



# NHICC



## National Home Inspector Certification Council Application for Background Review

### Application Instructions

This application package includes:

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

- 1) Please complete ALL sections of the application.
  - a) **If you are a National Certificate Holder or a member of an association that has an Administrative Agreement** with the NHICC please complete only Pages 1, 7, and 8.
  - b) **If you had a previous RHI, PHPI or NCH designation**, please complete Pages 1, 7 and 8 and we will contact you with further instructions, or download and complete the **Transfer Application**.
- 2) Provide as much detail as you can.
- 3) Attach copies of ALL relevant certificates and documents. **Incomplete applications will be returned.**
- 4) Please place your name, the date, and your initial in the bottom right corner of each page.
- 5) Return the Application to the address below.

**If you have any questions about this Application, please contact**  
**Phone: 519-384-8040 or Email: [info@nationalhomeinspector.org](mailto:info@nationalhomeinspector.org)**

## National Home Inspector Certification Council NHICC

P.O. Box 22028,  
Windsor, ON N8N 5G6  
Fax: 1-519-383-0526

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



# NHICC APPLICATION FOR BACKGROUND REVIEW

Tracking Number
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## Applicant Contact Information

Applicant Name			
Mailing Address			
City			
Province			
Postal Code			
Telephone		Fax	
Best Email Address			
Website			

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

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

## Memberships & Designations

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

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

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

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

Applicant Name
Date
Initial



## Franchise Affiliations

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

## Degrees and Diplomas

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

**\*\* Please attach photocopies of your degrees and diplomas \*\***

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

## Trade Tickets

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

**\*\* Please attach photocopies of your trade tickets \*\***

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

Applicant Name
Date
Initial







# Home and Property Inspection Examinations Taken and Passed

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

**\*\* Please attach photocopies of exam completion certificates \*\***

## Home and Property Inspection Experience

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

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

## Compliance with ‘Standards of Practice’ for Home and Property Inspectors

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

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

**A Copy of the ASHI ‘Standards of Practice’ is available on the NHICC Website <http://www.nationalhomeinspector.org/SOPtemplate.pdf>**

Applicant Name
Date
Initial



# Compliance with National Occupational Standards

Are you familiar with the National Occupational Standards for Home and Property Inspectors? (published in 2001 and revised in 2008)	
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*Note – a copy of the ‘National Occupational Standard’ can be downloaded from the NHICC website – [www.nationhomeinspector.org](http://www.nationhomeinspector.org)*

## Compliance with NHICC ‘Code of Ethics’

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

For the Home Inspection Profession - **integrity, honesty, and objectivity are fundamental principles** embodied by this Code, which sets forth obligations of ethical conduct for the home inspection profession. The Membership has adopted this Code to provide high ethical standards to safeguard the public and the profession. Inspectors shall comply with this Code, shall avoid association with any enterprise whose practices violate this Code, and shall strive to uphold, maintain, and improve the integrity, reputation, and practice of the home inspection profession.

**1. Inspectors shall avoid conflicts of interest or activities that compromise, or appear to compromise, professional independence, objectivity, or inspection integrity.**

- A. Inspectors shall not inspect properties for compensation in which they have, or expect to have, a financial interest.
- B. Inspectors shall not inspect properties under contingent arrangements whereby any compensation or future referrals are dependent on reported findings or on the sale of a property.
- C. Inspectors shall not directly or indirectly compensate realty agents, or other parties having a financial interest in closing or settlement of real estate transactions, for the referral of inspections or for inclusion on a list of recommended inspectors, preferred providers, or similar arrangements.
- D. Inspectors shall not receive compensation for an inspection from more than one party unless agreed to by the client(s).
- E. Inspectors shall not accept compensation, directly or indirectly, for recommending contractors, services, or products to inspection clients or other parties having an interest in inspected properties.
- F. Inspectors shall not repair, replace, or upgrade, for compensation, systems or components covered by ASHI Standards of Practice, for one year after the inspection.

**2. Inspectors shall act in good faith toward each client and other interested parties.**

- A. Inspectors shall perform services and express opinions based on genuine conviction and only within their areas of education, training, or experience.
- B. Inspectors shall be objective in their reporting and not knowingly understate or overstate the significance of reported conditions.
- C. Inspectors shall not disclose inspection results or client information without client approval. Inspectors, at their discretion, may disclose observed immediate safety hazards to occupants exposed to such hazards, when feasible.

**3. Inspectors shall avoid activities that may harm the public, discredit themselves, or reduce public confidence in the profession.**

- A. Advertising, marketing, and promotion of inspectors’ services or qualifications shall not be fraudulent, false, deceptive, or misleading.
- B. Inspectors shall report substantive and willful violations of this Code to the NHICC.

Applicant Name
Date
Initial



**Acknowledgment (Please read carefully)**

**I hereby state:**

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

**Please Select Method of Payment**

**FEES are listed on the following page and on webpage:**

<http://www.nationalhomeinspector.org/NHICCFee11.pdf>

Cheque; payable to the NHICC in the amount of \$\_\_\_\_\_ (\$50.00 charge for returned cheques)

Master Card      Visa

Card Number \_\_\_\_\_ Expires \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Cardholder's Billing Address \_\_\_\_\_

Applicant Name
Date
Initial



## Signatures

I, the Applicant, hereby warrant that all statements and claims made in this application are true and accurate. I understand that if any statement or claim I have made in this application is not true or accurate, then I may be removed from the NHICC Program.

I further agree to comply with NHICC 'Standards of Practice' and NHICC 'Code of Ethics' for Home and Property Inspectors, and understand that non-compliance may be grounds for my removal from the NHICC Program.

I further agree that I will maintain Errors and Omissions Insurance if it is required by any relevant regulatory body and understand that non-compliance may be grounds for my removal from the NHICC Program.

I further state that I have not been convicted of a criminal offense within the past five years. (If you have, please contact the NHICC office for further consultation).

<b>Applicant Signature</b>	
<b>Applicant Name</b>	
<b>Date</b>	

<b>Witness Signature</b>	
<b>Witness Name</b>	
<b>Witness Address</b>	
<b>Witness Telephone Number</b>	

**Fees – You may opt for individual payments or save on a full package fee payment**

<b>Application/Registration Fee</b>	\$339.00	<b>Transfer Fee</b>	\$169.50
National Exam Fee	\$169.50*	National Exam Fee (applies Sept 1, 2011)	\$169.50*
Test Inspection Peer Review Fee	\$395.50*	Test Inspection Peer Review Fee	\$395.50*
Above may be paid separately*		Above may be paid separately*	
Full Package Fee Payment	\$860.00	Full Package Fee Payment	\$700.00

**Applicants please return this completed form with all attachments and payment to:**  
**National Home Inspector Certification Council**  
**P.O. Box 22028**  
**Windsor, ON N8N 5G6**

*If you have any questions about this Application, please contact 1-519-384-8040*

Applicant Name
Date
Initial