

National Home Inspector Certification Council

NHICC



EXAMINER TIPR TRAINING & GUIDELINES HANDBOOK

This information is intended to provide a guideline and training for examiners.

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PART 1:

Objectives

After completing the training, all participants will be able to:

- Understand why test inspection with peer reviews add value at all stages of a home inspectors learning development
- Understand the process required to conduct a test inspection with peer review
- Understand the roles of participants in the test inspection with peer review
- Understand the various means to assess a participants acquired inspection skills
- Use appropriate test inspection with peer review tools to recognize and benchmark the home inspectors task proficiency
- Understand the purpose and value of assessment in peer reviews
- Understand how to conduct a successful peer review
- Participate effectively in peer reviews.

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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 National Certification Council 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 applicant'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 expertise and practical knowledge, validating competency in conducting a realistic home inspection. This includes the examination of three distinct categories noted below.

In the case of a selection procedure for measuring knowledge, the knowledge being measured is operationally defined as that body of learned information which is used in regular day-to-day home inspection practice and is a necessary prerequisite for observable aspects of work skills essential to the occupation. A home inspector can typically acquire the knowledge and skills needed to successfully complete the TIPR exam through on-the-job experience, recommended training courses, and/or through a solid understanding of home inspection reference materials.

All applicants will be tested in the following skill sets:

1. Inspection knowledge and skills: The HPI - National Occupational Standards identifies the tasks that practitioners must actually perform in the workplace.

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2. Reporting: Both oral and written reporting skills are the tangible evidence (finished products) of the results of a home inspection. Applicants are encouraged to utilize their own reporting system for the submission of the written inspection report.
3. Standards of Practice: Applicants 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 National Certification Council confirms that an individual has attained the highest level of trust, professionalism, respect, and ethical confidence from his/her 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 – eight or nine in total during the pilot period (ideally representation for each province)
- 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 venues. 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 applicants.

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 sector.*
3. *Have conducted 500 or more fee-paid home inspections.*
4. *Should additionally have reached NHI status or an approved NHICC recognized equivalency.*
5. *Must attend a training session at a regional meeting, annual general meeting. (The candidate is solely responsible for coordinating his/her 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.*

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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

Some of you have simply expressed an interest and possibly completed a preliminary one page application. In addition 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.

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 makeup the TIPR Board of Examiners that assist the function of the NHICC.

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.

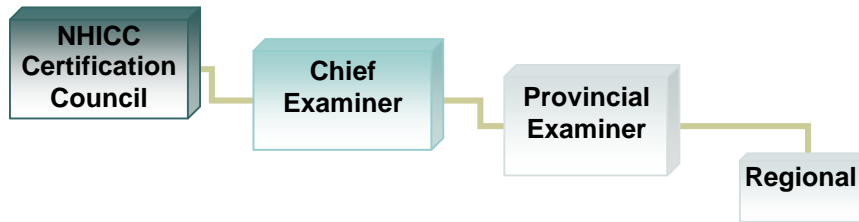
Regional Examiners are those trained and qualified individuals recognized by the Chief Examiner and/or Provincial Examiner for a specified region or area of the province. Regional Examiners report directly to the Provincial Examiner.

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

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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-BOE functions 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 applicant 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”. Again the final ratification of the appointment of the Provincial Examiner will be held by the Chief Examiner.

In addition, 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) applicant 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 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 a home inspection only. In the test inspection component the applicant is given time to inspect a pre-selected house as if he/she were working for a fee paying client. The applicant independently conducts the inspection of the peer review house at the specified start time. The methodology of the inspection and use of inspection tools or aids are left to the choice of the applicant.
2. **Peer Review-Oral Examination** Later, after inspecting the house the applicant presents the inspection findings to a peer review panel. The applicant is expected to identify all the major deficiencies and to demonstrate a thorough technical knowledge and communication skills. The Examiner will ask questions and test the applicant's

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communication skills on the home inspection. The reviewer will make notes on your information and communication skills.

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

Note: The home will be inspected by a panel of qualified home inspectors (Examiner and Assistant Examiner) prior to the applicant reviews, in order to establish a defined level of mandatory deficiencies and to assure quality in benchmarking the inspection review process.

6. Conditions

Scheduling Exams To schedule a TIPR exam the applicant must contact the – National Registrar to register (or register online, if that's available). The National Registrar will contact the Chief Examiner who will in turn distribute the appropriate names of applicants for TIPR examination to the Provincial Examiner.

Rescheduling an Exam If a TIPR exam must be rescheduled by either the applicant or the examiner this must be arranged mutually or otherwise by contacting the Chief Examiner at least 2 weeks prior to the examination. No refunds are offered after the above 2 week rescheduling date.

Exam Results Most questions about scores or exam results cannot be answered on the date of the examination. Examiners will be responsible to complete and fax or email a copy of the applicant's evaluation forms to the Chief Examiner. Applicants will be advised of their pass/fail status, scores, or exam results, by the Chief Examiner.

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

The applicant 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.

The "Chief Examiner" on behalf of the NHICC National Certification Council certifying the applicant has a fiduciary responsibility which would in turn be handed down to the Examiners under their responsibility and absolute duty to act for the benefit of the NHICC and the public at large.

Consequently, rules and procedures governing conduct that constitutes a conflict of interest and or breach of ethical practice specifically will be sanctioned by the NHICC Professional Practices Committee. Furthermore, a person found to have been involved in a conflict of interest might be subject to disciplinary proceedings before the NHICC Professional Practices Committee. For example, an Examiner must disclose to the Chief Examiner and/or Provincial Examiner any conflict of interest and remove them self from the process where they are aware of a conflict with the applicant. Disclosure must be made in writing to both the Chief Examiner and Provincial Examiner. The applicant 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.

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The Examiner's review of the applicant, test inspections, and peer review must be conciliatory, constructive and with a view to advance the applicant's abilities and that of the industry. There must be a detailed written evaluation provided, particularly for those who are not successful on the TIPR or for those that are deemed marginal.

Appeal Process A consistent process is followed for Applicants to submit an appeal application. The applicant submits a written appeal to the TIPR Chief Examiner's email. The Chief Examiner checks the appeal for completeness. (If the appeal form is not filled out completely it is returned to applicant for completion and re-submittal.) The Chief Examiner acknowledges receipt of the appeal to the applicant 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 applicant 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 test inspection examination or peer review 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)
2. Relevance of exam to the Standards of Practice
3. Relevance of exam to a geographical region
4. Assignment of the passing score – for example: based on error or miscalculation

Appeal Process An appeal is sent to the dedicated 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 email appeal by submitting the attached for to the Chief Examiner.
2. The Chief Examiner checks the appeal for completeness.
3. If the appeal form is not filled out completely it is returned to applicant for completion and re-submittal.
4. The Chief Examiner acknowledges receipt of the appeal to the applicant within 10 working days, advising that the appeal is under review.
5. The appeal is logged and forwarded to the TIPR Board of Examiners.
6. Based upon the nature of the appeal the Chief Examiner will:
7. Submit a response back by email for forwarding to the applicant or,
8. Begin an preliminary analysis (if warranted)
9. Responses (and timing) for appeals requiring analysis or more detailed analysis are dependent upon completeness of information and evaluation findings.

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7. Maintaining Currency

Once an Examiner is approved, he/she is 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 association. Failure to comply with these provisions shall invalidate ones Examiner status. Examiners are also responsible for complying with any continuing education requirements necessary to maintain their Examiner status within their respective provincial association.

8. Examiner's Commitments

Typically examiners work in teams of two to assure consensus and support.

Examiners are required to commit to participate in exams up to four weeks in advance of a TIPR applicant review session. While it is understood that scheduling this far out may be somewhat difficult, these commitments ease the burden on the work for those who are budgeting travel expenses, printing programs, 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 examinations of behalf of NHICC National Certification Council that he/she stands in a fiduciary 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 examined;
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 examination 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 examinations of TIPR competencies for applicant's seeking personnel 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 examinations through personally witnessing tasks covering the Test Inspection with Peer Review

As a guideline it is estimated that the time commitment of the examiner to conduct 6 applicants through the TIPR Review Process ranges approximately 8 to12 hours of time. This is based on the following time allocation developed through the process.

1. Applicants will apply to the Registrar to go through a TIPR session.

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2. Applicants 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 applicant a two to three hour inspection time slot (depending on the complexity of the house) and a forty five minute presentation time, and send the applicant an instruction package.
4. The TIPR Examiner and “assistant” will conduct an inspection of the ‘test house’ prior to inspections by applicants. The TIPR Examiner would document all significant “key” defects, typical defects and questionable issues
5. Applicants must prove their identity to the Examiner.
6. During the TIPR session, applicants are encouraged to use the tools and approaches they consider normal for their home and property inspections.
7. Applicants 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 applicant.
9. Applicants will be allowed up to 45 minutes (at an appointed time) to present their report and key findings to the Examiners.
10. The Examiners would then take another 45 minutes after the applicant leaves to review the applicant’s report, make notes, and complete the Examiners report. Therefore, by allowing the Examiners 90 minutes total for each applicant, Examiners could conduct up to up to six TIPR sessions per day.
11. The TIPR Examiner will not inform applicants whether they have passed or failed the TIPR session.
12. TIPR Examiners should be provided with a list of scheduled applicants at least three weeks before the TIPR session, with an obligation to decline to examine any applicant they think they would be unable to examine objectively.
13. Applicants 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 applicant 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 applicant 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
- The applicant 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

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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 applicant 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 applicant must identify a minimum number of the ‘other’ problems identified by the TIPR Examiner to be successful
- If the applicant 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

Therefore it is imperative that Examiner(s) must provide suggestions and self improvement issues that would benefit the applicant...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 applicants known and proven to be at a distinct disadvantage due to distance (over 500 km from the closest TIPR site) such as a practitioner operating in a remote region.

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

TIPR – QUESTIONS/APPEALS

1. Rescheduling a TIPR

If an applicant has a scheduled date and time for the TIPR, and there is a need to reschedule the TIPR, the applicant 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 \$226.00 charged for rescheduling a TIPR without due notice.

2. TIPR Results

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

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3. TIPR Retakes

If an applicant does not pass their TIPR exam, the applicant must wait for at least 90 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 an applicant believes that the results of the exam are not valid; the applicant 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 applicant's signature must be on the letter of appeal.
3. The applicant must mail, fax or email it - (with signature).
4. The applicant 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 an applicant to submit an appeal of the TIPR results.

An appeal fee is sent to the National Certification Program National Registrar. There is a \$226.00 fee 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.

7. Appeal Process Steps

1. The applicant submits a notice of appeal to the NHICC National Certification Program Office along with the filing fee. Non-payment will delay or prevent processing of the appeal application.
2. The TIPR Chief Examiner will review/accept and evaluate the merits for the appeal.
3. The Chief Examiner checks the appeal for completeness, documentation and filing fee payment. The Chief Examiner acknowledges receipt of the appeal to the participant within 15 business days of its delivery, advising that the appeal is under review. If the appeal form is not filled out completely it is returned to applicant for completion and re-submittal. Failure to resubmit within 20 business days is grounds for closing the file.
4. The appeal is logged and forwarded to the Examiners for review, with a copy sent to the chair for committee review. Based upon the nature of the appeal the Chief Examiner will: submit a response back to the participant or, begin an In-Committee analysis (if warranted).
5. Responses to an appeal that can be resolved immediately will be responded to within 20 business days of receiving written appeal.

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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.

8. Address for Appeals

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

Procedural Guidelines - Test Inspection with Peer Review

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 test 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 a 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 verified 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

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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.

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 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 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 a the time of the Peer Review. Alternatively the Candidates have 24 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 examination - 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 examination - evaluate the Candidates inspection knowledge and communication skills, based on the communication 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 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. The Chief Examiner will maintain all examination documents.

National Home Inspector Certification Council

2. The Chief Examiner will be responsible to provide the final review and evaluate the home inspection reports and the Examiners evaluation forms.
3. 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.
4. 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 of the NHICC website. It is intended to provide the cost compensated for conducting a Test Inspection with Peer Review Session. The costs associated for Candidates to perform 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 tools and support documents are provided on the website. 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, examiner tools and support documents and evaluation decisions have been tested and have been validated as a critical methodology to assess and assure “reasonable” 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 National Certification Council. This is also based on the acceptable completion of Examiner Training and recommendations by the Chief Examiner.

Additionally, 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 with a better understanding of a consistent type and style that will maximize the viability, integrity and portability of the content for the Test Inspection with Peer Review process.

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

Test Inspection with Peer Review

NHICC - TIPR Training for Examiners
Last Updated May 15 2011

Overview of Contents

1. TIPR Objectives, Background, Purpose, Goals
2. TIPR Benefits, Organization
3. TIPR Examiner, Chief Examiner
4. TIPR Process, Application, Components
5. TIPR Pre-inspection, Test Day and Forms
6. TIPR Participants, Appeal, Exam Criteria, Feedback
7. TIPR Examiner Duties
8. TIPR Best Practices, TIPR Outline

TIPR Training Objectives

- After completing training participants 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 the role of various participants
 - Understand how to apply and complete various TIPR forms
 - Understand the skills required to conduct a fair and unbiased assessment of participants
 - Participate effectively in a TIPR as an Examiner

TIPR Background

Original TIPR Committee was formed in December 2005

- Function –develop terms of reference and guidelines for TIPR process, appoint Chief Examiner
- Report reviewed and approved February 4, 2006 by National Certification Authority
- Examiner training sessions conducted through between March 06 to October 06; still ongoing
- Held in various regions across Canada
- Key elements - TIPR process must fair, impartial and consistent
- Task completed January 8, 2006

TIPR Purpose

To assess and provide an evaluation and feedback to home inspectors on their practical skills of the conducting a home inspection and reporting process.

- Provides the participants with an opportunity to be reviewed on their inspection skills and techniques objectively by their peers; providing a setting to discuss their “significant” inspection findings.
- Provides the participants a means to assess and/or improve their inspection and communication skills and become further involved in the national certification process.

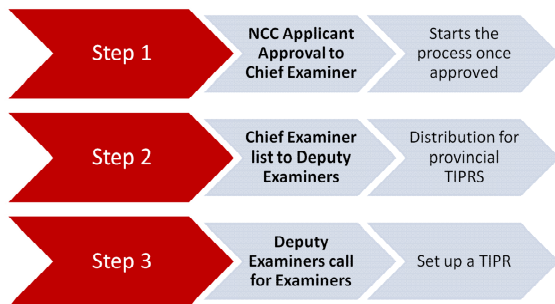
TIPR Goals

- Success of the TIPR 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

- All members who participate in a TIPR will have significantly enhanced their knowledge by having the valuable experience and knowledge of completing a “peer review” and verification of their practical home inspection skills.
- The information provided to the Examiners through this process may also be utilized to provide suggestions or recommendations for improvements in an inspectors skills.

Organization Chart



TIPR Examiner

- All TIPR sessions will be the responsibility of the Chief TIPR Examiner and the (Provincial) Deputy Examiner.
- TIPR Examiners will be appointed, approved or removed by the Chief TIPR Examiner.
- Chief Examiner in cooperation with the “Certification Council” have the final say on who has met the certification standard.
- Examiners must work in teams of two for a TIPR to reduce any potential for bias.

TIPR Examiner

- Primary role of Examiner - periodically conduct TIPR's to test and evaluate applicants.
- Examiners represent experienced and dedicated practitioners with a proven track record that are National Home Inspectors™, and TIPR examination process trained.
- Examiners are responsible to assist in the set up of test inspections and applicant peer reviews.

TIPR Examiner

- Examiners are required to record/report on the applicants through a preset evaluation format – see forms.
- Examiners are required to complete the required documentation (see forms) to help in the assessment process.
- The Chief Examiner can evaluate the applicant tested independently based on the document (forms) received.

Chief Examiner

- The Chief Examiner coordinates training for Examiners, establishes program testing and evaluation requirements and activities considered necessary to conduct the TIPR.
- The Chief Examiner reports to the NHICC.
- The Chief Examiner by process of training and testing, establishes a list of qualified and interested Examiners from National Home Inspector(s)™ approved to conduct TIPR sessions.

TIPR Examiners

- Must be a National Home Inspector™
- Are strategically located across the country—in regional areas
- Require a set level of experience and esteem within the home inspection sector
- Should generally be valued by their peers in the home inspection industry

Examiners

- Must recognize/avoid potential conflict of interest situations, and be fair, unbiased and objective
- Must uphold privacy
- Must sign a confidentiality agreement
- Must abide by the ASHI SOP and COE
- Must maintain certification program maintenance requirements.

TIPR Process

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

- In order to be eligible to undergo a TIPR –the applicant must have successfully fulfilled the background review by the National Certification Council – Admissions Board and completed the National Home Inspector Exam
- The final step in the National Certification Program process is for the applicant to complete a TIPR (Test & Peer Review)

TIPR Application

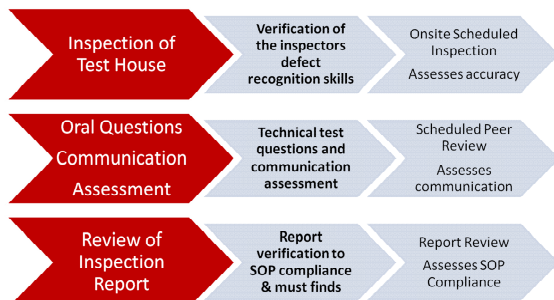
Participants apply to the NHICC Registrar

- Participants initially go through the prescribed “background” review and must be “approved”
- Registrar notifies the Chief Examiner of those participants eligible to undertake the TIPR
- Chief Examiner notifies the Deputy Examiner of the participants that have been approved to take a TIPR

TIPR Application

- Deputy Examiner is notified and generally makes arrangements with the other TIPR Examiners in that region of the need for conducting a TIPR session
- A 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

- Deputy Examiner/Examiners make arrangements for the TIPR session.
- Examiners must stay within the predefined expense allowances for holding a TIPR session.
- Examiners will conduct an pre-inspection of the test house prior to inspections by test participants.

TIPR Pre-Inspection

- Examiner must document all significantly deficient conditions, typical defects, safety concerns and questionable issues. This list must be used as the base standard for benchmarking the participants performance.
- One of the Examiners must submit a report indicating the list of “must find defects” – this is used to provide feedback or to respond to an appeal.

TIPR Test Day

- The Participant must prove their identity to the Examiner.
- Participants 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.
- Participants are free to use their own report system, but must complete form #5 for submission to the Examiners along with the waiver form #4.

TIPR Participants

- Are encouraged to use the tools and approaches they consider normal for their performance of a home/property inspection.
- Are encouraged to use their own inspection reporting system for the written report.
- Are allowed approximately 30 minutes (at a pre-scheduled time) to present their report and key findings to the TIPR Examiner team.

TIPR Examiners

- Typically conduct approximately 4 to 6 TIPR sessions per day.
- Are required to discuss and come to a agreement on the participant's report, make notes, and complete the Examiner's report – while it is still fresh in your mind.
- Will not inform participants whether they have been successful or not for the TIPR.

TIPR Examiners

- Should be provided with a list of participants at least one week before the TIPR session.
- And participants have the right to decline if they are unable to participate without prejudice.
- May indicate that participants will receive normally a 'status report' within 60 to 90 days along with a notice of their evaluation status from the Registrar.

TIPR Examiners

- Are responsible to ensure that all forms and documents are complete.
- Are responsible to forward all documents and inspection reports to the Chief Examiner in order for a participant's file to be reviewed and finalized or possibly audited.
- Chief Examiner reviews documents to assure proper completion and issues a report to the NHICC for approvals of successful participants.

TIPR Examiners

- Must note any issues regarding safety or other such significant concerns -that may arise from a TIPR session. Must be reported in writing to the Deputy Examiner and Chief Examiner.
- Have some license in deciding whether or not participants succeed 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.....but appeals must be based on substantiated evidence and/or 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.

TIPR Exam Criteria

- The participant must report on which systems and components were not inspected.... and why not....to be successful.
- Review/validate to SOP Documents
- The participant must identify and report on significant deficiencies to PASS
- Identification of systems and components with "Significant Deficiencies"

TIPR Exam Criteria

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

TIPR Exam Criteria

Therefore the 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 Exam 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 Exam 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 Exam Criteria

- The 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 participant 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 participant must identify a minimum number of the ‘other’ problems identified by the TIPR Examiner to be successful.
- If the participant 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 Exam Weights

- The “home inspection” is based on a grade out of 60% -> 80% is required to be successful in the home inspection evaluation portion.
- The “communication” is based on 40% -> 80% is required to be successful to be successful in this portion of the evaluation.
 - This includes test questions – value 15%
 - Evaluation of oral responses and communication to/with the Examiners – value 10%
 - Technical report – value 15%

National Certification Program
Chief Examiners Report - Form 4

CHIEF EXAMINER - SUMMARY EVALUATION SCORE SHEET

PARTICIPANT NAME: _____ 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

TIPR Item of Key Skills	Value %	Score %	Pass YES/NO	NO.
1. Summary of significant defects must include (W/C or better) to pass TIPR	40			
2. 100 Test questions - 75 mark for each correct question	15			
3. Communication Skills Planning (P) and ability (A) Ability to inspire confidence (C) Ability to accurately convey facts (F) Take the people - needs - into account (N)	15			
4. Technical Reporting to SCP	15			
TOTAL	100			

EXAMINER(S) COMMENTS: _____

RECOMMENDATIONS FOR SELF-IMPROVEMENTS (FEEDBACK): _____

May 15, 2011

TIPR Exam Feedback

- Feedback happens both during and after the participant peer review/examination
- Notes 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, and note the potential risk of that element with the participant -such as suspect mold conditions, aluminum wiring, vermiculite insulation, etc.

TIPR Exam Feedback

TIPR examiners should note where participant has included unnecessary or 'risky' recommendations or comments in their printed or oral report.

As an example - this would include the warnings of reporting cost estimates and legal decisions rendered against home inspectors.

TIPR Exam Feedback

Feedback also happens after the Chief Examiner's review.

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

TIPR Best Practices

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

- Support photos/images
- Examiners own similar spreadsheets used based on the review forms
- Provincial report review sheets

TIPR 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 participant understand the process?

TIPR Scheduling

1. Starting mid to late morning participants are scheduled to go through the house.
2. Participants are allowed a approximately 2 1/2 – 3 hours to conduct their inspection.
3. Participants should be ideally scheduled at 60 minute intervals for the home inspection.

TIPR Scheduling

4. Participants 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.
5. Examiners are allowed another 10 minutes to make notes and render a decisions on the success or lack of success on the participant.
6. Participants must leave a report or send it within 24 hours.

TIPR Safety

- Examiners must identify criteria for a safe inspection – post any restrictions, such as roof, attic or crawlspace access.
- Participants 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

- Be built within the last 50 years.
- Ideally - have at least 1200 square feet.
- Be a residential building –either a single family home, duplex, or row house.
- A duplex works out well where larger numbers of participants and 2 teams of examiners can be accommodated.
- Should have some significant deficiencies.
- Ideally - should be vacant.

TIPR Test House

- 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.
- Assistant recommended to assure security and over see the participants at the test home.
- Assure the owner that the house will be returned in the same condition as it was

Potential TIPR Test House

- Contacts often made through real estate community or through private owners – perhaps offering a free review of the house.
- Ideally participants 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

- 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

- Participants will be questioned by the Examiners about certain house conditions.
- Participants will be asked about common technical issues with house conditions.

TIPR Communication

- Inspection reports are reviewed for compliance with the SOP.
- Inspectors are evaluated on their oral communication skills in responding to the Examiners.

TIPR Best Practices

- Provide photos of the house and the significant defects.
- Provide a list of defects to use as the “must find” assessment benchmark
- Provide fairness and an understanding of the pressure experienced by the participant
- Indicate that the final decision is up to the Chief Examiner and the Certification Board

National Home Inspector Certification Council

FORM 1: PARTICIPANT - DISCLAIMER AND WAIVER OF LIABILITY

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

_____ Residing at _____

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

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

Applicant: _____ Date: _____

By: _____ Date: _____

National Certification Program TIPR Examiner in charge at this location:

National Home Inspector Certification Council

FORM 2: PARTICIPANT - SUMMARY INSPECTION REPORT PAGE

Name: _____ Date: _____ Signature: _____

The following provides a summary of systems or components at:

(Address) _____

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

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

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

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

National Home Inspector Certification Council

FORMS 3: TIPR – EXAMINERS EVALUATION REPORT

Participant: _____ Date: _____ Examiner: _____

(List) SIGNIFICANT/MUST FIND CONDITIONS

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

SCORE ___ /75

(List) ADDITIONAL SIGNIFICANT ISSUES

1		
2		
3		
4		
5		

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

SCORE ___ /10

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

COMMENTS:

National Home Inspector Certification Council

FORM 4: TIPR - Home Inspection Report Verification Form

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

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

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

Comments:

Examiner: _____ Date: _____

National Home Inspector Certification Council

FORM 5: CHIEF EXAMINER - SUMMARY EVALUATION SCORE SHEET

PARTICIPANT NAME:

EXAMINER:

EXAMINER:

Date:

Location:

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

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

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

EXAMINER(s) - COMMENTS:

RECOMMENDATIONS FOR SELF-IMPROVEMENTS: (FEEDBACK)