THE NHICC NATIONAL CERTIFICATION PROGRAM PROCESS



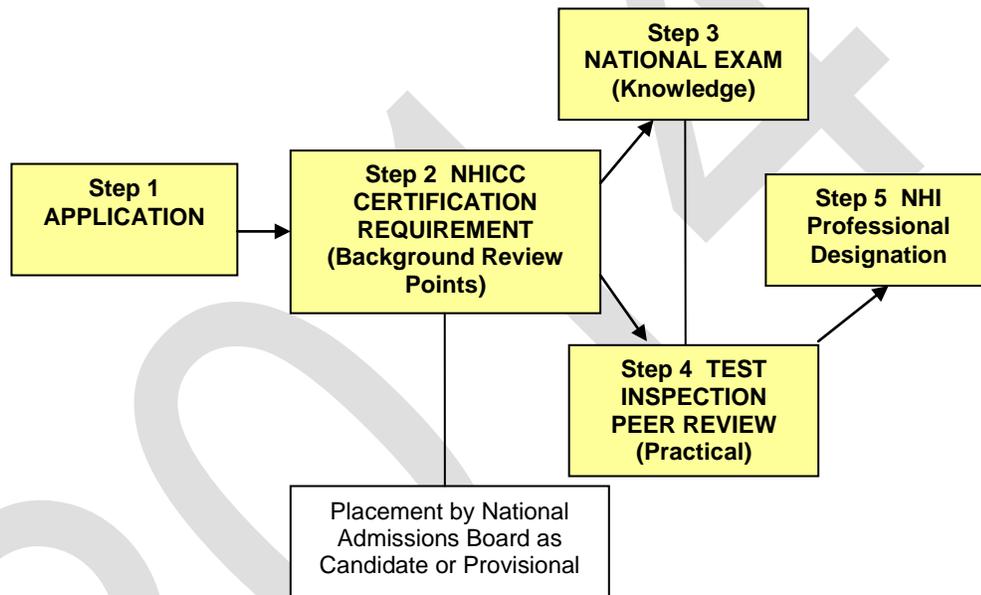
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This staged approach allows both new and knowledgeable inspectors an opportunity to gain experience while working within the National Certification Program. This allows the National Admissions Board to exercise a degree of regulation over the practice of those individuals at the candidate/provisional stage, while recognizing their achievement along the way.

Currently British Columbia and Alberta are the only provinces in Canada that have regulation in effect that license home inspectors. Several other provinces are considering regulation.

The NHICC presents an independent and transparent third party certification organization to assure a fair and open process for all home inspectors regardless of association. The NHICC certification is the only recognized certification designation that has gained approval in both British Columbia and Alberta for licensing home inspectors. It is also recognized in Quebec.

STEPS TO BECOME AN NHI – NATIONAL HOME INSPECTOR



THE BACKGROUND REVIEW

To determine where an individual fits within the National Certification Program, an assessment process called a **‘background review’** is used. Background review is the process that the NHICC National Admissions Board uses to determine if an individual should be within program, and if so, at what stage. An individual, who wants to be considered for any stage, would apply to the NHICC National Admissions Board (NAB) and present their personal background. An individual’s personal background would be presented through a structured application form completed by the individual, which may be supplemented if necessary through an interview.

The criteria used to assess an individual during the background review process are presented later in this document. This includes benchmarking the individuals “background” against the structured evaluation system based on awarding merit points for documented achievements.

The NHICC National Admissions Board (NAB) uses the information provided by the applicant on the application to determine the “placement” of the individual into the NHICC National Certification Program. Points are set to specific types of appropriate inspection related training, experience and competence.

A word on grand parenting. - Due to the comprehensive nature of the certification process, the CHIBO Working Committee (Canadian Home Inspectors & Building Officials) decided that the National

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Certification Program for HPI occupation needed to be rigorous and defensible. As a result, the Working Committee determined that the National Certification Program for Home and Property Inspectors will not include a grand parenting or grand-fathering component. Instead, any individual who is interested in becoming part of the National Certification Program would present their personal background to the NHICC National Certification Council for background review. The NHICC National Admissions Board would make a decision on whether to place the individual within the National Certification Program, and if so at what stage.

THE NATIONAL OCCUPATIONAL STANDARDS

The competency requirements for home and property inspectors are defined in the National Occupational Standards. The (NOS) National Occupational Standards performance standards identified the skill sets and provided the background to establish a testing process to allow home and property inspectors to be legitimately certified as competent and qualified professionals. To facilitate the understanding of the nature of the occupation, the work performed by home and property inspectors is divided into blocks, tasks, sub-tasks and supporting knowledge and abilities.

A key component in determining the criticality of the tasks identified in the NOS is Task Priority Analysis or TPA. TPA is an assessment technique that is used to help determine which tasks are critical in the NOS and ***MUST*** be evaluated as part of the certification process. The TPA allows for the rank ordering of tasks based on their importance, and allows for recommendations on which tasks ***MUST*** be evaluated under the certification process. This is assessed through the National Home Inspector Exam as well as the Test Inspection/Peer Review process.

HOME INSPECTOR ETHICS & PROFESSIONAL STANDARDS

Key components of the NHICC National Certification Program are the 'ethics and professional standards'. Ethics and professional standards provide the public with assurance that individuals who are within a NHICC National Certification Program will abide by a set of rules and be governed by standards of practice that are enforceable. This component of national certification is part of the ISO Standards criteria for Certification Bodies. The NHICC endorses the ASHI Code of Ethics and Standard of Practice (including ANIEB) for the occupation as the minimum performance standards for Candidates to National Home Inspectors. Ethics and professional practice provides the public with assurance that the individual within the NHICC National Program will abide by a set of rules and governed by standards of practice.

THE NATIONAL HOME INSPECTOR CERTIFICATION COUNCIL

The National Certification Program certification is overseen by the National Home Inspector Certification Council and the National Admissions Board. The (NHICC) National Home Inspector Certification Council is a national organization dedicated to recognizing the National Certification Program and the National Occupational Standards for Home & Property Inspectors in Canada. The NHICC oversees the final ratification of all candidates/provisional's that meet certification requirements, contributes to the maintenance of the certification process, and ensures that National Home Inspector abides by the Code of Ethics and Standards of Practice.

In the case of the home and property occupation, the NHICC received approval by the Construction Sector Council of Canada (CSC) to become the National Certification Body and create a National Certification Council with a National Admissions Board. The NHICC National Admissions Board is empowered with the authority to ratify the certification of individuals as being competent to practice or work within the home and property inspection occupation. The development and administration of the national certification model for Home & Property Inspectors, and the authority to certify resides at the national level.

To qualify for the NHI designation a candidate must satisfy basic background requirements, education, formal training, and practical home inspection experience and adhere to professional practice. It is important to note, national certification may not be recognized as valid within a province or be deemed

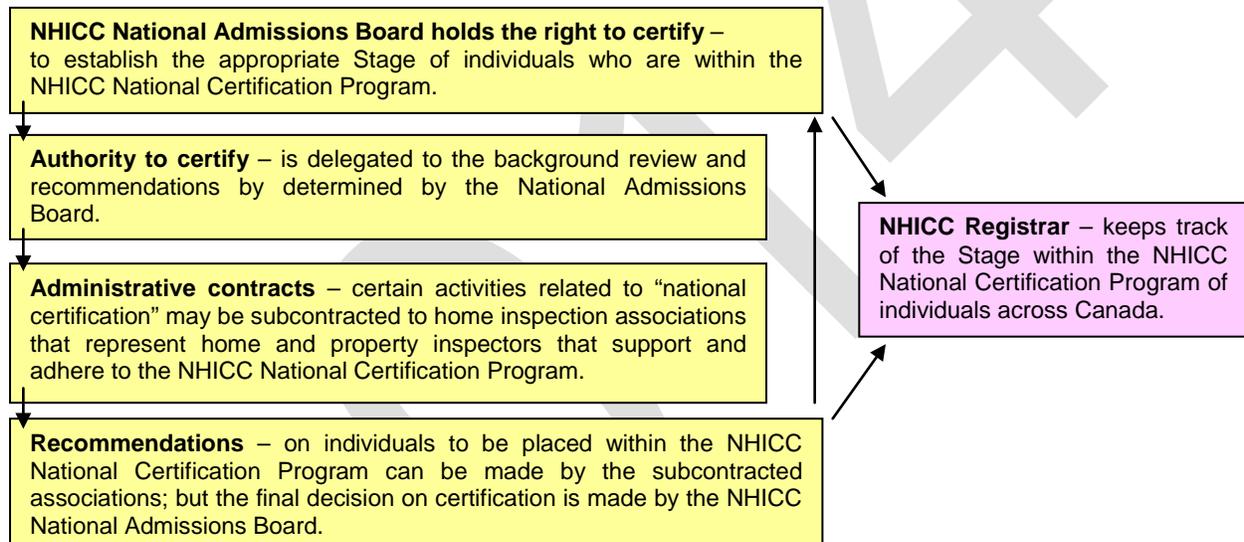
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sufficient to practice or work within a province, where licensing or regulations forbid such work.

THE NATIONAL ADMISSIONS BOARD

The National Admissions Board (NAB) is comprised of the NAB Chair (must be a NHI), at least one “Public Member” (person who represents the direct and indirect users of certificants’ skills or service representatives) and a team of elected NHI’s (National Home Inspectors) that are charged with receiving, reviewing and the placement of the applicant into their appropriate level with the National Certification Program. The final decision on placement and certification of the inspector is ultimately the decision the National Admissions Board based on the evaluation of where the applicant’s background is mapped to the certification requirements.

Regarding ISO criterion: ISO protocol does not allow decisions on certification to be subcontracted. However, other organizations could provide the National Admissions Board with recommendations as to whether specific individuals meet the specific background requirements of the National Certification Program. Such agreements are only established formally and underwritten as Administrative Contracts and are subject to specific terms of endorsement that includes the right to audit to assure compliance.



REGISTRAR

The NHICC Registrar is responsible for recording and tracking individuals who are within the NHICC National Certification Program. The Registrar is also be responsible for maintaining the integrity and confidentiality of the data and personal information contained in the database as well as ensuring that the register of certified individuals is kept up to date and open for public scrutiny, upon written request and a pre-arranged appointment.

CERTIFICATION ELIGIBILITY REQUIREMENTS

To qualify for the NHI Certification a candidate and/or provisional member must satisfy specific certification requirements. These include:

1. Personal Background
 2. Education
 3. Fee Paid Inspections & Supervised Field Training (Mentoring)
 4. Exams
- And
5. Error & Omission Insurance – (where mandated by regulation or licensing)

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To determine where an individual fits within the National Certification Program, an assessment process called a “background review” is used. The purpose of the background element is to review the personal history and experience of individual members as a component of the certification process. Reviewers assess an individual’s background, including years of experience, relevance of experience, specific training and education against the certification criteria for certification and indicate the degree of compliance. The background review permits the National Admissions Board to determine the appropriate stage the applicant should be placed within the certification program.

1. Personal Background

Consideration is given to an individual’s personal background such as degrees, post-secondary diplomas, trade licensing, certificate of qualification, etc. This should be relevant to the designation sought. Membership in a recognized home inspection association may also be used in this category. Copies of pertinent documents are required with the application.

2. Education

The National Occupational Standards requires practitioners to be skilled in diagnosing the condition of buildings based on a visual inspection. The work requires that an individual have a sound education in building science as well as training pertaining to inspection and diagnostic techniques.

At a minimum, training providers must demonstrate that they are legitimate, can demonstrate an adequate process for maintaining instructional standards, and maintain an adequate process for verifying the competencies of trainees. Canadian chartered training providers and institutions are deemed accredited for verification of accepted training providers. Thus all chartered Canadian universities, community colleges and technical institutes have proven they are legitimate centres of learning. All applicants are required to attain relevant formal education and training for home inspection. A certificate or diploma from a recognized training provider is required for recognition of formal education and training.

Education and Training is divided into two categories. The first category evaluated is training offered with successful completion of formal proctored exams and the second category being training offered without exams, or more specifically without proctored exams. Education and training with proctored exams provides the applicant with a higher amount of points.

In addition, the National Admissions Board recognizes the successful completion of NHIE (National Home Inspectors Exam) in lieu of training offered without exams or without proctored exams. The passing grade for all exams is 80%. Copies of pertinent documents are required with the application.

3. Fee Paid Inspections & Supervised Field Experience (Mentoring)

The technical experience requirement is assessed in this category. The number of complete home inspections is used to satisfy practical field experience. In addition, the total length of time working as a home inspector, and the frequency of (total number of inspections per year) are assessed.

The quality can be assessed by review and confirmation that the inspection report provides by validating if the report meets the required Standards of Practice, and whether the conditions reported satisfy the accepted benchmark.

Supervised field experience or mentoring is a critical part of the training and assessment process.

4. Exams

The purpose of competency testing is the verification of the candidate’s knowledge against specific portions of the NOS. There are two (2) major and separate components. These include (1) home inspection subject matter knowledge base – tested by the National Exam for Home Inspectors and (2) the (TIPR) Test Inspection with Peer Review – the practical on-site home inspection test with inspection report verification. Where an applicant can provide evidence of completing the above, the appropriate exam portion may be waived and considered in lieu of the specific exam.

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NHICC – NHI – CERTIFICATION REQUIREMENTS – 2014

NEW INSPECTORS & INSPECTORS ALREADY WORKING IN THE BUSINESS

Step 1: Submit completed Application for Background Review.

Step 2: Provide copies of all pertinent documentation.

Step 3: Need a minimum total of 950 points from all sections of the application.

Personal background: 100

- Applicants can earn up to 100 points through background experience.
- Degrees/diplomas relevant to the home inspection industry will be worth 50 per credential.
- Degrees/diplomas not related to the home inspection industry are worth 25 per credential to a maximum of 50 points

Education: 600

- Applicants can receive up to 600 points for education
- Up to 450 points for courses
 - Courses with proctored exams – 3 points per hour
 - Courses without proctored exams – 1 point per hour
- Mentored (supervised) field work – 3 points per hour - maximum 150 points
- Pass the NHICC National Exam and a TIPR (80% on both) plus inspection requirement to qualify to be an NHI. If the inspector is short in educational points but has worked five years and has passed the National Exam, he/she can earn:
 - 80% on exam 200 points
 - 85% on exam 225 points
 - 90% or more on exam 250 points

Fee paid inspections: 500

- Qualify to be NHI if above requirements are met and:
 - In business for 1 year, and
 - Completed 150 inspections (1 point per home inspection)
 - Some NHICC approved mentoring could be substituted for inspections. (3 points per mentored inspection and a total of 240 points maximum in this category)
- Maximum 500 points for fee pad and mentored (field supervised) inspections

Final Certification Requirements: EXAMS

- When all requirements are met including successfully completing the National Exam and TIPR the individual can become a National Home Inspector through the NHICC.
- When all requirements are met except the TIPR, the individual can become a 'Provisional' National Home Inspector.
- Inspectors may stay in 'Provisional' category no longer than 24 months.

Insurance: WHERE MANDATORY

- Inspectors in the program are encouraged to carry adequate Errors and Omissions and CGL insurance coverage. This is only a mandatory requirement in jurisdictions that require inspectors to be insured.
- This insurance is a pre-requisite for an individual to be licensed to perform home inspections in British Columbia. Proof of insurance coverage must be provided.

HOME INSPECTORS - ALBERTA

NOTE: All home inspectors must meet all of the regulation/requirements of the Alberta – Fair Trading Act – Alberta Regulation 75/2011.

MAINTENANCE REQUIREMENTS

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To ensure the sustained competency of 'Candidate' or 'Provisional' and 'National Home Inspector' home and property inspectors, the NHICC National Certification Program includes an annual maintenance requirement. Maintenance activities include the following:

- **Continued industry involvement** – (service and/or committee work for a provincial association of home and property inspectors)
- **Courses, Training and Workshops** – (attendance at courses on technical and non technical subjects related to home and property inspection)
- **Continued professional development** – (mentoring, field training, expanding professional knowledge)
- **Association membership** – (continued membership in good standing of a provincial association of home and property inspectors)
- **Home Inspector meeting attendance, etc.** – (with respect to educational content learning opportunities at association meetings)
- **Volunteer work in the capacity to further the NHICC National Certification Program** – NHICC Certification Council approved activities, such as examiners, mentoring, and other such related services deeds
- **Occasional testing and/or retesting** where and when to be deemed in the "best interest of assuring consumer protection"
- **Fully comply with licensing regulations** where licensing and regulation to practice are in effect.

If an applicant has applied and notified the NHICC regarding a maternity, injury/disability or other compassionate leave within the last year, the NHICC may extend the timeframe - provided sufficient documentation is made available.

NOTE 1: Audits are conducted annually and require complete documentation to corroborate continuing education credits. Further information on this topic can be found in **NHICC CONTINUING EDUCATION POLICY & RENEWAL FORM**

NOTE 2: Variances are noted indicating the certification requirements that reflect the current situation applying to the applicable applicants' place of business.

GLOSSARY

Accredited – With regards to education, refers to education and training courses that are typically recognized by formal educational institutions and private career colleges that provide formal proctored exams and learning outcomes mapped to the National Occupational Standards. (See Point System Definitions)

Appeal - A request by an individual for reconsideration of any decision made by the National Admissions Board related to his/her desired certification status.

Applicant – An individual that has applied to the NHICC for National Certification.

Background Requirement - A combination of personal background, education and experience relevant to the private home inspection occupation that is required for an individual to be part of the National Certification Program. The background requirement for home and property inspectors is linked to the tasks that make up the National Occupation Standards (NOS) for the industry.

Background Review - The process that the National Admissions Board uses to determine whether or not an individual should be part of the National Certification Program (NCP), and if so, the appropriate stage within the program as defined in the Certification Process. Background Review compares an individual's personal background to the background requirements for the defined 'Stages' within the NCP.

Candidate – An individual that has applied and been accepted at the entry point into the NHICC National Certification Program. A candidate is also deemed as an individual that has not completed the National Home Inspector Exam, or the TIPR, or completed the required education credits and the required number

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of fee-paid home inspections.

Certification Process - All activities by which the NHICC establishes that an individual meets specified competency requirements defined within the National Certification Program, including application, evaluation, decision on certification, surveillance and recertification, use of certificates and logos/marks.

Competence - A demonstrated ability to apply knowledge and/or skills, and where relevant, demonstrated personal attributes, as defined in the certification program.

Exam - A mechanism which measures an individual's competence by one or more means. Means could include written, oral, practical and/or through observation. Examination is normally part of a background review process. Examinations should test for knowledge and demonstrated ability to perform the tasks defined in the National Occupational Standards (NOS).

Examiner - An individual with relevant technical and personal qualifications, competent to conduct and/or score an examination.

General Background - This includes all the courses and programs taken and completed by an individual in their lifetime, and their general work experience in all occupations. General background is not necessarily directly related to a specific occupation.

Home and Property Inspector (HPI) - An occupation defined by a National Occupational Standard (NOS) for the industry.

Mentor - A knowledgeable individual who helps other individuals to advance and attain experience within a certification program.

NAB – (Acronym) National Admissions Board comprises a team of elected NHI's (National Home Inspectors) and "Public Members" that are charged with receiving, reviewing and the placement of the applicant into their appropriate level with the National Certification Program.

NHI - (Acronym) National Home Inspector - A stage in the National Certification Program for Home and Property Inspectors.

NCP - (Acronym) National Certification Program - The administrative body process that oversees all aspects of the certification program recognized at the national level. In order to become a 'National Home Inspector', an individual must meet the requirements for individuals at this stage as defined in the certification program.

NHICC - (Acronym) National Home Inspector Certification Council - An independent, nationally incorporated non-profit certification body that oversees the National Certification Program and the certification process for Canadian Home and Property Inspectors.

Non-accredited - With regards to education, refers to all other forms of education and training courses. Characteristically these courses have not been mapped to the National Occupational Standards and do not have proctored exams. (See Point System Definitions)

NOS - (Acronym) National Occupational Standard - A document that defines the Blocks, Tasks and Sub-tasks that define a specific occupation. These blocks, tasks and sub-tasks should be understood and applied by competent individuals working in the occupation. The NOS is the basis for determining the background requirements within a certification program.

Provisional – An inspector that has applied and been accepted beyond the entry point into the NHICC National Certification Program. A provisional is deemed as an individual that has completed the National Home Inspector Exam, or the TIPR, or completed the required education credits and the required number of fee-paid home inspections. The provisional has not completed the full requirements to be a NHI.

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Registrant – Grouping (member), includes Candidates, Provisionals’ and NHI’s as part of the NHICC.

TIPR - (Acronym) Test Inspection with Peer Review - A method of verifying the competence of an individual performing home and property inspections. A test inspection consists of the following steps:

1. The individual undergoing the test inspection inspects a house with pre-determined, known defects
2. The individual prepares a written report and makes a verbal presentation on noted defects to a panel of home and property inspectors who are ‘National Home Inspector’ who have been approved as TIPR Examiners by the NHICC and who have previously inspected the subject home.
3. The panel evaluates and grades the individual’s report and presentation for compliance with standards of practice, standards of care, competencies as defined in the NOS, and a relevant code of ethics.

Verification - A means of proving, assessing and/or testing an individual’s absorbed or learned knowledge. For example, a course examination is a way of proving that an individual has learned and benefited from a course or program.

THE APPLICATION REVIEW - POINT SYSTEM

App Page #	Note	Category	Points	Maximum Limits
1 of 8	1	Memberships & Designations	50 points per diploma, degree or trade certificate, member Degrees or diplomas not related to the home inspection industry are worth 25/per credential to a maximum of 50 points	100 points total
2 of 8	1	Degrees & Diplomas		
2 of 8	1	Trade Tickets		
3 of 8	1, 3	Formal HPI Training Courses (Education)	3 points per hour training /education with proctored exams 1 point per hour training/education without proctored exams	450 points total
3 of 8	1	Mentored Field Training (Supervised by qualified inspector)	3 points per hour	150 points
4 of 8	1	Other – Training (Workshops/Seminars)	1 point per hour of technical training (Cannot be part of Formal Training Courses)	May supplement 150 deficit points
4 of 8	1	Informal Field Training	1 point per hour of training	50 points
5 of 8	1	NHICC National H.I. Exam (80%-84% grade)	200 points for a pass grade of 80%-84%	200 points
		NHICC National H.I. Exam (85%-89% grade)	225 points for a pass grade of 85%-89%	225 points
		NHICC National H.I. Exam (90% + grade)	250 points for a grade of 90% +	250 points
5 of 8	1, 2, 4	Home & Property Inspections	1 point per fee paid inspection (past 5 years)	500 points total

Notes to Point System

1. Support documents (proof/evidence) required for page 1 through 5 of application for background review.
2. Inspections are subject to random audit and report verification, which can include request for reports and list of inspections.
3. If inspector is short in educational points but has worked five years and has passed the National H.I. Exam, he/she can earn: 80% on exam 200 points, 85% on exam 225 points, 90% or more on exam 250 points.
4. Some NHICC approved mentoring could be substituted for inspections. (3 hours mentoring equal one inspection but minimum number of inspections would be 75).

Point System Definitions (Italicized words)

- The NHICC defines *accredited training* as training and education courses as a course that has an exam component that is proctored by a “qualified” home inspector.
- *Non-accredited training* and education courses are those courses and training programs that do not have a proctored exam.

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- Where there is a course exam and it is not proctored by a qualified home inspector it is valued at 1.5 points per hour
- *Seminars* and *workshops* are defined as short interval courses such as technical training that is less than 8 hours in duration. Seminars and workshops do not count as “Formal HPI Training Courses”.
- A *qualified home inspector* is currently recognized by the NHICC as training and education by a professional that has achieved the NCH (NHI) or RHI, or PHPI designation, and furthermore has a minimum of 5 years of home inspection experience.
- *Field Training* comprises at least 50 supervised hours or 10 supervised home inspections during the program. At least 2 of these completed inspections are subject to peer review or professional review by individuals other than those involved in the supervision and practical training process.
- *Mentor* or *Supervised* refers to a *qualified home inspector* recognized by the NHICC as training and education by a professional that has achieved the NCH, NHI or RHI or PHPI designation, and furthermore has a minimum of 5 years of home inspection experience.

THE NHICC EXAMS

There are two exams required to successfully complete the NHICC National Certification Program.

1. The National Exam can be written after completion of application to the NHICC and receiving a letter of acknowledgement from the NHICC of your acceptance. Typically arrangements to take the exam can be arranged within 7-10 days. The National Exam is a proctored exam that is independently facilitated.
2. The TIPR (Test Inspection & Peer Review) can be taken at any time after receiving acknowledgment of your placement in the NHICC National Certification Program. Ideally (but not in all cases) this may take place after successfully meeting all of the background requirements and upon official notification of eligibility. The TIPR primarily focuses on the practical skills of identifying significant conditions in a test home, completion of an interview with a team of examiners, and submission of the home inspection report. The TIPR is one of the final stages to validate the home inspectors on site home inspection competency against the required Standards of Practice and NOS.

All fees required for exams must be paid in full either in prior to the time of scheduling the exam.

NATIONAL EXAM

OVERVIEW

The NHICC National Exam for the National Certification Program is based on meeting the following:

1. **Objective** – prepared as a multiple choice exam style for home inspection based on questions with a 4 multiple choice responses per question. All questions are pertinent to the key skills (importance, frequency and criticality) identified in the National Occupational Standards.
2. **Question Database** – There are approximately 500 questions to start in the database categorized by specific residential building systems and related subsystems. In addition questions include Standards of Practice and Code of Ethics issues. Potentially 5 similar/related questions apply to every domain that would be released on the exam taken by the examinee.
3. **Questions and Answers** – The exam questions are worded so that there is only a single correct answer.
4. **Defect Recognition** - at least 4 questions will be presented that assess defect recognition and reporting skills.
5. **Recommended Exam Program Design** – Identification of the learning objectives and relationship to the National Occupation Standards that need to be included in the exam.

Core areas include: performance based knowledge and skills from the National Occupational Standards.

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Blocks (duties) are defined as a general area of competence.

1. Block A: Manages Inspection Process (Communication and Obligations)
2. Block B: Exteriors – (Building Exterior and Adjacent Property)
3. Block C: Interiors – (Building Interior)
4. Block D: Heating & Air Conditioning – (Building HVAC Systems)
5. Block E: Plumbing – (Building Plumbing Systems)
6. Block F: Electrical – (Building Electrical Systems)

Exam Structure: is based on surveys for “Importance and Criticality” weighting ratings. These were obtained from sources such as the National Home Inspectors Exam and from the NOS that provide the following guidelines for determining the delineation for number and domain of questions on the exam.

Domain (Duties and Tasks)	Block	Weighting	% on Exam	# of questions
Inspection Methods	A	10	10	10
Building Systems	B, C, D, E, F	60	60	60
Reporting	A	10	10	10
Professional Practice & Ethics	A	50	50	50
Communication (Defect Recognition)	A	20	20	4

NOTE: The exam results will also be used as a diagnostic tool to identify and develop a training plan using a gap report. Included with the results of the exam will be a report identifying any knowledge/skill gaps, together with the options and/or recommendations to assist in bridging any gaps.

Scheduling Exams: the applicant must contact the NHICC – Registrar to register prior to the date and time an applicant wants to take the exam. Applicants are required to complete a Background Review Application Form. There is no guarantee of a set time or date for the exam until all of the required forms are properly completed.

ALL Exams must be proctored. Further details’ regarding exam criteria is referenced in Policy # 37. Further information may be obtained on the NHICC Exam Coursesite - [HTTPS://WWW.COURSESITES.COM/WEBAPPS/PORTAL/FRAMESET.JSP](https://www.coursesites.com/webapps/portal/frameSet.jsp)

What's covered in the National Exam? The Content Outline includes:

- Inspection methods
- Reporting
- Building Systems, including exterior systems, structural systems, roofing systems, electrical systems, heating and cooling systems, insulating and ventilating systems, plumbing systems, interior systems, and fireplace and chimney systems
- Professional Practice & Code of Ethics
- Defect Recognition

How many questions are on the exam? How much time do I have? The National Exam contains mainly multiple-choice questions. You are given three hours to complete the exam. (See exam structure)

When can I take the National Exam? The exam is available most any time. However the candidate must pre-arrange registration for the exam.

How much does the exam cost? The NHICC National Exam fee is \$100. Any additional testing centre and/or proctoring fee are beyond the control of the NHICC. Alternatively the candidate may opt to take the NHIE (exam), however the cost in Canada, and availability is beyond the control of the NHICC.

How do I study for the exam? There are many home inspector training companies, courses and programs available. The NHICC does not review or endorse these programs; be sure to compare any curriculum you are considering to the meets the skills required as established by the National

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Occupational Standards (NOS). The NOS provides a guide to the duties and tasks required to be proficient as a home inspector.

Every question on the National Exam is referenced to a published source. The referenced document does not imply that study of all or only these materials is required to pass the examination.

Is photo I.D. required for the NHICC Exams? Photo I.D. is typically required and used to verify a candidate either/and/or by the “proctor, house sitter and/or examiner”.

What are the tangible results from taking the exam? The exam results can be used as a candidate’s diagnostic tool to identify and develop a training plan using a gap report. Included with the results of the exam will be a report identifying any knowledge/skill gaps, together with the options and/or recommendations to assist in addressing the gaps.

2. THE TIPR (TEST INSPECTION WITH PEER REVIEW)

Demonstrating Practical Skill Competency This skill-based TIPR exam tests a home inspectors expertise and practical knowledge, validating competency in conducting a realistic home inspection. This includes the examination of three distinct categories noted below.

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 on-the-job experience, recommended training courses, and/or through a solid understanding of home inspection reference materials. All applicants will be tested in the following skill sets:

- **Inspection knowledge and skills:** The HPI - National Occupational Standards identifies the tasks that practitioners must actually perform in the workplace.
- **Reporting:** Both oral and written reporting skills are the tangible evidence (finished products) of the results of a home inspection. Applicants are encouraged to utilize their own reporting system for the submission of the written inspection report.
- **Standards of Practice:** Applicants are benchmarked against Home Inspection Standards of Practice and Code of Ethics.

TIPR OVERVIEW

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 National Home Inspector recognition 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 a realistic home inspection. In the test inspection component the applicant is given time to inspect a pre-selected house as if he/she were working for a fee paying client. The applicant independently conducts the inspection of the peer review house at the specified start time. The methodology of the inspection and use of inspection tools or aids are left to the choice of the applicant.

2. **Peer Review:** Later, after inspecting the house the applicant presents the inspection findings to a peer review panel. The applicant is expected to identify all the “significant” major deficiencies and demonstrate sound technical knowledge and communication skills. The Examiner will ask questions regarding the inspection and test the participant’s communication skills on the home inspection completed.

3. **Inspection Report Review:** The applicant is required to provide verification of their inspection reporting skills through completion and submission of an inspection report. Applicants 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.

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Note: The home will be inspected by a panel of qualified home inspector Examiners prior to the applicant reviews, in order to establish a defined level of mandatory “significant” deficiencies and to assure quality for benchmarking purposes for the inspection review process.

Scheduling Exams To schedule an exam the applicant must contact the National Registrar to register prior to the date an applicant wants to take the exam. Applicants are required to complete a Background Review Application Form and review by NAB (National Admissions Board).

There is no guarantee of a set time or date for the TIPR Exam until all of the required forms are properly completed. Typically Test Inspection with Peer Review is conducted in an area when there are sufficient numbers to accommodate a full day of examinations.

Rescheduling an Exam If you have a scheduled a date and time for your examination, and you need to reschedule the TIPR the applicant must contact the Chief Examiner and/or Deputy 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 applicant may request another Examiner to conduct to review prior to the exam. Likewise, an Examiner also is required to declare when or if a conflict arises in the TIPR process.

Exam Results Most questions about scores or exam results cannot be answered on the date of the examination. Applicants will be advised of their successful or non-successful status based on the TIPR evaluation by your on site Examiner by the Chief Examiner. Typically Examiners’ are unable to tell applicants the final results of their score over the telephone or by email. However, they will help an applicant get that information if it is not released in a timely manner.

NHICC TIPR - CHANGES

Provide a TIPR A (Alternative - one on one) for those applicants 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.

Provide a TIPR B (Alternative tele-inspection) intended for those applicants 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.

The previous technical questions are removed from the current TIPR examination process and are replaced by the NHICC National Exam.

TIPR – Q & A

Is photo I.D. required for the NHICC Exams? Photo I.D. is typically required and used to verify a candidate either/and/or by the “proctor, house sitter and/or examiner”.

Can a TIPR be rescheduled? 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 10 business days prior to the TIPR. Any cancellations after this date is subject a fee charged for rescheduling a TIPR without due notice.

Will I receive the results of my TIPR on the Test Day? Most questions about scores or TIPR exam results cannot be answered on the date of the TIPR. Applicants 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, reviewed and verified by the Chief Examiner.

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Generally the results of the TIPR are communicated in writing by the Chief Examiner. The results will indicate if the candidate was successful or not. The “pass grade” is achieving 80% or better, with the heavily weighted elements being accuracy in reporting significant conditions and providing a report that in SOP (Standards of Practice) compliant.

What are the “must find items”? “Significantly deficient” is defined as “those *systems* and *components inspected* that, in the professional judgment of the *inspector*, are not functioning properly, significantly deficient, *unsafe*, or are near the end of their service lives.”

What if I have to retake my TIPR? If a candidate does not pass their TIPR exam, the candidate must wait until the next offering is available in the candidates’ provincial area before another effort may be scheduled. A TIPR retake fee is required to be paid to be relisted for a TIPR retake.

Can I appeal my TIPR? 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.

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 10 business days after completing a scheduled TIPR exam or receipt of the score on the TIPR exam.

An appeal process is noted 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 **\$226.00** fee charged 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.

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.
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 participant within 15 business days of its receiving, 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 chair for committee review. Based upon the nature of the appeal the Chief Examiner will submit a response back to the candidate or, begin an In-Committee analysis (if warranted).
5. Responses to an appeal that can be resolved immediately will 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.

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8. Address for Appeals
NHICC Head Office/Siege Social
P.O. Box 22028
Windsor ON, N8N 5G6

EXAMINER FORMS Standard forms utilized in the TIPR process may be printed or downloaded at:
www.nationalhomeinspector.org

2014

National Home Inspector Certification Council

FORM 1: PARTICIPANT - DISCLAIMER AND WAIVER OF LIABILITY

This Disclaimer and Waiver of Liability Agreement are executed by the applicant

_____ Residing at _____

and the National Home Inspector Certification Council (NHICC), and the Examiner(s) acting on behalf of the NHICC - Certification Authority in reference to the applicant's Test Inspection with Peer Review (TIPR) for the National Certification Program.

1. Before any person is granted **National Home Inspector** designation, they are required to meet certain qualifications. One of the requirements is to conduct an inspection, following their normal routine; of a residential property which has been previously inspected by the Peer Review team consisting of TIPR Examiners, certified home inspection members or officers.
2. The applicant recognizes that there are potential risks and hazards involved during the inspection of any property including the house made available to them for the TIPR process.
3. The applicant acknowledges that through experience the Peer Review team and TIPR Examiners may be more familiar with these risks and hazards and therefore may be better able to avoid any injury as a result.
4. The applicant acknowledges that the Peer Review team may detect some of these risks and hazards in the house that the applicant is to inspect but cannot disclose these risks and hazards because the purpose of the Test Inspection and Peer Review is to determine the applicant's ability to detect these same risks and hazards.
5. The applicant agrees to waive any and all claims they may have against NHICC, the Certification Council, its members, officers, and the TIPR Examiners as a result of the inspection the applicant will perform.
6. The applicant also agrees to hold harmless NHICC, the Certification Council, its members, officers, the TIPR Examiners, and the property owner from any claims of a third party for injuries or damages claimed as a result of their inspection, including all costs, attorney fees, and charges in connection with any defense.
7. The applicant acknowledges the right of an appeal if there are "reasonable" grounds to support a hearing by the Board of Examiners. (see reverse side of this form)

Applicant: _____ Date: _____

By: _____ Date: _____

National Certification Program TIPR Examiner in charge at this location:

National Home Inspector Certification Council

FORM 2: PARTICIPANT - SUMMARY INSPECTION REPORT PAGE

Name: _____ Date: _____ Signature: _____

The following provides a summary of systems or components at:

(Address) _____

Deemed to be in need of "immediate major repair" constituting the significant deficiencies " or "must find" defects and systems/components near the end of their service life. Please use back of sheet if required.

Note: Your home inspection report along with inspection agreement must be forwarded within 48 hours to the Chief Examiner for review and evaluation.

SYSTEM – ITEM/COMPONENT	IMPLICATION – Impact on client
1	
2	
3	
4	
5	
6	
7	
8	
9	
10.	
11.	
12.	

You may copy this form if you require additional notes to add to this list.

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FORMS 3: TIPR – EXAMINERS EVALUATION REPORT

Participant: _____ Date: _____ Examiner: _____

(List) SIGNIFICANT/MUST FIND CONDITIONS

Documented

	Yes	No
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

SCORE ___ /75

(List) ADDITIONAL SIGNIFICANT ISSUES

1	
2	
3	
4	
5	

COMMUNICATION – Score as 0, 1 or 2	Absent = 0	Some = 1	Evident = 2
Fluency			
Clarity			
Ability to inspire confidence			
Ability to accurately convey facts			
Talks directly to you			

SCORE ___ /10

TECHNICAL REPORT (Report Meets the SOP) _____ SCORE ___ 15

COMMENTS:

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FORM 4: TIPR - Home Inspection Report Verification Form

NOTE: This form is generic and intended to determine if the home inspection report meets the ASHI reporting common technical requirements. It may also be used to verify a report of a “National Home Inspector” in cases of an allegation of error or omission.

Each category is valued at 1 point, except for #4 which is valued at 5 points. Total = 15 points

Applicant name:				
Phone #				
E-mail				
Inspection Address				
Inspection Date				
Report Type				
Checklist			Yes	No
1. Does the report describe the scope of limitations of the inspection?				
2. Does the report include the “systems” and “descriptions” listed in the SOP?				
3. Does the report identify components that could not be inspected?				
4. Does the report identify system and components that are “significantly deficient”? Note: must identify 80% in this category. (Scoring 5 points maximum)				
5. Does the report identify system and components that are “near the end of their service life”?				
6. Does the report provide “recommendations” to correct, further investigate or monitor the reported deficiencies?				
7. Does the report highlight the important deficiencies?				
8. Are the recommendations consistent with the conditions observed?				
9. Is the report legible and reasonably complete?				
10. Does the report provide the client with a clear understanding of property conditions to make an informed (purchase) decision?				
11. Does the report provide general descriptions of the property – buildings, storey, approximate age, current use, etc?				
Acceptance				
Is the report acceptable? Note: The report MUST have all of the above questions answered YES for the report to be judged “acceptable”.				

Comments:

Examiner: _____ Date: _____

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FORM 5: CHIEF EXAMINER - SUMMARY EVALUATION SCORE SHEET

PARTICIPANT NAME:

EXAMINER:

EXAMINER:

Date:

Location:

NOTE: Based on your participation in the TIPR Process, including your communication skills evaluation and compliance to the SOP Reporting are noted for your information.

NOTE: 80% must be scored for item #1. This is mandatory to "pass" the TIPR

ITEM: List of Key Skills	Value %	Score %	Pass YES	NO
1. Summary of significant defects <i>Must score 80% or better to pass TIPR</i>	75			
2. Communication skills <i>Fluency (2%) Clarity (2%) Ability to inspire confidence (2%) Ability to accurately convey facts (2%) Talks to people – face-to face contact (2%)</i>	10			
3. Technical Reporting to SOP <i>Must be 100% compliant to pass TIPR</i>	15			
TOTAL	100			

EXAMINER(s) - COMMENTS:

RECOMMENDATIONS FOR SELF-IMPROVEMENTS: (FEEDBACK)

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NHICC SUPERVISED FIELD WORK/MENTORING

The Mentor program (Supervised Fieldwork) was developed with the purpose of assisting applicants, candidates and provisional's in the NHICC National Certification Program to obtain guidance and practical on-site home inspection experience by those qualified home inspectors recognized as meeting the detailed requirements listed below to take part in this program as "mentors".

Mentor Requirements

Mentor defined: A mentor is defined by the National Certification Program as "a trusted counselor, teacher or expert. 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.

The mentor inspector must meet all of the following requirements:

- 1) Be a National Home Inspector™ in good standing in the National Certification Program or be pre-approved as noted in requirement item #3.
- 2) Have completed a minimum of 5 years of home inspection experience/ and/or minimum of 750 fee paid home inspections.
- 3) Must be able to objectively assess and provide feedback to others.
- 4) Mentors must be – trustworthy, nurturing, have integrity, confidential, positive
- 5) Must apply and be pre-approved by the NHICC.
- 6) Must complete the mentoring obligations as listed below in this document.

Mentoring Obligations

The mentor inspector must complete the following obligations:

- 1) Provide a letter or letters of reference attesting to the number of mentored inspections and/or hours completed by the candidate.
- 2) Provide the address of the home(s) inspected in the letter(s) of reference attestation.
- 3) Attest and attach one completed Parallel Inspection Standards Compliance Checklist for each and every candidate.
- 4) The mentoring fee must be reasonable and is recommended to not exceed \$100 for a home inspection.
- 5) Supervised field work must be completed under the direct supervision and management of the qualified "mentor".
- 6) Either the 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:

- 1) Act with professional courtesy and respect at all times to the "mentor" and property owners.
- 2) Follow the rules of conduct and behaviour required by the "mentor".
- 3) 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.
- 4) Must complete home inspection reports that meet the current ASHI-CAHPI 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.
- 5) Mandatory submission of two home inspection reports completed by the candidate for audit and review by the NHICC Report Verification Committee.

Materials Available

ASHI Standards of Practice and Code of Ethics – A copy of this may be obtained from the 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 available from the NHICC National Certification

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Program website. Note this is the same form used to validate a TIPR (Test Inspection with Peer Review) home inspection report.

Mentor Credits

Supervised field work qualifies as credit toward the required number of inspections related to onsite inspection and field training hours towards field inspection requirements. Supervised field work will qualify for 1 CEC per inspection for the National Home Inspector supervising the inspection. A maximum of 10 CECs per year may be obtained by mentoring.

Note

- (1) A mentor fee is negotiated between the National Home Inspector and the candidate/provisional for this service.
- (2) Request a copy of the Supervised Field Work Standards Compliance Checklist
- (3) The Mentoring Forms can be downloaded from: www.nationalhomeinspector.org

MAINTAINING YOUR NHICC - NHI

In order to maintain your designation and registrant (member) in good standing you must complete a minimum of 20 hours each year of any of the following:

- Continuing education - technical courses or workshops directly related to home and property inspection
- Continuing education - law, ethics, business practices, communication, conflict resolution, or other relevant subjects
- Activity - service to the NHICC National Certification Body
- Activity – teaching a formal home inspection or related course
- Activity – mentoring or providing supervised field training
- Activity – attending a H.I. conference, workshop, seminar
- Activity – maintaining membership in a related professional organization
- Required - payment of annual maintenance fee (due) July 1st each year
- Required - complete one “Test Inspection” every five years
- Mandatory - compliance with the ASHI and/or CAHPI Code of Ethics and Standard of Practice
- *Where applicable - maintain specified insurance coverage where mandatory by the authority having jurisdiction (example - licensing requirements in British Columbia – BPCPA, regulation in Alberta)*

Maintaining Candidate Status – after 3 years, Candidates that have not become NHICC-NHI certified must reapply to retain their Candidate status.

NHICC CONTINUING EDUCATION POLICY & RENEWAL FORM

Statement of Purpose:

1. Establish a Continuing Education Credit (CEC) criterion, recognizing the importance of continuing education for practicing professionals.
2. To enhance the NHICC National Certification Program credibility in the industry, by maintaining a set standard for ongoing life-long learning through education and renewal.

Applies to:

Compliance with this policy is mandatory for all National Home Inspectors.

Program Details:

1. Requires the submission of 20 CEC every year in order to maintain status as a National Home Inspector.
2. A carryover of 10 CEC per year from the previous year is allowed. Example: 30 CEC submit for current year; 20 applied to current year renewal and 10 carried forward for the next year.

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3. A shortfall of 5 CEC per year is permitted only for the current year. The shortfall will be added to the next year's requirement. Example: 15 CEC submitted for current year; 25 will be required for the following year.
4. British Columbia home inspectors "must" complete 20 CEC per year. This is a mandatory condition for maintaining a license to practice in BC. (Statements 2 and 3 above does not apply.)

When to and how to Submit:

1. CEC must be submitted at the same time as annual maintenance fee (by June 30th) every year.
2. Cheques/payments are made payable to the NHICC.
3. The CEC form, along with the annual maintenance fee invoice, will be sent to National Home Inspectors no later than June 1st. Certificate Holder must return their payment and CEC form within 30 days.
4. Please do not submit your CEC documents of proof until you are requested to do so. The National Certification Council will not accept or file CEC material submitted prior to membership renewal period. All material sent prior to this will be returned.
5. Types of proof required are defined in the right column of the claim form and must be attached to the CEC form when requested. Renewal will not be finalized without the supporting proof documents.
6. Failure to comply and provide satisfactory CEC documentation and or proof when audited and required the maintenance fee will result in suspension.
7. CEC will not be accepted without payment of the annual maintenance fee and the fee will not be accepted without specifying your claim required on the CONTINUING EDUCATION CREDIT & RENEWAL FORM.
8. The National Certification Council will consider an extension for special circumstances. The National Certification Council must be notified in writing to obtain "official" approval for such an extension.
9. Wallet cards will be issued every year to each certificate holder upon receipt of their payment and CEC.

What counts as a Continuing Education Credit?

To maintain your National Home Inspector status, simply complete CONTINUING EDUCATION CREDIT & RENEWAL FORM. When required provide evidence of your claim along with the annual renewal fee. Submit supporting data for the required Certificate Education Credits (CEC) yearly.

There are many ways to earn CEC. The following are a range of example activities, as well as the amount of education credit each activity is worth.

1. Attending an Educational Short Course, Seminar or Technical Conference related to home/building inspections¹
2. Attaining additional certifications³ - example: building code classes, WETT certification, IAQ, commercial inspections, etc.
3. Attending the education seminars² at related Industry Trade Shows and association meetings with at least 1 hour of educational content
4. Teaching a home inspection related Short Course or Seminar¹
5. Presenting and publication activities related to a Technical Paper or part of an Inspector Seminar, Inspector Conference, published newspaper or magazine.
6. Teaching an inspection course at a University, College or Technical Institute¹ (Includes "accredited" training)
7. Home-study activities³ approved by NCP – Continuing Education Committee approved providers
8. Education offerings determined by the NCP Continuing Education Committee (Credits vary – see published list on the NCP website – note these must be pre-approved and are subject to periodic change)
9. Volunteer time spent on services for the NCP such as examiners, council *members*, board *members*, committee(s), etc. (Maximum of 5 hours credit)
10. Mentoring – approved inspector field training (Maximum of 10 – 1 hour per mentored inspection)
11. Field Supervision – approved field training (Maximum of 10 – 1 hour per mentored inspection)

¹An hour of education delivered is worth 1 CEC (credit).

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²A copy of the certificate or letter of attendance is the required documentation.

³A copy of the certificate of completion is the required documentation.

What does not count as a Continuing Education Credit?

1. Attending industry trade shows, and not attending any seminars/educational courses offered at the event without valid documentation to corroborate your seminar/education portion attendance. Attending a trade show counts as a ½ hour credit only.
2. Home Inspector meetings – AGMs, particularly heavily weighted with business and administrative portion of agendas with primarily discussions sessions that contain no education portion delivered during that meeting.
3. Education credits, courses or training previously claimed in your application.

What are the common problems encountered in processing CEC?

1. Lack of supporting documents.
2. No documentation to support your claim as “continuing education”.
3. Assuming that another association already has it on record. Record keeping and the rigor by others varies. The NHICC requires and maintains those records that provide its own evidence to validate an audit and to assure its own accountability and not that of others.
4. Failing to clearly recognize the claim period for the CEC. Example - the 2011 renewal requires that upon renewal that you report your educational activities earned/achieved between July 1, 2010 and June 30, 2011 count for your renewal in June 2011.
5. Your renewal has a shortfall of educational hours.
6. You have valid documentation to support a written request for extension such as a medical condition. Such exceptions will normally be upheld as a special or extenuating circumstance.

Continuing Education Credit Renewal Form

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Provide a copy of your Continuing Education documentation for verification. No documentation = No Credit Provided.
Please sign the document below.
Documentation Legend: C = Copy of Certificate, S = Submit Documentation

Type of Activity	CEC Value	Document	Your Claim
Technical - Inspection Related			
Education Course/Seminar/Workshop	1 per educational hour	C	
Business - Inspection Related			
Attendance at H.I. Association Meetings	1 per meeting	S	
Business Operation	1 per educational hour	C	
Related Service - Inspections			
Education Course	1 per educational hour	C	
Volunteer & Service - Inspection Related Maximum of 10 hours credit applies*			
Author a Published Article/Paper on Inspection Issues	Maximum of 2 per paper *	S	
Author a Published Book on Inspection	Maximum of 5 per book*	S	
Council/BOD Representative (NCH) <i>Member</i>	1 per hour to maximum*	S	
Instructor/Speaker for an Approved Course	1 per hour to maximum*	C	
Habitat for Humanity	1 per hour to maximum*	S	
Mentoring novice inspectors	1 per inspection*	S	
Supervised inspections	1 per inspection *	S	
Continuing Education Credits - Total Hours Claimed			

SIGNED STATEMENT FOR CEC & RENEWAL

I, the undersigned, hereby declare that the information contained in this renewal and CEC declaration is true and that I will use most recent editions of the Standards of Practice and Code of Ethics as a guideline to performing home inspections. Furthermore I acknowledge that failure to produce the required relevant documentation to support the above claim can jeopardize my "National Home Inspector" status. I further agree to hold the NHICC harmless in the event of a claim or professional practice proceeding arising out of the performance of service to clients. I authorize NHICC the authority to investigate and confirm the information declared by me in this application.

Signed this _____ day of _____, 20__

Signature: _____

Payment enclosed for this renewal (\$150.00) \$_____

Charge my credit card on file with the NHICC the above amount

NOTE: Enclose a copy of E&O Endorsement where required by "regulation".

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OBLIGATIONS OF REGISTRANTS

All “registrants” shall comply with the following requirements:

- (a) Mandatory compliance with the Standards of Practice. The Standards of Practice shall be the latest version of the provincial Standards of Practice in which the inspector practices.
- (b) Mandatory compliance with the Insurance requirements (where applicable).
- (c) Mandatory compliance with the Code of Conduct, Professional Practice and Conflict of Interest Guidelines, as set out in the Bylaws, Policy & Procedures. Non-compliance is subject to disciplinary procedures.
- (d) Maintain annual certification fees in good standing.
- (e) Completion of any Mandatory Upgrading Requirements and Continuing Education Requirements. (Except for Applicants and Retired Certificate Holders)
- (f) In the event of written complaints which are not satisfactorily resolved, the registrant may be suspended from inferring any affiliation with the NHICC.
- (g) Act in good faith to all, uphold the integrity and reputation of the profession, respond promptly to complaints.
- (h) Always provide a written contract to the client and a written/printed report of the system(s) that were inspected.

Registrants are required to exercise the practices in the profession with competence and diligence, upholding their duty of care to their client and also to the best interest of the NHICC.

PROFESSIONAL PRACTICES

The “ethics” of the NHICC and its “registrants” and contracting agents are paramount and must be upheld to maintain a positive public image and good name. Those who contravene the **Code of Ethics**, and/or do not adhere to the **Standards of Practice**, and/or advertise illegally will be disciplined. Complaints from the public or other “registrants” will be reviewed by the Professional Practices Committee.

The committee’s mandate is focused on investigating complaints related to conduct and competence of registrants, and other matters related to professional practices. This mandate does not include mediation of individual complaints, imposing settlements, or assisting in civil proceedings.

CONFIDENTIALITY & LEGAL MATTER

The NHICC is also dedicated to the establishment of an atmosphere of respect and appreciation for the rights and responsibilities of all those associated with the National Certification Program.

In common with all other individuals in Canada, registrants enjoy rights under the Human Rights Code, the Charter of Rights and Freedoms and the Freedom of Information and Protection of Privacy Act.

A National Home Inspector shall be a person that meets the highest stage of certification in the NHICC National Certification Program. In order to become a National Home Inspector, the individual must meet the requirements for individuals at this stage as defined in the certification program.

A Candidate shall be a person that has been accepted into the entry level of the NHICC National Certification Program. The Candidate is required to complete a National Home Inspector exam of the National Home Inspector Certification Council upon acceptance of their application into the National Certification Program.

A Provisional shall be a person that has been accepted into the entry level of the NHICC National Certification Program and significantly completed their certification background requirements, except for successful completion of the TIPR.

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An Applicant shall be a person that submits their background information to the National Home Inspector Certification Council.

Registrants (members) have and may exercise their general rights as citizens, subject to the rules, regulations and (professional practices) discipline of the NHICC. They also have the right to the enjoyment of a safe learning and work environment and fair treatment in accordance with the rules, regulations and discipline set forth by the NHICC.

The NHICC and the “registrants” of the National Certification Program is a community of diverse races, creeds, cultures, and affiliations. We are committed to promoting and supporting a workplace and learning environment where everyone can work and study in an atmosphere free of harassing or demeaning treatment.

We value each “registrant” of our community for her or his individual and unique talents, and applaud all efforts to enhance the quality of our lives. We recognize that each individual’s effort is vital to achieving the goals of the NHICC. We strive to maintain a climate of mutual respect.

FURTHER INFORMATION MAY BE OBTAINED IN THE NHICC POLICY MANUAL

Contact:

NHICC Head Office/Siege Social
P.O. Box 22028
Windsor ON, N8N 5G6

Or by:
Email: info@nationalhomeinspector.org

APPLICATION FORMS, FEES & ADDITIONAL INFORMATION CAN BE FOUND ON THE NHICC WEBSITE www.nationalhomeinspector.org

We look forward to hearing from you soon!