

# National Home Inspector Certification Council



## National Home Inspector Certification Council (NHICC)

### Application for Background Review

#### Application Instructions

This application package includes:

- 1 - Eight page Application Form
- 1 – Standards of Practice for the National Home Inspector Certification Council
- 1 – Code of Ethics for the National Home Inspector Certification Council

1. Please **complete ALL sections** of the application.

- If you are a National Certificate Holder or an RHI member of an association please complete only Pages 1, 7, and 8.
- If you had a previous RHI or NCH designation, please complete Pages 1, 7 and 8 and we will contact you with further instructions.

2. Provide as much detail as you can.

3. **Important:** Attach copies of ALL relevant certificates and documents.

**Incomplete applications:** Will be placed on hold, until all documents are obtained.

4. Return the Application to the address below or forward by email indicated below.

If you have any questions about this Application, please contact  
<mailto:info@nationalhomeinspector.org>

### National Home Inspector Certification Council NHICC

c/o: 396 Old Tecumseh Rd.

Windsor, ON N8N 3S8

Email: [info@nationalhomeinspector.org](mailto:info@nationalhomeinspector.org)

# National Home Inspector Certification Council

## NHICC APPLICATION FOR BACKGROUND REVIEW

### Applicant Contact Information

|                    |  |            |  |
|--------------------|--|------------|--|
| Applicant Name     |  | Tracking # |  |
| Mailing Address    |  |            |  |
| City               |  |            |  |
| Province           |  |            |  |
| Postal Code        |  |            |  |
| Telephone          |  | Cell #     |  |
| Best Email Address |  |            |  |
| Website            |  |            |  |

Please initial or check here if you consent to having the above information made available to the public on the NHICC Website.

Please initial or check here - I am over the age of 18 as of the date of this application.

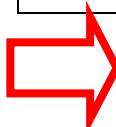
**NO OTHER INFORMATION IN THIS APPLICATION PACKAGE WILL BE USED FOR ANY PURPOSE OUTSIDE OF NATIONAL CERTIFICATION.**

### Memberships & Designations

|   | Please list all Home Inspection Association memberships that you currently hold or have held in the past five years | Membership Type or Designation Held |
|---|---|-------------------------------------|
| 1 |   |                                     |
| 2 |   |                                     |
| 3 |   |                                     |
| 4 |   |                                     |
| 5 |   |                                     |

 **Please attach photocopies of your current HPI association membership cards & certificates \***

| Please list other any other designations or memberships you hold that are relevant to home and property inspection (for example - P.Eng, B. Arch, CET, RET, etc.) |             |
|---|-------------|
| Designation   | Awarded by: |
|   |             |
|   |             |
|   |             |
|   |             |

 **Please attach photocopies of other membership cards and/or certificates**

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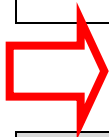
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## Franchise Affiliations

| If you work through a home inspection franchise, please provide contact information |  |
|---|--|
| Franchise Name  |  |
| Contact Name  |  |
| Telephone   |  |
| Franchise Website   |  |

## Degrees and Diplomas

| Please provide details of all university DEGREES or college DIPLOMAS that you hold |                          |                |
|--|--------------------------|----------------|
| University or College  | Degree or Diploma Earned | Year Completed |
|  |                          |                |
|  |                          |                |
|  |                          |                |

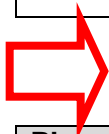


*Please attach photocopies of your degrees and diplomas*

| Please provide details of any uncompleted university or college programs |         |                      |
|--|---------|----------------------|
| University or College  | Program | Year(s) you Attended |
|  |         |                      |
|  |         |                      |

## Trade Tickets

| Please provide details for all TRADE TICKETS that you hold |                       |                |
|--|-----------------------|----------------|
| Trade Ticket   | Trade School attended | Year Completed |
|  |                       |                |
|  |                       |                |



*Please attach photocopies of your trade tickets*

| Please provide details for any uncompleted trade tickets |                       |                      |
|--|-----------------------|----------------------|
| Trade Program  | Trade School attended | Year(s) you Attended |
|  |                       |                      |
|  |                       |                      |



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## Other Home/Property Inspection Training Courses, Workshops, Seminars

| Please provide details of all Home and Property Inspection training workshops and seminars that you ATTENDED (including conference workshops) |                   |                                      |                |
|---|-------------------|--------------------------------------|----------------|
| Course Name, Workshop, or Seminar Name  | Training Provider | Approximate Number of Training Hours | Year Completed |
|   |                   |                                      |                |
|   |                   |                                      |                |
|   |                   |                                      |                |
|   |                   |                                      |                |
|   |                   |                                      |                |
|   |                   |                                      |                |
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|   |                   |                                      |                |
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|   |                   |                                      |                |
|   |                   |                                      |                |
|   |                   |                                      |                |
|   |                   |                                      |                |
|   |                   |                                      |                |
| <b>APPROXIMATE TOTAL INFORMAL TRAINING HOURS</b>  |                   |                                      |                |



*Please attach photocopies of course and/or program completion certificates*

## Informal Field Training

| Please provide details of all Home and Property Inspection field training you have completed such as supervised or mentored home inspections |                        |                                      |                |
|--|------------------------|--------------------------------------|----------------|
| Inspection Address   | Name of Mentor/Trainer | Approximate Number of Training Hours | Year Completed |
|  |                        |                                      |                |
|  |                        |                                      |                |
|  |                        |                                      |                |
|  |                        |                                      |                |
|  |                        |                                      |                |
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|  |                        |                                      |                |
|  |                        |                                      |                |
|  |                        |                                      |                |
|  |                        |                                      |                |

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## Home & Property Inspection Exams Taken & Passed

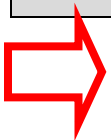
| Please provide details of all Home and Property Inspection examinations you have taken and PASSED (NOT INCLUDING formal courses with exams listed on Page 3) |  |            |                           |
|--|--|------------|---------------------------|
| Exam Name  | Exam Method – Online, classroom, other | Year Taken | Your Exam Mark out of 100 |
|  |  |            |                           |
|  |  |            |                           |
|  |  |            |                           |
|  |  |            |                           |
|  |  |            |                           |
|  |  |            |                           |
|  |  |            |                           |
|  |  |            |                           |



*Please attach photocopies of exam completion certificates*

## Home & Property Inspection Experience – Fee Paid

|  |  |
|--|--|
| What year did you start practicing as a home and property inspector (full time or part time) |  |
| About how many home and property inspections do you perform in a typical year                |  |
| About how many home and property inspections have you performed in your career               |  |



*If applicable, please attach a list of all or your last fifty inspection addresses with dates*

## Compliance with Standards of Practice

|  |  |
|--|--|
| Do you perform home and property inspections that comply with a ‘Standard of Practice’ for Home and Property Inspectors? |  |
| If yes, which Standard of Practice?  |  |

***NOTE - In order to be accepted into the National Certification Program, applicants must agree to comply with the ASHI ‘Standards of Practice’ as adopted by the National Home Inspector Certification Council on all future inspections. A Copy of the ASHI ‘Standards of Practice’ is available on our website.***

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## Compliance with National Occupational Standards

|   |  |
|---|--|
| Are you familiar with the National Occupational Standards for Home and Property Inspectors? |  |
|---|--|

**Note – a copy of the ‘National Occupational Standard’ can be downloaded from the NHICC website – [www.nationahomeinspector.org](http://www.nationahomeinspector.org)**

### Compliance with NHICC - Code of Ethics

In order to be accepted into the NHICC Program, applicants must agree to comply with the NHICC Code of Ethics - which has been adopted by the National Home Inspection Certification Council:

#### NHICC Code of Ethics

***Honesty, justice, and courtesy form a moral philosophy which, associated with mutual interest among people, constitutes the foundation of ethics. Home and Property Inspectors should recognize such a standard, not in passive observance, but in a set of dynamic principles guiding their conduct. It is their duty to practice the profession according to this code of ethics.***

***As the keystone of professional conduct is integrity, Home and Property Inspectors will discharge their duties with fidelity to the public, their clients, and with fairness and impartiality to all. They should uphold the honor and dignity of their profession and avoid association with any enterprise of questionable character, or apparent conflict of interest.***

- 1. The Home and Property Inspector will express an opinion only when it is based on practical experience and honest conviction.***
- 2. The Home and Property Inspector will always act in good faith toward each client.***
- 3. The Home and Property Inspector will not disclose any information concerning the results of the inspection without the approval of the clients or their representatives.***
- 4. The Home and Property Inspector will not accept compensation, financial or otherwise, from more than one interested party for the same service without the consent of all interested parties.***
- 5. The Home and Property Inspector will not accept nor offer commissions or allowances, directly or indirectly, from other parties dealing with their client in connection with work for which the member is responsible.***
- 6. The Home and Property Inspector will promptly disclose to his or her client any interest in a business which may affect the client. The Home and Property Inspector will not allow an interest in any business to affect the quality of the results of their inspection work which they may be called upon to perform. The inspection work may not be used as a vehicle by the Home and Property Inspector to deliberately obtain work in another field.***
- 7. A Home and Property Inspector shall make every effort to uphold, maintain, and improve the professional integrity, reputation, and practice of the home inspection profession. She/He will report all such relevant information, including violations of this Code by other Home and Property Inspectors, to the National Home Inspector Certification Council for possible remedial action.***

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## Acknowledgment (Please read carefully)

I hereby state:

1. That I have read and understand the ASHI Standards of Practice and Code of Ethics, and agree to follow and abide by these and other policies and procedures of the NHICC.
2. That I have read and I understand the National Occupational Standards for the home inspection profession in Canada, and agree to maintain and follow these standards.
3. That I am not actively engaged in the business of real estate, as a real estate broker or salesperson. I will not sell, purchase or list real estate for third parties.
4. That I will not repair for a fee any condition I find during inspections.
5. That I understand that I cannot use the NHICC logo until my application for membership has been reviewed and I have been approved for certification with logo privileges in writing. I will honour and respect the Logo use policies as outlined in the NHICC bylaws.
6. That for and in consideration of the benefits provided me by the National Home Inspector Certification Council (“NHICC”), I hereby waive, release and forever discharge the NHICC, its Board of Directors, officers, members, agents and employees, of and from suits, claims, cause of action, damages, losses or injuries that I shall or may have for any reason or cause including but not limited to those related to the implementation or enforcement of the ASHI Code of Ethics, Standards of Practice and/or any other activities.
7. That certification is non-transferable and dues are non-refundable. Annual maintenance dues are assessed. I understand that “certificates” are relinquished for non-payment of the maintenance fee.
8. That I am required to complete 20 hours of continuing education credits per year.
9. That in order to maintain my certification I am obliged to renew and maintain the required certification requirements annually.

### Please Select Method of Payment



- Cheque - payable NHICC in the amount of \$\_\_\_\_\_ (\$25.00 charge for NSF cheques)
- Online PayPal Payment - <https://www.nationalhomeinspector.org/PayPal.htm>
- E-transfer to NHICC

### Notes Regarding Documents:

**Please check and verify that you have attached all required additional documents to support your application. Failure to do so will place your application in a “hold” status until all necessary documents are obtained.**



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1. *I, the Applicant, hereby warrant that all statements and claims made in this application are true and accurate. I understand that if any statement or claim I have made in this application is not true or accurate, then I may be removed from the NHICC Program.*
2. *I further agree to comply with NHICC 'Standards of Practice' and NHICC 'Code of Ethics' for Home and Property Inspectors, and understand that non-compliance may be grounds for my removal from the NHICC Program.*
3. *I further agree that I will maintain Errors and Omissions Insurance "if it is required by any relevant licensing or regulatory body" and understand that non-compliance may be grounds for my removal from the NHICC Program.*
4. *I further state that I have not been convicted of a criminal offense within the past five years.  
(If you have, please contact the NHICC office for further consultation)*
5. *That I am 18 years of age or older.*

|                             |  |
|-----------------------------|--|
| Applicant Signature         |  |
| Applicant Name (Print/Type) |  |
| Date                        |  |

|                           |  |
|---------------------------|--|
| Witness Signature         |  |
| Witness Name (Print/Type) |  |
| Witness Address           |  |
| Witness Telephone Number  |  |

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

|  |
|--|
| <p><b>Applicants please return this completed form with all attachments and payment to:</b></p> <p><b>National Home Inspector Certification Council</b><br/>c/o 396 Old Tecumseh Rd.<br/>Windsor, ON N8N 3S8</p> |
|--|

*If you have any questions about this Application, please email –*  
[info@nationalhomeinspector.org](mailto:info@nationalhomeinspector.org)