

# National Home Inspector Certification Council

# NHICC



## TEST INSPECTION with PEER REVIEW EXAMINER TRAINING & CANDIDATE GUIDELINES HANDBOOK

Part 1: Training Overview

Part 2: TIPR Overview

Part 3: TIPR Questions and Appeals

Part 4: Procedural Guidelines

Part 5: TIPR Training & Forms

*This information is intended to provide a guideline and for training and an understanding of the TIPR Process*

*Last updated April 2013*

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## PART 1:

### Objectives

Upon completion of this training you will be able to:

- Be familiar with the Test Inspection with Peer Review process
- Understand the role of various participants
- Understand the mandatory requirements to conduct a TIPR
- Understand how to use and complete various TIPR forms
- Understand the skills required to conduct a fair and unbiased assessment of candidates
- Participate effectively in a TIPR as an Examiner

### Content

1. Objectives, Background, Purpose, Goals
2. Benefits, Organization
3. Examiners
4. Process, Application, Components
5. Pre-inspection, Test Day and Forms
6. Candidates, Appeal, Review Criteria, Feedback
7. Examiner Duties, Data Collection
8. Best Practices, Issues and Scheduling, Safety
9. TIPR Test House, Alternative Delivery
10. Fees

The Chief Examiner will initially conduct a series of Training Sessions in various areas across Canada to establish a base of “potential” examiners to fulfill the role TIPR Examiner.

The training involves approximately 12 hours of training:

- 4 hours of TIPR process and procedures
- 3 hours of onsite inspection of a home
- 2 hours for report writing
- 2 hours for peer review
- 1 hour TIPR examination.

A complete training package has been established and a copy of all materials distributed to the examiner trainees.

The trained examiners will be initially reviewed based on meeting the required TIPR performance objectives by the Chief Examiner. A list of successful examiner candidates will be submitted and will be reviewed by the NHICC NAB for their confirmation of official appointment of Examiners.

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## PART 2:

### 1. Purpose of the TIPR

The CHIBO II report provides the background requirements for national certification of home inspectors. It identifies one of the key components for the review and assessment of home inspectors through test inspection and through peer review. From a supportive point of view a sister organization ASHI (American Society of Home Inspectors) has prescribed “Testing Requirements” for its members through a similar “testing” and assessment process. ASHI developed and has utilized the peer review board, since 1987. Today the Peer Review process within ASHI lives on in a modified format.

Test Inspections with Peer Review are proven “best practices” that formally evaluates what home inspectors do as part of their occupational primarily day-to-day. The TIPR process provides home inspection associations and its members with a powerful measurement tool that can improve overall quality of home inspector candidates. Its purpose is to test and improve the inspection process as well as the home inspector’s communication skills.

Undergoing the process of a TIPR can provide home inspectors with a level of accountability and professionalism that sets the inspector apart from a large portion of the “others” in the inspection business. Test Inspections with Peer Reviews are performed when the candidate has completed all of the prerequisites of the national certification process. Not only is it a sound criterion for assessing a home inspector’s skills it can help identify the potential for potential future “risks”, which often result in claims against the home inspector. This can be accomplished by assessment of the Candidate’s practical inspection, knowledge and their communication skill. Thus providing an opportunity to provide constructive feedback and through recommendations by their peers through this process.

Educated and experienced practitioners are usually able to identify the most common potential problem areas that have historically resulted in concerns and/or complaints by clients. Failures in most of these troublesome areas can be addressed once identified. The best time to identify and mitigate these potential problem areas is during the testing phase, and prior to a home inspector becoming a National Home Inspector.

**Demonstrating Competency** This skill-based TIPR exam tests a home inspectors proficiency and practical knowledge, validating competency in conducting a practical home inspection. This includes the examination of three distinct inspection skills 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.

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All Candidates will be tested in the following skill sets:

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

## 2. Examiners

*Examiners are someone who administers a test to determine your qualifications. In an academic or professional context, examinations (or exams for short) are tests which aim to determine the ability of a student or a prospective practitioner. Exams are usually written tests, although some may be practical or have practical components, and vary greatly in structure, content and difficulty depending on the subject, the age group of the tested persons and the profession.*

As the title implies, appointment of an Examiner by the NHICC National Admissions Board confirms that an individual has attained the highest level of trust, professionalism, respect, and ethical confidence from their peers. The initial list of Examiners includes the list of potential Examiner candidates brought forward by their peers. The screening procedure and selection process for Examiners must, therefore, ensure only individuals with impeccable qualifications are selected.

Examiners:

- should be experienced within the home inspection sector
- should be generally respected in the home inspection industry
- examiners should be located across the country
- ability to recognize and avoid potential conflict of interest situations
- upholds confidentiality and objectivity

## Examiner Selection Procedure

The TIPR Examiner Training Program has been established to provide a nation-wide pool of qualified Examiners for the NHICC testing and certification process.

The following prerequisites for approval have been established along with criteria to ensure qualifications are maintained. The TIPR Training Program provides practical information addressing the guidelines, procedures and the process. Additionally, it provides the participants an opportunity and first hand experience the procedure used to examine Candidates.

All Examiner candidates:

1. *Must ideally be a current member in good standing of the NHICC or a recognized affiliate home inspection association.*
2. *Must ideally have five\* years or more of experience in the home inspection sector.*
3. *Have conducted 500 or more fee-paid home inspections.*
4. *Should additionally have reached NHI status or an approved NHICC recognized equivalency.*

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5. *Must be present at a training session. (The candidate is solely responsible for coordinating their assignment as an Examiner and for attendance funding requirements).*
6. *Must successfully complete the Test Inspection with Peer Review (exam) by the TIPR trainer.*
7. *Must be approved by the NHICC based on the recommendation of the Chief Examiner, prior to official appointment as an Examiner.*

To begin the process of applying to become an Examiner a detailed application for Examiner must be completed and submitted for review and approval before an individual can administer a TIPR examination session. A more detailed application must be completed prior to the TIPR training session. This application remains on file as part of your background profile. Following completion of the above requirements, candidates will be added to the list of Provincial Examiners on the NHICC National website.

If your application is successful, you will be given everything you need to do the job well, including written guidance, training, training materials and ongoing support from the Chief Examiner.

### 3. Becoming an Examiner

The following steps must be completed and reviewed before appointments actually take place.

1. *Complete a detailed application form*
2. *Complete all components of the TIPR Training Session*
3. *Complete the Examiners Examination*
4. *Expect that your application and a report on your participation in the process will be reviewed by the TIPR Chief Examiner and/or Examiner Committee*
5. *Receive a review and official acceptance from the NHICC of your appointment*
6. *Receive notification of your appointment by the Chief Examiner*

### 4. Organization Structure of Examiners

This is a brief outline of the key roles and responsibilities

**Chief Examiner** is responsible for ensuring that the TIPR examination meets the requirements of the NNHICC and equally trains others to enforce and maintain the standard. The Chief Examiner also acts as a principal Examiner to develop, review, coordinate, and supervise the setting of papers and marking schemes, and monitor the standards of Examiners.

The Chief Examiner reports to both the Chair of the National Admissions Board and the NHICC Certification Council.

**Provincial Examiner** supervises a team of approximately two or more Examiners within a province or region. Provincial Examiners report directly to the Chief Examiner. Provincial Examiners act as the main point of contact for new recruits, check samples of marked papers from each Examiner to ensure that the marking is being done according to the agreed mark scheme, and advise on any adjustments needed. The Provincial Examiners along with the Chief Examiner make up the TIPR Board of Examiners that assist the function of the NHICC.

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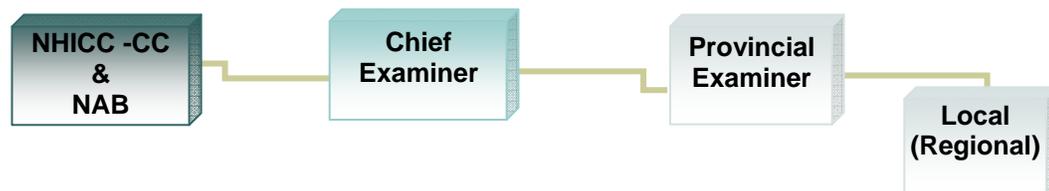
In addition, Provincial Examiners are responsible for preparing and delivering the TIPR training program for other qualified Examiner participants. Also the Provincial Examiners have the authority to coordinate the scheduling of all TIPR examinations in their province.

**Regional Examiners** are those trained and qualified individuals recognized by the Chief Examiner and/or Provincial Examiner for a specified region or area of the province. Regional Examiners report directly to the Provincial Examiner.

The criterion which must be applied to the selection of Examiners includes:

1. *Individuals should be able to demonstrate a clear understanding of home inspections.*
2. *Individuals should be able to demonstrate an understanding of the nature of the importance of the TIPR process with the home inspection experience.*
3. *Individuals should be able to demonstrate sufficient experience and knowledge to make effective judgments and comparisons to assure the best participants are chosen for the position in a fair and equitable manner*

**TIPR Board of Examiners** comprises the Chief Examiner along with the Provincial Examiners. The TIPR-BOE will periodically meet and review the process, procedures and issues that may arise with the TIPR function. In addition the TIPR-Board of Examiners works closely with the National Admissions Board and function to make recommendations to the NHICC Certification Council for consideration with regard to the TIPR program and process.



*The NHICC ultimately places full responsibility of the TIPR sessions respective of TIPR examiner training or Candidate TIPR review on the Chief Examiner. Beyond that the pool of successful “Examiners” will be passed on to the provincial association for recommendations of a “Provincial Examiner”.*

*The final ratification of the appointment of the Provincial Examiner will be held by the Chief Examiner.*

*An Examiner may be deemed having successfully completed the TIPR Examiner Training and Assessment and may be placed on status as a “conditional” acceptance.*

## 5. The Role of the Examiner

**The Test Inspection and Peer Review (TIPR)** process is open to all home inspectors in Canada. The (home inspector) Candidate must first apply to the “Registrar” to participate in the TIPR process.

The function of the TIPR is to test, validate and improve inspection and communication skills of the home inspector and equally to assure confidence in the fundamental services provided to consumers. Additionally, those home inspectors seeking National Home Inspector recognition

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are required to fulfill the TIPR requirements in order to advance in the program. There are three distinct categories in the review process that are the core responsibilities of the Examiner.

1. **Onsite Inspection:** This is primarily a home inspection only. In the “Test Inspection” part the Candidate is given time to inspect a pre-selected house as if they were working for a fee paying client.

The Candidate 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 Candidate.

2. **Peer Review and Oral Examination:** Later, after inspecting the house the Candidate presents their inspection findings to a Peer Review panel (2 Examiners).

The Candidate is expected to identify all the major (significant) deficiencies and to demonstrate a thorough technical knowledge and communication skills. The Examiner will ask questions and test the Candidate’s communication skills on the home inspection. The Examiners will make notes on the information provided and communication skills.

3. **Report Review:** The Candidate is required to provide verification of their inspection reporting skills through completion and submission of an inspection report. Candidates are open to use any report system for this submission.

**Note:** The home will be inspected by a panel of qualified home inspectors (Examiner and/or Assistant Examiner) prior to the Candidates reviews, in order to establish a defined level of mandatory significant deficiencies. This is used to determine and assure quality in benchmarking the inspection review process.

## 6. Conditions

**Scheduling a TIPR:** Candidates must contact the National Registrar to register for a TIPR session. The National Registrar will contact the Chief Examiner who will in turn distribute the appropriate names of Candidates for TIPR examination to the Provincial Examiner.

**Rescheduling a TIPR:** If a TIPR must be rescheduled by either the Candidate or the Examiner this must be arranged mutually or otherwise by contacting the Chief Examiner at least 2 weeks prior to the TIPR session. No refunds are offered after the 2 week rescheduling date.

**TIPR Results:** Most questions about score results cannot be answered on the date of the TIPR. Examiners will be responsible to complete and fax or email a copy of the Candidate’s evaluation forms to the Chief Examiner. Candidates will be advised of their pass/fail status, scores, or results, by the Chief Examiner by email with documents to substantiate the grade.

**Conflicts of Interest** There must be no conflict of interest, perceived or otherwise between the Examiner and the Candidate or the certifying authority and the Candidate. The Examiner should NOT be a competitor. In addition, if a “conflict of interest” arises the Candidate may request another Examiner to conduct to review.

The Candidate will have the right to request an alternate Examiner at their written discretion in order to assure impartiality. Such notice must be sent with at least 3 weeks advance notice to the Provincial and/or Chief Examiner for consideration.

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The "Chief Examiner and the National Admissions Board Chair" on behalf of the NHICC National Certification Council certifying the Candidates has a fiduciary responsibility which would in turn be handed down to the Examiners. Their responsibility and absolute duty is to act for the benefit of the NHICC and the public at large in helping to determine qualified practitioners.

Rules and procedures that govern conduct that constitutes a conflict of interest and or breach of ethical practice specifically will be sanctioned by the NHICC Professional Practices Committee. Furthermore any person found to have been involved in a conflict of interest might be subject to disciplinary proceeding. For example, an Examiner must disclose to the Chief Examiner and/or Provincial Examiner any conflict of interest and remove himself from the process where they are aware of a conflict with the Candidate. Disclosure must be made in writing to both the Chief Examiner and Provincial Examiner. The Candidate on the other hand would have the right to call an Examiner out for disciplinary action /and/or review for a conflict of interest violation, but is equally responsible to forewarn the NHICC as stated earlier.

The Examiner's review of the Candidate, Test Inspection and Peer Review must be conciliatory, constructive and with a view to advance the Candidate's abilities and that of the industry. There must be a detailed written evaluation provided by the Examiners, particularly for those who are not successful on the TIPR or for those that are deemed marginal.

**Appeal Process:** An appeal is sent to the Chief Examiner who will assess the grounds for an appeal and execute the process to address issues documented in the appeal.

The Candidate submits a written appeal to the TIPR Chief Examiner's email.

The Chief Examiner checks the appeal for completeness. If the appeal is not filled out completely it is returned for completion and re-submittal.

The Chief Examiner acknowledges receipt of the appeal to the Candidate in approximately 5-10 business days of its delivery, advising that the appeal is under general review. The appeal is logged and forwarded to the TIPR Board of 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).

- Responses to appeals that can be resolved immediately will be responded to in approximately 15-20 business days of receiving written appeal.
- A response (and the timing) for appeals requiring In-Committee analysis or other detailed analysis are dependent upon evaluation findings.
- Note a fee is required for all appeals. Review appeal application form for conditions.

**Appeal Overview:** An appeal is defined as a written petition requesting a review and a re-evaluation of specific TIPR or exam and/or report review results.

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

Generally appeal challenges include but are not limited to:

1. Technical accuracy of the exam items (questions)

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2. Relevance of questions or conditions to the Standards of Practice
3. Relevance of condition to a geographical region
4. Determination or transfer of the passing score – for example: based on error or miscalculation

## 7. Maintaining Currency

Once an Examiner is approved, they are required to maintain their currency in the occupation. All approved Examiners agree to maintain their membership and certification status as up to date in their relevant association. Failure to comply with these provisions will invalidate the Examiner status.

Examiners are also responsible for complying with any continuing education requirements necessary to maintain their Examiner status within their respective inspection association.

## 8. Examiner's Commitments

Typically Examiners work in teams of two (2) to assure consensus and support.

Examiners are required to commit to participate in a TIPR up to four weeks in advance. While it is understood that scheduling this may be somewhat difficult from time to time, these commitments ease the burden on the work particularly for those who are budgeting travel expenses, printing forms and coordinating a multitude of other commitments. Best efforts should be made to keep scheduled exam commitments. If, however, a commitment must be broken, the Examiner is responsible for finding a suitable replacement, or providing notice three weeks prior to the venue.

TIPR Examiner's also acknowledge and agree that at all times when undertaking testing on behalf of the NHICC National Certification Council that they support the fiduciary (trustee) relationship with the others and as such owes fiduciary obligations to NHICC including but not limited to the following:

1. a duty to avoid all and any conflicts of interest between themselves and the person being tested;
2. a duty to avoid all and any conflicts of interest between their own interests and other associations and/or business relationships;
3. a duty to always act honestly and in good faith;
4. a duty to maintain all confidences and trade secrets of work within the NHICC;
5. a duty to maintain all records of tests in a confidential manner;
6. a duty to at all times act in the best interests of the NHICC;
7. a duty to uphold the Code of Ethics, and
8. any other duty which any court might imply as a term of this Agreement.

Furthermore, Examiners agree to undertake to deliver the following services:

1. to conduct testing of TIPR competencies for Candidate's seeking certification and/or re-certification with the NHICC;
2. to report on the outcomes in the format required by NHICC and requisite reports to the Chief Examiner
3. to conduct testing through personally observing tasks covering the Test Inspection with Peer Review

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As a general guideline it is estimated that the time commitment of the Examiner to conduct 6 Candidates through the TIPR Review Process ranges approximately 8 to 12 hours of time. This is based on the following time allocation developed through the process.

1. Candidates must apply to the Registrar to go through a TIPR session.
2. Candidates must sign a waiver and provide proof of general liability coverage as part of the application....accepting responsibility for their own safety and damages caused to the test house.
3. The Examiner would assign the Candidate a two to three hour inspection time slot (depending on the complexity of the house) and a thirty to forty five minute presentation time, and send the Candidate an instruction package.
4. The TIPR Examiner and "assistant" will conduct an inspection of the 'test house' prior to inspections by Candidates. The TIPR Examiner would document all significant "key" defects, typical defects and questionable issues
5. Candidates must be able to prove their identity to the Examiner.
6. During the TIPR session, Candidates are encouraged to use the tools and approaches they consider normal for their home and property inspections.
7. Candidates are encouraged to use their own inspection reporting system for the written report.
8. During the presentation part of the TIPR session, the Examiners will act as the "inspection clients" to the Candidate.
9. Candidates will be allowed up to 45 minutes (a preset time) to present their report and key findings to the Examiners.
10. The Examiners would then take another 45 minutes after the Candidate leaves to review the Candidate's report, make notes, and complete the Examiners report. Therefore, by allowing the Examiners 90 minutes total for each Candidate, Examiners could conduct up to up to six TIPR sessions per day.
11. The TIPR Examiner will not inform Candidates whether they have passed or failed the TIPR session.
12. TIPR Examiners should be provided with a list of scheduled Candidates at least three weeks before the TIPR session, with an obligation to decline to examine any Candidate they think they would be unable to examine objectively.
13. Candidates will receive a 'report card' within approximately 30 days.....along with (pass or fail report) either a successful or non-successful examination.

## 9. Assessment Tools

The Candidate will be benchmarked on the issues respecting the practical skills required of conducting a home inspection, along with reporting and oral responses to the questions by the Examiners. The assessment in all of these areas relates to the following:

### Compliant Reporting Approach

- The SOP requires that all defined elements of the house be inspected. The report must confirm that all defined elements of the house have been inspected to be successful
- The SOP requires that an inspection report lists the defined elements that were not inspected....and why not. The Candidate must report on which Systems and Components were not inspected.... and why not....in order to be successful

### Systems and Components with "Significant Deficiencies"

- The SOP requires that 'significant deficiencies' are identified and reported
- Significant deficiencies in a test house are identified by the TIPR Examiner

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- The Candidate must identify and report on significant deficiencies to be successful
- Significant deficiencies may include deficiencies
  - Where omission may have a 'significant' health and safety impact
  - Where omission may have a 'significant' financial impact

## Systems and Components “near the end of their service life”

- The SOP requires that Systems and Components near the end of their service life are identified and reported
- Systems and Components near the end of their service life in a test house are identified by the TIPR Examiner
- The Candidate must identify and report on Systems and Components near the end of their service life to be successful

## Other Deficiencies

- 'Other' deficiencies in a test house are identified by the TIPR Examiner
  - The Candidate must identify a minimum number of the 'other' problems identified by the TIPR Examiner to be successful
- If the Candidate reports on issues NOT required in the SOP.....the TIPR Examiner should note this....but this would not be grounds for be held back

## **Official feedback happens after the examination in writing by the Chief Examiner**

It is imperative that Examiners must provide suggestions or self improvement issues that would benefit the Candidate. For example - the need to read self improvement books or taking self improvement courses, or the potential for “risks” in reporting or stating certain conditions.

## **NHICC TIPR Changes April 2010**

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

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

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## PART 3 - TIPR QUESTIONS & APPEALS

### 1. Rescheduling a TIPR

If a Candidate has a scheduled date and time for the TIPR, and there is a need to reschedule the TIPR, the Candidate must contact the Chief Examiner/Deputy Examiner at least two weeks prior to the TIPR. Any cancellations after this date is subject a fee of \$339.00 charged for rescheduling a TIPR without due notice.

### 2. TIPR Results

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

### 3. TIPR Retakes

If a Candidate does not pass their TIPR exam, the Candidate must wait for at least 60 calendar days from the date of the original TIPR before another effort may be scheduled. A fee of \$339.00 is required to be relisted for a TIPR retake.

### 4. TIPR Appeal

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

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

### 5. TIPR Appeal

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

### 6. Appeal Process

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

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

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

Generally appeal challenges include but are not limited to:

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

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

## 7. Appeal Process Steps

1. The Candidate submits a notice of appeal to the NHICC National Certification Program Office along with the filing fee. Non-payment will delay or prevent processing of the appeal application. The fee is returned if the appeal is upheld in favour of the Candidate, otherwise the fee is forfeited.

2. The TIPR Chief Examiner will review/accept and evaluate the merits for the appeal.

3. The Chief Examiner checks the appeal for completeness, documentation and filing fee payment. The Chief Examiner acknowledges receipt of the appeal to the Candidate within 15 business days of its delivery, advising that the appeal is under review. If the appeal form is not filled out completely it is returned to Candidate for completion and re-submittal. Failure to resubmit within 20 business days is grounds for closing the file.

4. The appeal is logged and forwarded to the Examiners for review, with a copy sent to the NAB chair for committee review. Based upon the nature of the appeal the Chief Examiner will: submit a response back to the participant or, begin an In-Committee analysis (if warranted).

5. Responses to an appeal that can be resolved immediately will normally be responded to within 20 business days of receiving written appeal.

6. A response (and the timing) for an appeal requiring “In-Committee analysis” or other detailed analysis are dependent upon the complexity and evaluation findings.

7. There are no further rights for an additional appeal after findings are released after the appeal.

## 8. Address for Appeals

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

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## PART 4 - Procedural Guidelines for a TIPR

### Organizing a Test Inspection with Peer Review

1. Examiners will be contacted by the Chief Examiner to conduct a Test Inspection with Peer Review when deemed one could be conducted in an area. This information will be communicated to the Deputy Examiner where such a position is in place.
2. Examiners are responsible to contact the “Candidates” based on the list of eligible “Candidates” maintained by the Chief Examiner – Note: there must be 5 – 7 Candidates for fiscal viability of conducting the exam session. In cases where there are less 5 the “Candidates” will be encouraged as an option to attend the next closest venue, where deemed practical.
3. Examiners are paid a set fee per “Candidate” processed.
4. Examiners are responsible for a “test” home for conducting the Test Inspection.
5. Examiners are responsible to find an appropriate location to conduct the peer review of Candidates.
6. Examiners must set “reasonable” time lines for Candidates to conduct the Test Inspection.
7. Examiners must set “reasonable” time lines for Candidates to conduct the Peer Review.
8. Examiners are responsible to help set up and/or assist in scheduling Test Inspection with Peer Reviews.
9. Examiners must confirm the final schedule and details to the session Candidates.
10. Examiners must notify the Chief Examiner the names of the Candidates that are participating in the Test Inspection with Peer Review and also the names of those Candidates that have withdrawn, and the reason if it is available.
11. Examiners and/or the onsite “house-sitter” must assure that all Candidates have completed the “Disclaimer and Waiver of Liability Form” prior to conducting the onsite inspection and oversee the conduct of the Candidates during the onsite home inspection.
12. Examiners and/or the onsite “house-sitter” must assure that all Candidates have been confirmed with valid photo I.D. to assure the person participating in the TIPR is properly identified.

### Conducting the Test Inspection

1. Examiners must conduct an inspection and review of the test house prior to the testing of the Candidate.
2. Examiners must identify and establish a list of the “must find” conditions based on the Standards of Practice.
3. Examiners may set any exceptional conditions (if applicable) for the inspection of the house, such as limitations to roof or crawlspace access, or that for safety purposes – the electrical service cover panel was removed for convenience for all Candidates, areas not accessible, etc.
4. Examiners must allow a time limit of up approximately 2 to 3 hours for Candidates to inspect the house.
5. Examiners must (where possible) provide a “house-sitter” during the specified inspection period for the Candidates Test Inspection. A few of the key responsibilities of the house-sitter is assure that Candidates sign the waiver of liability prior to inspection, and that Candidates remain silent and do not discuss the inspection during their time at the test house, and that they have been properly identified with valid photo I.D.
6. Examiners must assign responsibility for lockup and reset of the test house back to its original Pre-Test Inspection condition.

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## Conducting the Peer Review

1. There shall be a minimum requirement of (2) two Examiners present to conduct a peer review – there may be more, but the fee compensation allocated in the Budget Guidelines shall be redistributed and shall not exceed that amount unless receiving prior approval by the Chief Examiner.
2. There may be only (1) one Examiner present to conduct the peer review in the circumstance where a Candidate or Examiner claims a conflict of interest, and/or where it is mutually agreed upon that the peer review can be conducted with such a condition.
3. Examiners should allow a maximum of approximately 45 minutes for the Candidates inspection report and question-answer period.
4. Examiners should allow approximately 10- 15 minute private discussion period at the end of each Candidate peer review to discuss and formulate their report on the Candidate.
5. Examiners must conduct Peer Review of the Candidates at the preset time following the onsite home inspection.  
Note Examiners must take into account some additional time for travel and preparation of the Candidates report prior to the Peer Review.
6. Examiners must collect all required Test Inspection with Peer Review documentation from the Candidate including the “Disclaimer and Waiver of Liability Form” and completed inspection report if available at the time of the Peer Review.  
Alternatively the Candidates have 48 hours maximum to submit their finished report to the Chief Examiner.
7. Examiners must briefly outline the process and procedures to the Candidate with respect to the Peer Review procedure.
8. Examiners must through oral questioning - have the Candidate report the “**significant defects and near end of life components/systems and health and safety**” issues; in addition the Examiner shall obtain and forward a copy of the Candidates completed “Candidates Summary Inspection Report”.
9. Examiners must through questioning - evaluate the Candidates inspection knowledge and communication skills, based on the responses during the Peer Review.
10. Examiners may confer and come to mutual agreement on the preliminary scoring of the Candidate – on the issues of “must find” items – these score sheets must be sent to the Chief Examiner (forming part of the Candidates records and feedback).
11. Examiners should not indicate in any manner to the Candidate regarding the outcomes (such as pass or fail) or standing of the inspection and peer review conducted.

## Closing the Session

1. Examiners must expedite the delivery of all pertinent evaluation and examination documents to the Chief Examiner.
2. The Chief Examiner will maintain all examination documents for the office files.
3. The Chief Examiner will be responsible to provide the final review and evaluate the home inspection reports and the Examiners evaluation forms.
4. The Chief Examiner must provide periodic reports to the National Certification Council indicating the results of the Test Inspections with Peer Reviews for review and ratification.
5. Results and confidential information and proprietary reports must be kept confidential.

## Cost & Sustainability

The cost associated with conducting a Test Inspection with Peer Review is based on the NHICC Fee Schedule available on the NHICC website.

# National Home Inspector Certification Council

Fees are intended to provide the cost compensated for conducting a Test Inspection with Peer Review Session. The costs associated for Candidates to attend and complete a Test Inspection with Peer Review remains the sole responsibility of each and every Candidate.

## **A Few Key Points for Consideration**

These guidelines are intended to show the necessary steps required to conduct a Test Inspection with Peer Review. The Examiners support documents are provided with this handbook or may be obtained by emailing the Chief Examiner.

The onsite TIPR Examiners will assist the Chief Examiner and help identify and prioritize the issues and the criteria on which evaluation decisions will be made.

The guidelines, forms and support documents and evaluation process have been tested and have been validated. The TIPR provides a critical method to assess and assure “practical” compliance of the key skills required to conduct a home inspection. However, it is not a guarantee that the individual may at times exceed or possibly fail in their duty of care.

The appointment of Examiners shall be a mutually acceptable responsibility entrusted between the NHICC and the NAB. This is also based on the acceptable completion of Examiner Training and suggestion by the Chief Examiner.

All Examiners must be responsible to assure compliance with the laws respecting privacy, personal information, freedom of information and also adherence to the Code of Ethics.

The intent of establishing and documenting these guidelines is to provide the NHICC, the National Certification Council, Examiners and also Candidates as well as the public with a better understanding of a consistent that maximizes the viability, integrity and portability of the assessment for the Test Inspection with Peer Review process.

## **PART 5 – WEBINAR TRAINING PACKAGE**

**The above guidelines along with the following “training” materials and forms are all part of the Examiner Training Package.**

**Included in this package – PowerPoint Presentation and TIPR Forms**

## Test Inspection with Peer Review



NHICC  
TIPR Training for Examiners

Updated April 2013

## Overview of Contents

1. Objectives, Background, Purpose, Goals
2. Benefits, Organization
3. Examiners
4. Process, Application, Components
5. Pre-inspection, Test Day and Forms
6. Candidates, Appeal, Review Criteria, Feedback
7. Examiner Duties, Data Collection
8. Best Practices, Issues and Scheduling, Safety
9. TIPR Test House, Alternative Delivery
10. Fees

## TIPR Training Objectives

Upon completion of this training you will be able to:

- Be familiar with the test inspection with peer review process
- Understand the role of various participants
- Understand the mandatory requirements to conduct a TIPR
- Understand how to use and complete various TIPR forms
- Understand the skills required to conduct a fair and unbiased assessment of candidates
- Participate effectively in a TIPR as an Examiner

## TIPR Background

Original TIPR Committee was formed in December 2005 under the National Initiative for HPIs

- Function – develop terms of reference and guidelines for TIPR process, appoint Chief Examiner

## TIPR Purpose

To assess and provide evaluation and feedback on the practical skills of conducting a home inspection and reporting

- Provides candidates an opportunity for review of inspection skills and techniques objectively by their peers; provides a setting to discuss their “significant” inspection findings
- Provides a means to independently assess and/or improve inspection and communication skills and become further involved in the national certification process

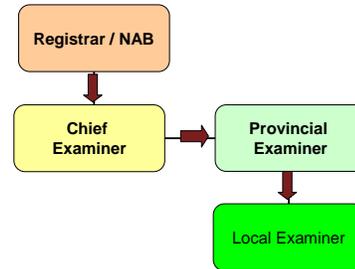
## TIPR Goals

- Success of the program relies heavily on the involvement and participation of home inspector members that have previously and successfully participated in the TIPR process
- These are the members –“National Home Inspectors”- recognized for national certification in this profession
- Examiners are experienced, well respected and objective and also willing to participate and mentor other home inspectors

## TIPR Benefits

- Opportunity to enhance their knowledge by having the valuable experience of completing a “peer review” and verification of their practical home inspection skills
- **Feedback** - suggestions or recommendations for improvements in an inspectors skills
- **Credibility** – this is simply not another form of self-certification

## Organization Chart



## Examiners

- Registrar or NAB recommend eligible candidate inspectors for a TIPR
- TIPR Examiners - appointed, approved or removed by the Chief Examiner
- Provincial Examiner – main province contact
- Examiners – eligible NHI, completed a TIPR and recommended for training
- Strategically located across the country
- Require an established level of experience and respect within the home inspection sector

## Examiner Duties

- Interview candidates and their findings
- Required to fairly assess the applicants by comparing must find conditions against SOP
- Required to complete the documentation (forms) to help in the assessment process
- Collect inspection reports

## Chief Examiner Duties

Chief Examiner review –  
the final evaluation step that checks and reassesses all the documentation for the applicant and makes a final recommendation to the NAB

## Examiners Obligations

- Avoid potential conflict of interest situations and be fair, unbiased and objective
- Uphold privacy
- Sign a confidentiality agreement
- Abide by the SOP and COE
- Maintain CEC and certification maintenance requirements

## TIPR Process

The NHICC National Certification process is open to all home inspectors in Canada

- **Eligibility** – the candidate must have successfully fulfilled the background review by the NAB – Admissions Board and completed the National Home Inspector Exam
- **Final step** - in the NHICC National Certification Program process is for the applicant to complete a TIPR (Test & Peer Review)

## TIPR Application

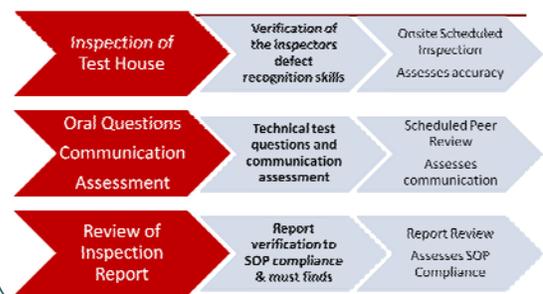
**Candidates** apply to the NHICC Registrar

- Candidates initially go through the prescribed “background” review and must be “approved” by the NAB
- **Registrar/ NAB** - notifies the Chief Examiner of those candidates eligible to undertake the TIPR
- **Chief Examiner** - notifies the Prov Examiner of the candidates that have been approved to take a TIPR

## TIPR Application

- **Prov Examiner** - notified and generally makes arrangements with the other TIPR Examiners in that region to conduct a TIPR session
- Test house and TIPR session is scheduled
- Typically a one day TIPR session - requires 2 Examiners, a house sitter (assistant) if available, and obviously a test house

## TIPR Major Components



## TIPR Pre-Inspection

- **Prov Examiner/Examiners** make arrangements for the TIPR session
- Examiners must stay within the predefined expense allowances for holding a TIPR session
- Examiners - conduct an pre-inspection of the test house prior to candidate inspections
- Photograph key conditions
- Create a list of “must finds” (Defect deficiencies)

## TIPR Pre-Inspection

- **Performance benchmark (list)** - Examiner must document all significantly deficient conditions, typical defects, safety concerns and problematic issues
- One of the Examiners must submit a report and or master list indicating the list of “**must find defects**” and **provide a reason why it is deemed significant** – this is used to provide feedback or to respond to an appeal
- Photographs (digital images) must be submitted to respond to an appeal

## TIPR Test Day

- Candidates must be able to prove their identity to the Examiner
- Candidates must sign a waiver as part of the documentation -accepting responsibility for their own safety and any damages they may cause to the test house
- Candidates are free to use their own report system, but must complete the Summary of Inspection Report form for submission to the Examiners along with the Disclaimer and Waiver of Liability form

National Home Inspection Certification Council  
TIPR Waiver of Liability (Form -1)  
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 NHICC in reference to the applicant's Test Inspection with Peer Review (TIPR):

1. Before any person is granted *National Home Inspector (NHI)* status, they are required to meet certain qualifications. One of the requirements is to conduct a test 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 candidate 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 candidate 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 candidate 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 candidate's ability to detect these same risks and hazards.
5. The candidate agrees to waive any and all claims they may have against NHICC its members, officers, and the TIPR Examiners as a result of the inspection the applicant will perform.
6. The candidate also agrees to hold harmless NHICC, 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.

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_  
By: \_\_\_\_\_ Date: \_\_\_\_\_  
NHICC National Examiners in charge at this location: \_\_\_\_\_

## TIPR Test Day

- Typically Examiners assign the candidate approximately 2 ½ to 3 hour inspection time slot and approx 30 minute presentation time to report to the Examiners
- Prior to test day instructions must sent to the candidates with the appropriate forms to be used for the TIPR and schedule of time
- Candidates are encouraged to use their own report system, but should complete Summary of Inspection

National Home Inspector Certification Council  
CANDIDATE SUMMARY INSPECTION REPORT (Form -2)

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

The following provides a summary of systems or components at \_\_\_\_\_ that was found to be in need of action by the client that constitutes a significant deficiency *\*shall first defects and/or system/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 or TIPR Examiner for review and evaluation. The number of issues depends on the house.*

SYSTEM - ITEM/COMPONENT(S)	IMPLICATION - Impact on client
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	

## TIPR Candidates

- Encouraged to use the tools and approaches they consider normal for their performance of a home/property inspection
- Encouraged to use their own inspection reporting system for the written report, but must complete the Summary Inspection Report form
- Allowed approximately 30 minutes (at a pre-scheduled time) to present their report and key findings to the TIPR Examiner team at the pre-determined location

## TIPR Examiners

- Can typically conduct between 4 to 6 TIPR sessions per day (per team of 2 examiners)
- Required to discuss and come to a agreement on the candidates report, make notes and complete the Examiner's report – while it is still fresh in your mind
- Should not inform candidates whether they have been successful or not for the TIPR - Simply indicate – final documents and decision must be reviewed by Chief Examiner & NAB

**National Home Inspector Certification Council**  
**TEST INSPECTION WITH PEER REVIEW - EVALUATION FORM EX1**

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_ Examiner: \_\_\_\_\_

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

ADDITIONAL SIGNIFICANT ISSUES

A1		
A2		
A3		
A4		
A5		

COMMUNICATION (0 Absent, 1 Some, 2 Evident - circle)	SCORE (/10)		
	Absent	Some	Evident
Fluency	0	1	2
Clarity	0	1	2
Ability to inspire confidence	0	1	2
Ability to accurately convey facts	0	1	2
Talks directly to you	0	1	2

SCORE: /10

TIPR Examiners Comments:

## TIPR Examiners

- Normally provided with a list of candidates prior to the TIPR session
- Candidates and examiners have the right to decline if they are unable to participate without prejudice
- Candidates will normally receive a 'TIPR report evaluation' within 60 days along with a notice of their assessment status

## TIPR Conclusion

- Assure all documents and forms are completed
- Decide who is responsible to forward all documents and inspection reports to the Chief Examiner in order for a candidates file to be reviewed and finalized or possibly audited
- Chief Examiner reviews documents to assure proper completion and issues a report to the NAB for approval of successful candidates
- Candidates are notified of the results and may appeal under certain circumstances

## TIPR Examiners

- Must note any issues regarding safety or other such significant concerns -that may arise from a TIPR session
- Such conditions must be reported in writing to the Chief Examiner
- Have some license in deciding whether or not candidate succeeds or not...by exercising "professional judgment" on borderline issues
- If a "conflict of interest" exists -it must be openly declared by any/or all parties

## TIPR Appeal

- There is a TIPR appeal process.....appeals must be based on substantiated evidence and/or demonstrated proof of unfair treatment
- Documentation becomes critical evidence in establishing a "final" decision in a case of an appeal
- All appeals are reviewed by the Chief Examiner and NAB Chair
- Failing to meet the SOP is not an acceptable grounds for an appeal
- A fee is assessed for ALL appeals

### National Certification Program TIPR EXAMINATION FORM 1

**Is there an Appeal Process?**  
 Yes, there is an appeal process. However, the responsibility is on the participant/applicant to substantiate their concerns by documentation in writing. There must be reasonable grounds for the appeal. If an applicant deems that the results of the TIPR exam are not complete, or on reasonable grounds, the applicant may file an appeal with the TIPR Chief Examiner.

However, a fee is required for an appeal. The appeal form may be sent to [clawson@nhicc.ca](mailto:clawson@nhicc.ca).

Appeal challenges are not limited to technical accuracy of the TIPR exam questions, relevance of TIPR exam to the job function, relevance of TIPR exam to a geographical region, assignment of the passing score - for example - based on error.

**Appeal Overview**  
 An appeal is defined as a formal written request for a review and a re-evaluation of the specific TIPR examination or peer review and/or report review results.

Appeals must be made within 10 business days after completing a scheduled TIPR exam or upon receipt of the score on the TIPR exam. There is a \$113.00 fee to process an appeal. The fee must be paid directly to the NHICC.

**TIPR retakes are charged at \$339.00.** Rescheduling and retakes may be subject to a 60 to 90 day waiting period from the date of your original TIPR.

- All appeals must be in writing.
- Your signature must be on the letter.
- You must mail it or email it - faxes are not accepted.

**What is the appeal process?**  
 A set process is noted below for an applicant to submit an appeal of the TIPR exam results. An appeal is sent to the Chief Examiner who will assess the grounds for an appeal and execute the process to address issues documented.

**Process Steps:**

1. The applicant submits a written appeal to the TIPR Chief Examiner's email account: [clawson@nhicc.ca](mailto:clawson@nhicc.ca) or through the mail, along with a cheque or payment to the NHICC to begin the process.
2. The Chief Examiner checks the appeal for completeness. If the information is deemed inadequate or incomplete it will be returned to the applicant for completion and re-submit.
3. The Chief Examiner will acknowledge receipt of the appeal to the participant within 10 business days of receipt. Where there is a decision to investigate the appeal, it will be logged and forwarded to the NHICC Board of Examiners for review. The applicant will be advised that a review is under way.
4. A response to an appeal that can be resolved immediately will be responded to in approximately 20 business days of receiving written appeal.
5. A response and the timing for appeals requiring Board of Examiners an in-depth analysis or other detailed analysis are dependent upon documentation, evaluation and findings.

[clawson@nhicc.ca](mailto:clawson@nhicc.ca)

## TIPR Review Criteria

### Compliant Reporting Approach

- SOP requires that all defined elements of the house be inspected
- Inspection report must confirm that all defined elements of the house have been inspected to be successful – otherwise it is deemed a fail
- SOP requires that an inspection report lists the defined elements that were not inspected....and why they were not inspected

National Certification Program  
TIPR Report Verification 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.

Applicant name: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Inspection Address: \_\_\_\_\_  
Inspection Date: \_\_\_\_\_  
Report Type: \_\_\_\_\_

Question	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"?			
<i>Note: must identify (SIC) in this category.</i>			
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, site, systems, etc. (e.g., current use, etc.)			

**Acceptable**

Is the report acceptable? *Note: The report MUST have all of the above questions answered "YES" for the report to be judged "acceptable".*

Comments: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Chief examiner report to candidate

## TIPR Key Review Criteria

- Candidate must report on which systems and components were not inspected.... and why not....to be successful
- Review/validate to SOP Documents
- Candidate must identify and report on significant deficiencies to PASS

## TIPR Review Criteria

***What criteria is used for identification of systems and components with "Significant Deficiencies"?***

## TIPR Exam Criteria

Inspection is conducted in accordance with the SOP the "must find items" should be based first and foremost on the SOP, which states (in part):

2.2 The Inspector shall:

## TIPR Review Criteria

### **A. inspect:**

1. *readily accessible systems and components of homes listed in these Standards of Practice.*
2. *installed systems and components of homes listed in these Standards of Practice.*

### **B. report**

1. on those systems and components inspected which, in the professional opinion of the inspector, are significantly deficient or near the end of their service lives.

### TIPR Review Criteria

2. a reason why, if not self evident, the system or component is significantly deficient or near the end of its service life.
3. the inspector's recommendations to correct or monitor the reported deficiency.
4. on any systems and components designated for inspection in the Standards of Practice which were present at the time of the Home Inspection but were not inspected and a reason they were not inspected.

### TIPR Assessment Criteria

- SOP requires that 'significant deficiencies' are inspected, identified and reported
- Significant deficiencies in a test house are identified by the TIPR Examiners
  - Significant deficiencies may include conditions
    - Where omission may have a 'significant' health and safety impact
    - Where omission may have a 'significant' financial impact

### TIPR Exam Criteria

- Identification and report of systems and components "near the end of their service life"
- Systems and components near the end of service life in a test house are identified by the TIPR Examiners
- The candidate must identify and report on systems and components near the end of their service life to PASS

### TIPR Exam Criteria

- Identification of "other deficiencies"
- Other deficiencies in a test house are identified by the TIPR Examiners
- The candidate should identify a minimum number of the 'other' problems identified by the TIPR Examiner to be successful

If the candidate reports on issues NOT required in the SOP.....the TIPR Examiner should note these items/comments

### TIPR Exam Criteria

Where significantly deficient is defined in the SOP as "Unsafe or not functioning", and "Unsafe" is further defined to be "a condition in a readily accessible, installed system or component which is judged to be a significant risk of personal injury during normal, day-to-day use.

The risk may be due to damage, deterioration, improper installation or a change in acceptable residential construction standards.

### TIPR Evaluation

- The "home inspection" is based on a grade out of 70% -> the candidate must identify and report 80% of the significant defects to be successful in the home inspection evaluation portion
- The "communication" evaluation is based on 10% -> 7% is required to be successful in this portion of the evaluation
- Technical report – value 20% (this is evaluated by the Chief Examiner)

**National Home Inspector Certification Council**  
**TEST INSPECTION WITH PEER REVIEW - EVALUATION FORM EX1**

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_ Examiner: \_\_\_\_\_

MUST FIND CONDITIONS		Documented	
		Yes	No
1			
2	Examiners		
3			
4	Peer Review		
5			
6	work sheet		
7			
8	Each		
9			
10	examiner		
11			
12	must		
13	complete one		
14			
15			

Actual number can vary by TIPR House

ADDITIONAL SIGNIFICANT ISSUES		Evaluation of communication skills	
A1			
A2			
A3			
A4			
A5			

COMMUNICATION (0 Absent, 1 Some, 2 Evident - circle)		SCORE /70	
		Absent	Some
Fluency	0	1	2
Clarity	0	1	2
Ability to inspire confidence	0	1	2
Ability to accurately convey facts	0	1	2
Talks directly to you	0	1	2

Comments regarding competency

TIPR Examiners Comments: \_\_\_\_\_

## TIPR Exam Feedback

- Feedback happens both during and after the candidate peer review/examination
- Notes and/or comments should be recorded on the examiners forms\*

## TIPR Exam Feedback

TIPR examiners should make note of any missed or unreported 'other elements' such as those that have been basis of a recent Canadian legal claim.

Note the potential risk of that element with the candidate - such as suspect mold conditions, aluminum wiring, asbestos, vermiculite insulation, providing estimates, etc.

**National Home Inspector Certification Council**  
**Chief Examiner's Summary Score Sheet (Form CE-2)**

This is sent with completion results to all TIPR Candidates

CANDIDATE NAME: \_\_\_\_\_

EXAMINER: \_\_\_\_\_ EXAMINER: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

NOTE: Based on your participation in the TIPR Process, including your oral examination the following scores are noted for your information.

NOTE: 80% score for item #1 is mandatory to "pass" the TIPR

ITEM	Value %	Score %	Pass	
			YES	NO
1. Summary of significant defects <i>Must score 80% or better to pass TIPR</i>	70			
2. Communication skills <i>Fluency (2) and clarity (2)</i> <i>Ability to inspire confidence (2)</i> <i>Ability to accurately convey facts (2)</i> <i>Talks to people - face-to-face contact (2)</i>	10			
3. Technical Reporting to SOP	20			
<b>TOTAL</b>	<b>100</b>			

EXAMINER(s) - COMMENTS: \_\_\_\_\_

RECOMMENDATIONS FOR SELF-IMPROVEMENTS: (FEEDBACK)

## TIPR Exam Feedback

Feedback also happens after the Chief Examiner's review

- The report indicates to the candidate the areas of concern
- These comments provide feedback intended to be self-improvement items that would benefit the candidate
- The comments are noted on the candidate's examination file

## TIPR Data Collection

Information collected from the TIPR process forms part of the personal profile of applicants and the members of the National Certification Program.

Data used for that purpose is primarily to record in a central database such information with respect to those persons involved in the certification process.

Often this data is subject to audit under licensing.

### TIPR Best Practices

This section includes several recommended best practices from other examiners such as:

- Support by site/house photos/images
- Feedback from the examiners on the pros and cons of the TIPR
- Suggestions where improvements may be made
- Reflection where it may be debatable on the significance of a defect determined by the examiner team

### TIPR Defensibility Issues

From a defensibility perspective the information must in the case of an appeal be based on facts – therefore these become critical points -

- Support photos/images
- Consistency and completeness required filling forms
- Did the verbal report supplemented with written report assist in passing the TIPR?
- Did the candidate understand the process?

### TIPR Scheduling

General recommended start time is 9:00 a.m.

- Candidates are allowed a approximately 2 1/2 – 3 hours to conduct their inspection
- Candidates should be ideally scheduled at 60 minute intervals for the home inspection, so that no more than 2 inspectors are at the house at the same time
- If the site becomes too busy – suggest staggering the inspection areas (inside/outside, basement, upper floor, etc)

### TIPR Scheduling

- Candidate will spend approximately 30 minutes for a verbal presentation to the examiners (summarizing the must find defects) answering questions and presenting their printed inspection report
- Examiners are allowed another 10 minutes to make notes and render a decisions on the success or lack of success on the candidate
- Candidates must leave a report or send it within 48 hours to the examiner

### TIPR Safety

- Examiners must identify criteria for a safe inspection – post any restrictions, such as roof, attic or crawlspace access
- Candidates are required to sign the waiver for risk or liability onsite
- Health and safety is critical and must be adhered to at all times

### TIPR Test House

- Built within the last 50 years
- Ideally - have at least 1000 square feet
- Be a residential building –either a single family home, duplex, row or town house
- Duplexes works out well where larger numbers of candidates and 2 teams of examiners can be accommodated
- Should have some significant deficiencies
- Ideally - should be vacant (not mandatory)

### TIPR Test House

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- Ideally should be within approximately 30 minutes of the peer review site
- Where practical - all utilities must be on
- Where practical - all areas of the house should be readily accessible
- House assistant suggested to assure security over see the candidates at the test home
- Assure the owner that the house will be returned in the same condition as it was acquired

### Acquiring a TIPR Test House

---

- Contacts often made through real estate community or through private owners – perhaps offering a free “review” of the house
- Ideally candidates must not have inspected the house before
- Ideally the type of test house varies from session to session to avoid duplication for future TIPR sessions

### TIPR Test House Report

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- Inspection reports produced will not be made available to the owner of the house
- All significant deficiencies which are safety concerns should be disclosed to the owner using the Peer Review disclosure form

### TIPR Test Questions

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- Test questions have been removed and are now part of the “entrance exam”
- Candidates should be questioned by the Examiners about certain house conditions
- Candidates may be asked about common technical issues with house conditions

### TIPR Evaluating Communication

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- Inspection reports are reviewed for compliance with the SOP
- Candidates are evaluated on their oral presentation and communication skills by general responses to the Examiners

### TIPR - TIPS

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- Provide fairness and an understanding of the pressure experienced by the candidate – most will be stressed
- Indicate that it is not necessary to read you the report – you are looking for the critical issues or conditions
- Indicate that the final decision is up to the Chief Examiner and the Certification Board – so it takes the final decision off your back!

## TIPR - Alternative Delivery

What do we do with the one-offs or those disadvantaged by significant travel distance?

The NHICC has created an online test for a TIPR that must be proctored.

It's similar to an onsite TIPR, but is based on an online review of a house through a series of photographic images.

## TIPR - Fees

Payment to examiners are generally based on:

- number of candidates (participants)

Typical

- Fees collected = \$350/Candidate
- Admin. Fees = \$100/Candidate (approx)
- Prov. Examiner = \$50 to 100/TIPR
- Chief Examiner = \$75 to 150/TIPR
- Balance for examiners

## TIPR - Fees

Example 6 Candidates \$350 x 6

- Fees collected = \$2100
- Admin. Fees = \$600
  - Prov. Examiner = \$100
  - Chief Examiner = \$150
  - Admin Support = \$250
- Examiners =  $\$1500/2 = \$750$ 
  - Minus incidental costs (house, sitter, etc)

## TIPR - Questions



# National Home Inspection Certification Council

## TIPR Waiver of Liability (Form -1)

### 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 NHICC in reference to the applicant's Test Inspection with Peer Review (TIPR).

1. Before any person is granted **National Home Inspector (NHI)** status, they are required to meet certain qualifications. One of the requirements is to conduct a test 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 candidate 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 candidate 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 candidate 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 candidate's ability to detect these same risks and hazards.
5. The candidate agrees to waive any and all claims they may have against NHICC its members, officers, and the TIPR Examiners as a result of the inspection the applicant will perform.
6. The candidate also agrees to hold harmless NHICC, 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.

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

NHICC National Examiners in charge at this location: \_\_\_\_\_

# National Home Inspector Certification Council

## CANDIDATE SUMMARY INSPECTION REPORT (Form -2)

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

The following provides a summary of systems or components at: \_\_\_\_\_ that was found to be in need of action by the client that constitutes a significant deficiency "must find" defects and/or 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 or TIPR Examiner for review and evaluation. The number of issues depends on the house.**

SYSTEM – ITEM/COMPONENT(s)	IMPLICATION – Impact on client
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	

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## TEST INSPECTION WITH PEER REVIEW - EVALUATION FORM EX1

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_ Examiner: \_\_\_\_\_

**MUST FIND CONDITIONS**

Documented

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

**ADDITIONAL SIGNIFICANT ISSUES**

A1		
A2		
A3		
A4		
A5		

**SCORE** \_\_\_\_ /70

<b>COMMUNICATION</b> (0 Absent, 1 Some, 2 Evident – circle)	Absent	Some	Evident
Fluency	0	1	2
Clarity	0	1	2
Ability to inspire confidence	0	1	2
Ability to accurately convey facts	0	1	2
Talks directly to you	0	1	2

**SCORE** \_\_\_\_ /10

**TIPR Examiners Comments:**

**\*Chief Examiner Review - SCORE \_\_\_\_ 20 - TECHNICAL REPORT SOP COMPLIANT y or n**

# National Home Inspector Certification Council

## Chief Examiner's Inspection Report Review/Verification Form – CE1

Candidate Name:

Candidate Number:

Property Address:

Inspection Date:

### Report Checklist - Legend:

- Note by a checkmark, or "X" or note "N" where not applicable for the item

Type – describe:

1. "To identify in writing a system or component by its type or other distinguishing characteristics."

Condition – to report:

1. "Those systems or 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."
2. "Recommendations to correct, or monitor for future correction, the deficiencies reported, or items needing further evaluation."
3. "Reasoning or explanation as to the nature of the deficiencies reported, that are not self-evident."
4. "Systems and components designated for inspection in the Standards of Practice that were not present at the time of the home inspection but were not inspected and the reason(s) they were not inspected."

\* (asterisk)

An asterisk in the sections to follow means that it is acceptable to leave this component out of the report if it is not present or not applicable.

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## 2.0 Purpose & Scope (Note: if these are training inspections and you have not affiliated yourself with a firm yet, create a model page meeting these requirements.)

- 1)  Inspection purpose and scope, limitations, exclusions and fee specified. Include all as part of the agreement. A common way of meeting the purpose requirement is to say: *The purpose of the inspection is to give the client a better understanding of the property condition on the day of the inspection. Limitations and exclusions to the inspection need to be clearly defined and may not be in conflict with the Standards of Practice. Include the inspection fee in the agreement.*
- 2)  Date- Include the date the inspection was performed in the agreement.
- 3)  Inspector- The legible name (typed or printed) and application/ license number of the person performing the inspection must exist in the agreement.
- 4)  Firm address- A firm mailing address must be included in the agreement.
- 5)  Standards of Practice- A notation needs to be included that describes the inspection as being conducted in accordance with the ASHI Standards of Professional Practice for Home Inspectors in the agreement. In addition, where mandated, a statement of declaration for E&O insurance and license identification is required.

## 4.0. Structural Components

- 6)  Foundation- Observe and report on the foundation **type** (concrete slab on grade, concrete/masonry basement, concrete/masonry crawlspace) and the **condition** of the visible portions of the foundation (satisfactory where visible, poor, etc.) – it is not acceptable to describe the condition of the foundation as simply “not visible”.
- 7)  Floors- Observe and report on **type** (framed, concrete, or not determined) and **condition** to the extent it is visible at each level of the structure (satisfactory-inspection limited, poor, etc.) – it is not acceptable to describe the condition of the floors as simply “not visible”. These structural notations may be located in the structure section or the interior section of the report.
- 8)  Walls- Observe and report on **type** (framed, masonry, etc. or not determined) and **condition** to the extent it is visible of exterior wall structure (satisfactory-inspection limited, poor, etc.) – it is not acceptable to describe the condition of the wall structure as simply “not visible”.
- 9)  Columns\*- Observe and report on **type** (framed, masonry, patio, porch, deck, post, etc. or not determined) and **condition** to the extent it is visible of the structure columns (satisfactory-inspection limited, poor, etc.) – it is not acceptable to describe the condition of the columns as simply “not visible”.
- 10)  Roofs/ceilings- Observe and report on **type** (truss system, conventional framing, not determined, etc) and **condition** to the extent it is visible of roof and ceiling structure (satisfactory where visible, poor, etc.) – it is not acceptable to describe the condition of the roof/ceiling structure as simply “not visible”.

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- 11)  Underfloor crawl space\*- Observe and report on **condition** of the crawl space and its components (access, floor, walls, supports, etc.).
- 12)  Observation method- State how crawl space and attic were observed (not needed if dwelling has no crawl space or attic). Common examples: viewed from access, fully accessed, partially accessed-west side blocked by possessions, etc.

## 5.0 Exterior

- 13)  Wall cladding- Observe and report on **type** (stucco, wood siding, etc.) and **condition** (satisfactory, poor, etc.) of the exterior wall surface material.
- 14)  Flashing and trim- Observe and report on the **condition** of the wall flashing and trim at openings and transition areas (comments on exterior flashing may be left out if no visible flashing exists at the property).
- 15)  Entry door- Observe and report on **condition** (and operation) of all exterior doors.
- 16)  Windows- Observe and report on **condition** and operation of a representative number (may be reported in exterior or interior sections).
- 17)  Garage door opener\*- Observe and report on **condition** and operation including safety reverse.
- 18)  Decks, balconies and steps\*- Observe and report on **condition**.
- 19)  Porch, areaway, railings\*- Observe and report on **condition**.
- 20)  Eaves, soffits and fascia\*- Observe and report on **condition**.
- 21)  Vegetation\*- Observe and report on any adverse impact on the structure.
- 22)  Grading, drainage- Observe and report on **condition** and any adverse impact on the structure.
- 23)  Patio, walks, driveway- Observe and report on **condition** and any adverse impact on the structure.
- 24)  Retaining walls\*- Observe and report on **condition** and any adverse impact on the structure (\* may report by making no comment if not present).

## 6.0 Roofing

- 25)  Roof coverings- Observe and describe covering **type** (shingle, tile, rolled composition, etc.) and report on **condition**.
- 26)  Drainage systems\*- Observe and report on **condition** of any gutters/downspouts, roof drains, etc.

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27)  Flashings/ penetrations, skylights\*, chimneys\*- Observe and report on **condition** (may report by making no comments in the report if no skylights or chimneys exist).

28)  Evidence of leaking\*- Observe and report on evidence of leakage (may be noted in the roof, attic or interior sections).

29)  Method used to observe- Describe method used to inspect/observe the roof. (Walked, viewed from ladder, fully viewed, partially viewed, etc.).

## 7.0 Plumbing

30)  Interior supply/ distribution piping- Observe and report on visible **type** of materials (must describe type of piping material specifically, i.e., copper, polybutylene, galvanized, etc. – not simply plastic or metal) and **condition** to the extent the piping is visible.

31)  Supports, insulation- Observe and report on **condition** of all visible supports and insulation (i.e., displaced, damaged, missing, not required, etc.).

32)  Fixtures, faucets- Observe and report on **condition** and operation of all fixtures and faucets (may be reported in plumbing section or individual room description areas).

33)  Functional flow- Observe and report on the supply system functional flow (volume, not pressure) and describe the method used to determine or have the term functional flow in the report.

34)  Water supply leaks\*- Observe and report on any evidence of supply side leaks.

35)  Cross connections\*- Observe and report on the presence of any potential cross connections (dishwasher high-loop, hose bib anti-siphon fittings, etc.).

36)  Waste and vent piping system- Observe and report on visible **type** of materials (must describe type of piping specifically, i.e. ABS plastic, galvanized, etc. – not simply plastic or metal) and **condition** to the extent the piping is visible.

37)  Drain leaks\*- Observe and report on any evidence of leakage of the waste system piping.

38)  Functional drainage- Observe and report on the waste system functional drainage and describe method used to determine or have the term functional drainage in the report.

39)  Water heater- Observe and report on its **type** (gas, electric, solar, etc.) and **condition** (operational, inoperative, etc.).

40)  Automatic safety controls- Observe and report on presence and visible **condition** (\*TPR valve, thermocouple, etc.).

41)  Flues, vents and chimneys- Observe and report on **condition** (required if dwelling has a gas water heater-report on flues and combustion air ventilation).

42)  Fuel storage/distribution system and supports\*- Observe and report on **condition** of all visible fuel piping and supports.

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43)  Drainage sumps, sump pumps, related piping - Observe and report on **condition**.

44)  Location of water main and fuel shut-off valves – Describe location(s).

## 8.0 Electrical

45)  Service type- Observe and report on its **type** (overhead/underground) and **condition**.

46)  Service entrance conductor- Observe and report on its **type** (copper or aluminum) and **condition**. (May report both type and condition as not visible if visibility is restricted.)

47)  Service ground- Observe and report on the presence and the **condition** of the system visible grounding.

48)  Overcurrent protection devices- Observe and report on the **type** (breakers and/or fuses) and **condition**.

49)  Main and distribution panels- Observe and report on panel **locations** and **conditions**.

50)  Interior components of service panels/sub panels - Observe and report on **type** (conductor) and **condition** of the branch circuits.

51)  Service amperage/voltage- Report on the service amperage and voltage rating.

52)  Branch circuit conductors- Observe and report on **type** (conductor) and **condition** of the branch circuits.

53)  Aluminum branch circuit wiring\*- Observe when present and report on **condition** and provide customer recommendations.

54)  Compatibility- Observe and report on **condition** (i.e., report when breakers or fuses are oversized). Reporting panel(s) as satisfactory with no adverse comments assumes compatibility is correct.

55)  Lights, switches- Observe and report on operation and **condition** of a representative number (may be reported in electrical section or individual room description areas).

56)  Receptacles, polarity, ground- Observe and report on operation and **condition** of a representative number (may be reported in electrical section or individual room description areas).

57)  Ground fault circuit interrupters- Observe and report on operation and **condition** of all existing GFCI devices.

58)  Smoke detectors - Observe and report on presence or absence of smoke detectors.

## 9.0 Heating

59)  Heating equipment- Observe and report on **type** (heat pump, forced air gas, etc.) and **condition**.

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- 60)  Energy source- Observe and report on **type** (gas or electric).
- 61)  Operating controls (thermostat) - Observe and report on operation and **condition**.
- 62)  Automatic safety controls- Observe and report on presence and visible **condition** (limit switches, thermocouple, etc. on gas units and over current protection on electric units).
- 63)  Chimneys, flues and vents- Observe and report on **condition** (required if dwelling has a gas heater - report on flues and vents as well as combustion air ventilation).
- 64)  Distribution system- Observe and report on **type** and **condition**. (Radiator ducts, etc.) - Not required to describe materials).
- 65)  Air filters- Observe and report on **condition**. It is not acceptable to describe the filter condition as simply "present" or "in place".
- 66)  Heat source- Observe and report on **heat source presence in each room** (report must contain a reference to cooling source presence in each room) - may be reported in individual room description areas.

## 10.0 Cooling

Note: If the heating and cooling systems have shared components (i.e., thermostat, distribution system, filters, registers, etc.) these components may be reported in either the heating or cooling sections.

- 67)  Cooling equipment- Observe and report on **type** (heat pump, air conditioner, evaporative cooler) and **condition**.
- 68)  Energy source- Observe and report on **type** (gas or electric).
- 69)  Operating controls (thermostat) - Observe and report on **condition**.
- 70)  Distribution system- Observe and report on **type** (ducts, etc.) and **condition** - not required to describe materials.
- 71)  Air filters- Observe and report on **condition**. It is not acceptable to describe the filter condition as simply "present" or "in place".
- 72)  Cooling source- Observe and report on **cooling source presence in each room** (report must contain a reference to cooling source presence in each room) - may be reported in individual room description areas.

## 11.0 Interiors

- 73)  Walls, ceilings, floors- Observe and report on **condition** at visible areas.
- 74)  Steps, stairways\*- Observe and report on **condition**.

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- 75)  Balconies, railings\*- Observe and report on **condition**.
- 76)  Counters, cabinetry- Observe and report on **condition**.
- 77)  Doors- Observe and report on operation and **condition** of a representative number of interior doors (may be reported in interior section or individual room description areas).
- 78)  Windows- Observe and report on operation and **condition** of a representative number of primary windows (may be reported in interior section or individual room description areas).
- 79)  Fire/CO separation walls and ceilings- Observe walls and ceilings between dwelling unit and an attached garage or another dwelling unit and report on **condition**.
- 80)  Fire separation doors- Observe and report on **condition** at attached garages.

## 12.0 Insulation, Ventilation

- 81)  Insulation- Observe and report **type** of visible insulation (i.e., fiberglass, cellulose, etc.) and **condition** (i.e., displaced, damaged, missing).
- 82)  Vapour retarder- Observe and report **type** of visible vapour retarder (i.e., building paper, plastic, etc.) and **condition** (i.e., displaced, damaged, missing, not required, etc.).
- 83)  Attic ventilation- Observe and report on presence and **condition**.
- 84)  Underfloor crawl space ventilation\*- Observe and report on presence and **condition**.
- 85)  Kitchen ventilation\*- Observe and report on the stove vent **condition**.
- 86)  Bathroom ventilation- Observe fan or window and report on operation and **condition**.
- 87)  Laundry ventilation- Observe and report on presence and **condition** (dryer venting) to the extent it is visible. Dryer venting evaluation shall include visible sections from the clothes dryer to the exterior of the building. Observe and report on condition of room ventilation if present.

## 13.0 Fireplaces & Solid Fuel Burning Appliances

- 88)  System components - Observe and report on **type** and **condition**.
- 89)  Solid fuel heating devices\*- Observe and report on **type** (fireplace, wood stove, pellet stove) and **condition**.
- 90)  Chimney(s) - Observe and report on **condition** (required if dwelling has a gas heater - report on flues and vents as well as combustion air ventilation).
- 91)  Vent systems, and flues - Observe and report on **condition** (required if dwelling has a flues and vents as well as combustion air ventilation).

# National Home Inspector Certification Council

## FOR INTERNAL OFFICE/FILE USE ONLY:

Candidate Name: \_\_\_\_\_

Application #: \_\_\_\_\_

Inspection Address: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

### Reviewer Date

- Report was reviewed and meets the ASHI Standards of Practice.
- Report was reviewed and meets the ASHI Standards subject to minor comments listed below or in the reviewed report.
- Not recommended (see comments).

Comments:

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## Chief Examiner's Summary Score Sheet (Form CE-2)

**This is sent with completion results to all TIPR Candidates**

CANDIDATE NAME:

EXAMINER:

EXAMINER:

Date:

Location:

NOTE: Based on your participation in the TIPR Process, including your oral examination the following scores are noted for your information.

**NOTE: 80% score for item #1 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>	70			
2. Communication skills <i>Fluency (2) and clarity (2)</i> <i>Ability to inspire confidence (2)</i> <i>Ability to accurately convey facts (2)</i> <i>Talks to people – face-to face contact (2)</i>	10			
3. Technical Reporting to SOP	20			
<b>TOTAL</b>	<b>100</b>			

EXAMINER(s) - COMMENTS:

RECOMMENDATIONS FOR SELF-IMPROVEMENTS: (FEEDBACK)