

NHICC EXAM REQUEST FORM

The NHICC is a not-for-profit “credentialing organization for home and property inspectors. We are not a home inspection association, but follow the criterions established by ICE (*Institute for Credentialing Excellence*) for independent 3rd-party certification requirements.

First Name:

Last Name:

Email:

Exam Date Requested:

Exam Time Requested:

Time Zone:

Skype/FaceTime Contact:

Province/Territory:

City/Town:

Proctor Information (The NHICC can provide you with an exam proctor at no charge)

Alternatively, the exam candidate hereby understands that a proctor remains the sole responsibility of the candidate to arrange and pay any fees that may be required for an approved exam proctor. The alternate must be approved by the NHICC, and may create addition time delay to attain verifications. You do not need to complete the info below if using a NHICC proctor.

Invigilator Name:

Invigilator Contact Information:

Confirm invigilator exam write date (Time/day/month/year):

Special Accommodations (If any – please specify)

NOTE:

1. We try our best to help coordinate your exam and proctor at an agreeable date and time. Request your exam a minimum of 10 days before to ensure coordination of the ability to write the exam.
2. An “invigilator” is an individual authorized to supervise the writing of the exam. An invigilator must have no direct connection to the examinee, and furthermore **MUST** be a person working for an institution such as a college or university exam centre.
3. NHICC exams are invigilated primarily by **Skype** and or alternatively FaceTime to ensure direct contact with the exam candidate.
4. We also require evidence for verification of the examinee such as a driver’s license, health card, or passport to ensure the exam candidate is the actual person writing the exam.

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5. Personal information – **your privacy matters**. Personal information from this form is collected simply to identify the exam candidate and help facilitate the exam. Your information will remain confidential.

Process: (Note - the “fees” must be prepaid through our PayPal web payment center.

Step 1: Complete the initial NHICC Application Form (\$150). Your payment is valid for a period of 1 year. Application to the NHICC includes 1 attempt to complete the NHICC Exam.

Step 2: Once paid your application fee, your background information will be reviewed and you will be advised to prepare for the exam.

Step 3: Once you have submitted your exam request form you will receive your official “username and password” for access to the NHICC Exam Centre web portal. This will provide you with a “Practice Exam” and a free course to “Contract Law”.

Step 4: Once we receive your “exam request” we will arrange for a mutually agreeable date, time and exam proctor.

Click on the PayPal “**Buy Now**” payment button. Your NHICC application fee includes a NHICC Examiner as your exam proctor (invigilator).

LINKS:

Initial Application (\$150): <http://www.nationalhomeinspector.org/NewApplicant.pdf>

Exam Centre: <http://74.208.129.158/>

Fee Structure: <http://www.nationalhomeinspector.org/ApplicationFee.pdf>

NHICC PayPal Page: <http://nationalhomeinspector.org/PayPal.htm>

Further information is available at: <http://www.nationalhomeinspector.org/NationalExam.pdf>

NHICC Examination Team

Email: nhicc1@gmail.com

