

National Home Inspector Certification Council

NHICC



CANDIDATE HANDBOOK

This Candidate Handbook contains information for individuals seeking to earn the National Home Inspector™ (NHI) professional designation, offered by the National Home Inspector Certification Council

This information is in effect from July 1, 2011 to June 30th, 2012.
It is updated and revised yearly.

Please keep his handbook for future reference.

National Home Inspector Certification Council

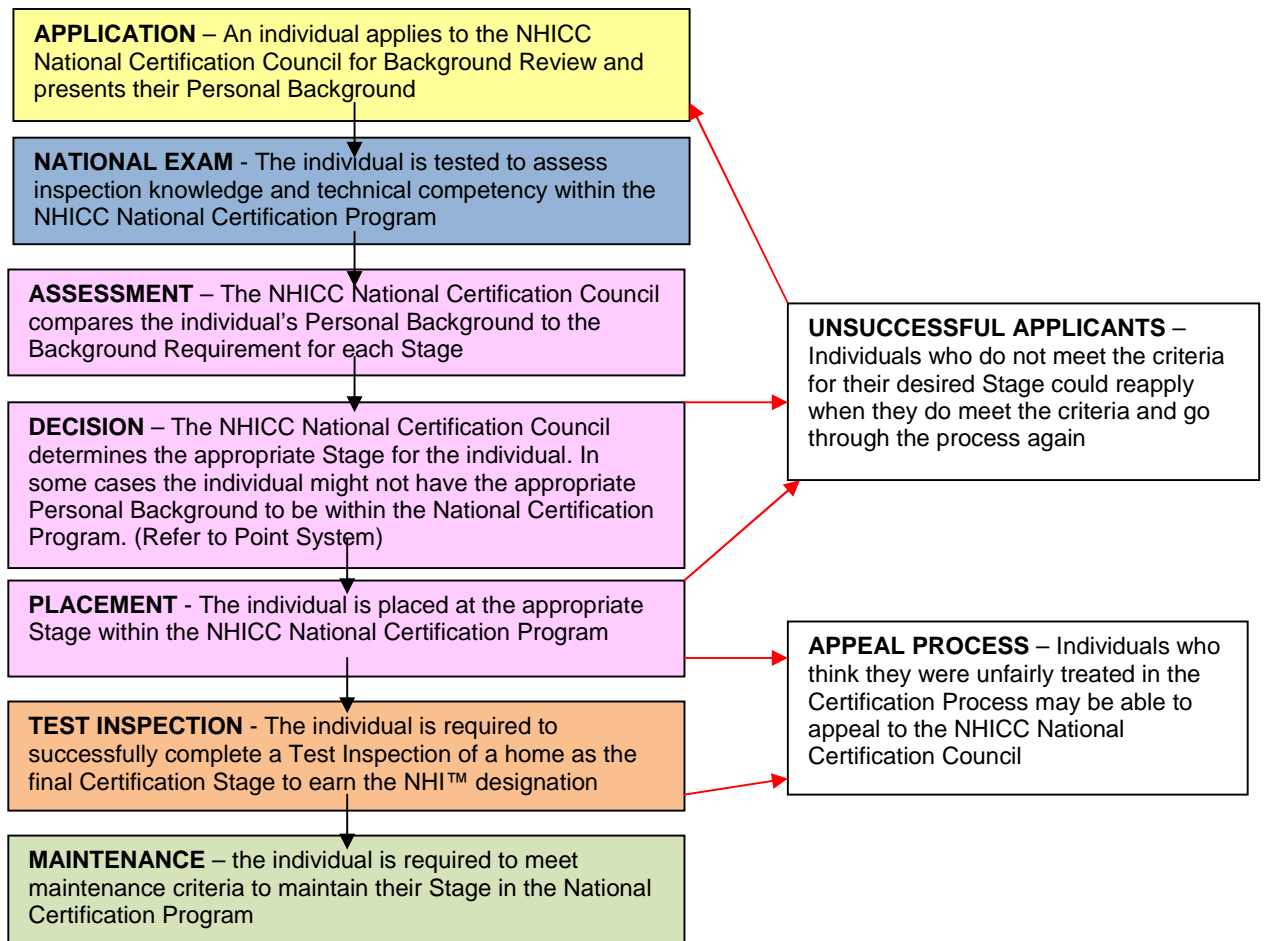
NHICC - National Certification Program Candidate Handbook

A National Certification Program for the Home & Property Inspectors provides a valuable means to measure performance of the person against an approved standard. There are two stages to the NHICC National Certification Program for Home and Property Inspectors:

Candidate: The candidate stage acts as the entry point for individuals who have received training as home inspectors into the National Certification Program. The candidate stage provides a mechanism to oversee the activities of the individuals who are already working in or are interested in working in the home inspection occupation.

National Certificate Holder/National Home Inspector™: The NHICC National Certificate Holder/National Home Inspector™ is a certification title in the National Certification Program. In order for an individual to become a National Certificate Holder, the individual must meet the requirements for individuals at this stage as defined in the National Certification Program. **The purpose of achieving the NHI™** designation is intended for those individuals who are actively practicing as home and property inspectors that meet the national home inspection standard benchmarked to the endorsed National Occupational Standards for Home & Property Inspectors.

The NHICC National Certification Program - Process



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This two-stage approach allows both new and knowledgeable inspectors an opportunity to gain experience while working within the National Certification Program. This allows the National Certification Body (NHICC) to exercise a degree of regulation over the practice of those individuals at the candidate stage, while recognizing their achievement along the way.

Currently British Columbia and Alberta are the only provinces in Canada that has regulation in effect that license home inspectors. Several other provinces are considering regulation.

The NHICC presents an independent and transparent third party certification organization to assure a fair and open process for all home inspectors regardless of association. The NHICC certification is the only recognized certification designation that has gained approval in both British Columbia and Alberta for licensing home inspectors.

Background Review

To determine where an individual fits within the National Certification Program, an assessment process called a 'background review' is used. Background review is the process that the NHICC National Admissions Board uses to determine if an individual should be within program, and if so, at what stage. An individual, who wants to be considered for any stage, would apply to the NHICC National Certification Council and present their personal background. An individual's personal background would be presented through a structured application form completed by the individual, which may be supplemented if necessary through an interview.

The criteria used to assess an individual during the background review process are presented later in this document. This includes benchmarking the individuals "background" against the structured evaluation system based on awarding merit points for documented achievements.

The NHICC National Admissions Board (NAB) uses the information provided by the applicant on the application to determine the "placement" of the individual into the NHICC National Certification Program. Points are given to specific types of appropriate inspection related training, experience and competence.

A word on grand parenting - Due to the comprehensive nature of the certification process, the CHIBO Working Committee decided that the National Certification Program for HPI occupation needed to be rigorous and defensible. As a result, the Working Committee determined that the National Certification Program for Home and Property Inspectors will not include a grand parenting or grand-fathering component. Instead, any individual who is interested in becoming part of the National Certification Program would present their personal background to the NHICC National Certification Council for background review. The NHICC National Certification Council would make a decision on whether to place the individual within the National Certification Program, and if so at what stage.

National Occupational Standards

The (NOS) National Occupational Standards performance standards identified the skill sets and provided the background to establish a testing process to allow home and property inspectors to be legitimately certified as competent and qualified professionals. To facilitate the understanding of the nature of the occupation, the work performed by home and property inspectors is divided into blocks, tasks, sub-tasks and supporting knowledge and abilities.

A key component in determining the criticality of the tasks identified in the NOS is Task Priority Analysis or TPA. TPA is an assessment technique that is used to help determine which tasks are critical in the NOS and **MUST** be evaluated as part of the certification process. The TPA allows for the rank ordering of tasks based on their importance, and allows for recommendations on which tasks **MUST** be evaluated under the certification process. This is assessed through the National Home Inspector Exam as well as the Test Inspection/Peer Review process.

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ETHICS & PROFESSIONAL STANDARDS

Key components of the NHICC National Certification Program are the 'ethics and professional standards'. Ethics and professional standards provide the public with assurance that individuals who are within a NHICC National Certification Program will abide by a set of rules and be governed by standards of practice that are enforceable. This component of national certification is part of the ISO Standards criteria for Certification Bodies.

The NHICC endorses the ASHI & CAHPI Code of Ethics and Standard of Practice for the HPI occupation as the minimum performance standards for all Candidates and National Home Inspectors.

THE NATIONAL HOME INSPECTOR CERTIFICATION COUNCIL

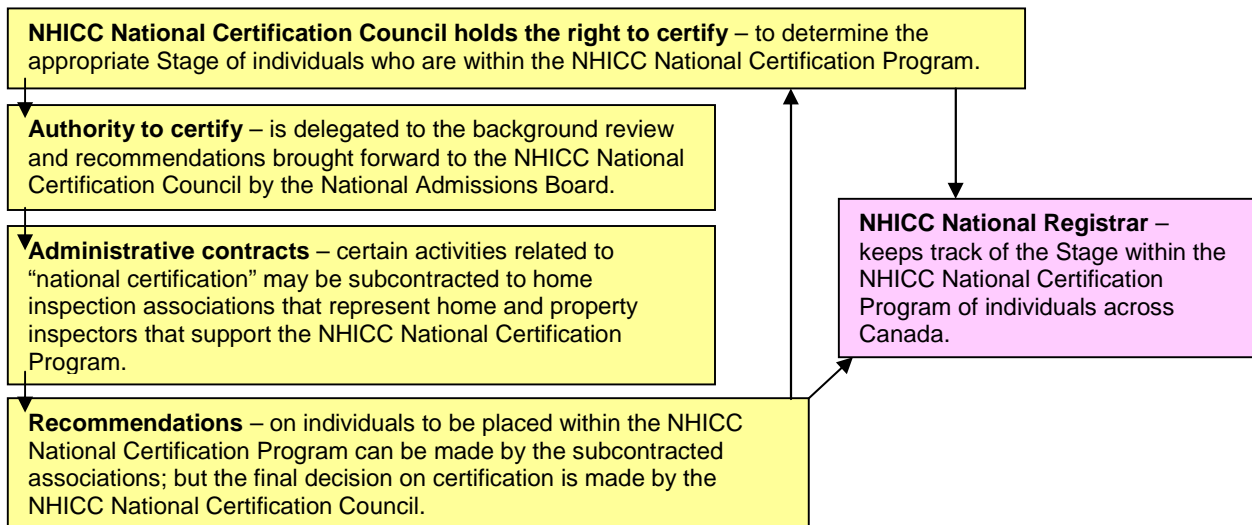
In the case of the home and property occupation, the NHICC received approval by the Construction Sector Council of Canada to become the National Certification Body and create a National Certification Council.

The NHICC National Certification Council is empowered with the authority to certify individuals as being competent to practice or work within the home and property inspection occupation. The development of a national certification model for HPIs, the authority to certify will reside at the national level.

It is important to note, national certification may not be recognized as valid within a province or be deemed sufficient to practice or work within a province, where licensing or regulations proscribe such work.

ISO criterion does not allow decisions on certification to be subcontracted. However, other organizations could provide the National Certification Council with recommendations as to whether specific individuals meet the background requirements of the National Certification Program.

Such agreements are only established formally underwritten as Administrative Contracts and subject to specific terms of endorsement.



The NHICC National Registrar is responsible for recording and tracking individuals who are within the NHICC National Certification Program. The National Registrar is also responsible for maintaining the integrity and confidentiality of the data and personal information contained in the database as well as ensuring that the register of certified individuals is kept up to date and open for public scrutiny, upon written request and a pre-arranged appointment.

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NHICC – NHI – National Home Inspector™ CERTIFICATION REQUIREMENTS – 2011

1) NEW INSPECTORS

- Submit completed Application for Background Review.
- Provide copies of all relevant documentation.
- Need a minimum total of 850 points from all sections of the application.

Personal background:

- Applicants can earn up to 100 points through background experience.
- Degrees and diplomas that are relevant to the home inspection industry will be worth 50/per credential.
- Degrees or diplomas not related to the home inspection industry are worth 25/per credential to a maximum of 50 points

Education:

- Can receive up to 600 points for education
- Up to 450 points for courses
 - Courses with Proctored exams – 3 pts. per hour
 - Courses without proctored exams – 1 pt. per hour
- Mentored (supervised) field work – 3 pts. per hour - Maximum 150 pts.
- Pass the NHICC National Exam and a TIPR (80% on both) plus inspection requirement to qualify to be an NHI.

Fee paid inspections:

- Qualify to be NHI if above requirements are met and:
 - In business for 1 year, and
 - Completed 150 inspections (1 point per home inspection)
 - Some NHICC approved mentoring could be substituted for inspections. (2 hours mentoring equal one inspection but minimum number of inspections would be 75)
- Maximum 500 points

Final Requirements:

- When all requirements are met including a TIPR the individual can become a National Home Inspector through the NHICC.
- When all requirements are met except the TIPR, the individual can become a 'Provisional' National Home Inspector™.
- Inspectors may stay in 'Provisional' category no longer than 24 months.

Insurance:

- Inspectors in the program are encouraged to carry adequate Errors and Omissions and CGL insurance coverage. This is only a mandatory requirement in jurisdictions that require inspectors to be insured.

2) INSPECTORS ALREADY WORKING IN THE INDUSTRY

- Submit completed Application for Background Review
- Provide copies of all relevant documentation
- Need a minimum total of 850 points from all sections of the application.

Personal Background:

- Applicants can earn up to 100 points through background experience.
- Degrees and diplomas that are relevant to the home inspection industry will be worth 50/per credential

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- Degrees or diplomas not related to the home inspection industry are worth 25/per credential to a maximum of 50 points

Education:

- Can receive up to 600 points for education
- Up to 450 points for courses
 - Courses with Proctored exams – 3 pts. per hour
 - Courses without proctored exams – 1 pt. per hour
- Mentored (supervised) field work – 3 pts. per hour - Maximum 150 pts.
- Pass the NHICC National Exam and a TIPR (80% on both) plus inspection requirement to qualify to be an NHI.

Fee Paid Inspections:

- Qualify to be NHI if above requirements are met and:
 - In business for 1 year, and
 - Completed 150 inspections (1 point per home inspection)
 - Some NHICC approved mentoring could be substituted for inspections. (2 hours mentoring equal one inspection but minimum number of inspections would be 75)
- Maximum 500 points

If inspector is short in educational points but has worked five years and has passed the National Exam, he/she can earn:

- 80% on exam 200 points
- 85% on exam 225 points
- 90% or more on exam 250 points

Final Requirements:

- When all requirements are met including a TIPR the individual can become a National Home Inspector through the NHICC.
- When all requirements are met except the TIPR, the individual can become a 'Provisional' National Home Inspector.
- Inspectors may stay in 'Provisional' category no longer than 24 months.

Insurance:

- Inspectors in the program are encouraged to carry adequate Errors and Omissions and CGL insurance coverage. This is only a mandatory requirement in jurisdictions that require inspectors to be insured.

3) CURRENT CANDIDATES – BRITISH COLUMBIA

Note: This category is unique to British Columbia home inspectors who currently hold a BC 'Transitional' license that expires on March 31, 2011. They need not currently be registered with the NHICC, but if not, in the immediate future, they should:

- Transfer or apply to the NHICC
- Submit completed Application for Background Review
- Provide copies of all relevant documentation
- Need a minimum total of 850 points.

Personal Background:

- Applicants can earn up to 100 points through background experience.
- Degrees and diplomas that are relevant to the home inspection industry will be worth 50/per credential.
- Degrees or diplomas not related to the home inspection industry are worth 25/per credential to a maximum of 50 points

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Education:

- Can receive up to 600 points for education
- Up to 450 points for courses
 - Courses with Proctored exams – 3 pts. per hour
 - Courses without proctored exams – 1 pt. per hour
- Mentored (supervised) field work – 3 pts. per hour - Maximum 150 pts.
- Pass the NHICC National Exam and a TIPR (80% on both) plus inspection requirement to qualify to be an NHI.

Note: This is a temporary policy to process individuals with BC 'Transitional' licenses that will expire soon. In addition to or in conjunction with all of the above, applicants must:

- Pass the NHICC National Exam with a mark of at least 80% by March 31, 2011
 - If successful, the 'Transitional' license would be extended up to September 30, 2011.
 - If unsuccessful, the Transitional license would be suspended until the inspector wrote the exam again no sooner than 10 days after the first time but before April 30, 2011.
- Successfully participate in a TIPR prior to September 30, 2011
- If an inspector does not have enough inspections they may substitute some NHICC approved mentoring. (2 hours mentoring equal one inspection but minimum number of inspections would be 75)

Insurance:

- Inspectors in the program are encouraged to carry adequate Errors and Omissions and CGL insurance coverage. This insurance is a pre-requisite for an individual to be licensed to perform home inspections in British Columbia.
- Proof of insurance coverage must be provided.

4) NEW CANDIDATES – BRITISH COLUMBIA

Note: This category is unique to British Columbia home inspectors who have not yet applied for licensing in BC. They will likely be new inspectors with little or no experience, but there will be some individuals who have previously been performing inspections. They need not currently be registered with the NHICC, but if not, in the immediate future, they should:

- Transfer or apply to the NHICC
- Submit completed Application for Background Review
- Provide copies of all relevant documentation
- Need a minimum total of 850 points.

Personal Background:

- Applicants can earn up to 100 points through background experience.
- Degrees and diplomas that are relevant to the home inspection industry will be worth 50/per credential.
- Degrees or diplomas not related to the home inspection industry are worth 25/per credential to a maximum of 50 points

Education:

- Can receive up to 600 points for education
- Up to 450 points for courses
 - Courses with Proctored exams – 3 pts. per hour
 - Courses without proctored exams – 1 pt. per hour
- Mentored (supervised) field work – 3 pts. per hour - Maximum 150 pts.
- Pass the NHICC National Exam and a TIPR (80% on both) plus inspection requirement to qualify to be an NHI.

If inspector is short in educational points but has worked five years and has passed the National Exam, he/she can earn:

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- 80% on exam 200 points
- 85% on exam 225 points
- 90% or more on exam 250 points

This is a policy to process individuals in BC who are new to the industry but who need a license to perform fee paid inspections. In addition to or in conjunction with the above, applicants must:

- Pass the NHICC National Exam with a minimum mark of 80%.
 - If successful, they would be granted a 'Provisional' NHICC National Certificate and could qualify for a 'Transitional' license valid for 12 months.
 - If unsuccessful, they could rewrite the exam no sooner than 10 days after the first time but within 90 days.
- Successfully participate in a TIPR within 12 months of receiving their 'Transitional' license.
- If an inspector does not have enough inspections to receive their NHICC National Certificate, they may substitute some NHICC approved mentoring. (2 hours mentoring equal one inspection but minimum number of inspections would be 75)

Insurance:

- Inspectors in the program are encouraged to carry adequate Errors and Omissions and CGL insurance coverage. This insurance is a pre-requisite for an individual to be licensed to perform home inspections in British Columbia.
- Proof of insurance coverage must be provided.

5) HOME INSPECTORS - ALBERTA

NOTE: All home inspectors must meet all of the regulation/requirements of the Alberta – Fair Trading Act – Alberta Regulation 75/2011.

MAINTENANCE REQUIREMENTS

To ensure the sustained competency of 'Candidate' and 'National Home Inspector™' home and property inspectors, the National Certification Program incorporates a maintenance requirement. Maintenance activities include the following:

- Continued industry involvement – (service and/or committee work for a provincial association of home and property inspectors)
- Courses, Training and Workshops – (attendance at courses on technical and non technical subjects related to home and property inspection)
- Continued professional development – (mentoring, field training, expanding professional knowledge)
- Association membership – (continued membership in good standing of a provincial association of home and property inspectors)
- Home Inspector meeting attendance, etc. – (with respect to educational content learning opportunities at association meetings)
- Volunteer work in the capacity to further the NHICC National Certification Program – NHICC Certification Council approved activities, such as examiners, mentoring, and other such related services deeds)
- Occasional testing and/or retesting where and when to be deemed in the “best interest of assuring consumer protection”
- Fully comply with licensing regulations where licensing and regulation to practice are in effect.

NOTES: Variances are noted indicating the certification requirements that reflect the current situation applying to the applicable applicants' place of business.

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Glossary:

Appeal

A request by an individual for reconsideration of any decision made by the Certification Council related to his/her desired certification status.

Background Requirement

A combination of personal background, education and experience relevant to the private home inspection occupation that is required for an individual to be part of the National Certification Program. The background requirement for home and property inspectors is linked to the tasks that make up the National Occupation Standards (NOS) for the industry.

Background Review

The process that the Certification Council uses to determine whether or not an individual should be part of the National Certification Program, and if so, the appropriate stage within the program as defined in the Certification Process. Background Review compares an individual's personal background to the background requirements for the defined 'Stages' within the NCP.

Certification Process

All activities by which the NHICC establishes that an individual meets specified competency requirements defined within the National Certification Program, including application, evaluation, decision on certification, surveillance and recertification, use of certificates and logos/marks.

Competence

A demonstrated ability to apply knowledge and/or skills, and where relevant, demonstrated personal attributes, as defined in the certification program.

Examination

A mechanism which measures an individual's competence by one or more means. Means could include written, oral, practical and/or through observation. Examination is normally part of a background review process. Examinations should test for knowledge and demonstrated ability to perform the tasks defined in the National Occupational Standards (NOS).

Examiner

An individual with relevant technical and personal qualifications, competent to conduct and/or score an examination.

General Background

This includes all the courses and programs taken and completed by an individual in their lifetime, and their general work experience in all occupations. General background is not necessarily directly related to a specific occupation.

Home and Property Inspector (HPI)

An occupation defined by a National Occupational Standard (NOS). Home and property inspectors conduct visual inspections of new and existing buildings and properties to assess the condition of the building or property. Based on the inspection, they provide observations, opinions and recommendations to their clients.

Mentor

A knowledgeable individual who helps other individuals to advance within a certification program.

NCH (NHI™)

(Acronym) National Certificate Holder - A stage in the National Certification Program for Home and Property Inspectors. (Currently changed to NHI – National Home Inspector™ – as of June 2011)

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NCP

(Acronym) National Certification Program - The administrative body process that oversees all aspects of the certification program recognized at the national level. In order to become a 'National Home Inspector™', an individual must meet the requirements for individuals at this stage as defined in the certification program.

NHICC

(Acronym) National Home Inspector Certification Council - An independent, nationally incorporated non-profit certification body that oversees the National Certification Program and the certification process for Canadian Home and Property Inspectors.

NOS

(Acronym) National Occupational Standard - A document that defines the Blocks, Tasks and Sub-tasks that define a specific occupation. These blocks, tasks and sub-tasks should be understood and applied by competent individuals working in the occupation. The NOS is the basis for determining the background requirements within a certification program.

TIPR

(Acronym) Test Inspection with Peer Review - A method of verifying the competence of an individual performing home and property inspections. A test inspection consists of the following steps:

1. The individual undergoing the test inspection inspects a house with pre-determined, known defects
2. The individual prepares a written report and makes a verbal presentation on noted defects to a panel of home and property inspectors who are 'National Home Inspector™' who have been approved as TIPR Examiners by the NHICC and who have previously inspected the subject home.
3. The panel evaluates and grades the individual's report and presentation for compliance with standards of practice, standards of care, competencies as defined in the NOS, and a relevant code of ethics.

Verification

A means of proving, assessing and/or testing an individual's absorbed or learned knowledge. For example, a course examination is a way of proving that an individual has learned and benefited from a course or program.

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THE APPLICATION REVIEW - POINT SYSTEM

App Page #	Note	Category	Points	Maximum Limits
1 of 8	1	Memberships & Designations	50 points per diploma, degree or trade certificate, member Degrees or diplomas not related to the home inspection industry are worth 25/per credential to a maximum of 50 points	100 points total
2 of 8	1	Degrees & Diplomas		
2 of 8	1	Trade Tickets		
3 of 8	1, 3	Formal HPI Training Courses (<i>Education</i>)	3 points per hour of <i>accredited</i> training/education 1 point per hour <i>non-accredited</i> training/education	450 points total
3 of 8	1	Mentored Field Training (<i>Supervised by qualified inspector</i>)	3 points per hour	150 points
4 of 8	1	Other – Training (<i>Workshops/Seminars</i>)	1 point per hour of technical training (<i>Cannot be part of Formal Training Courses</i>)	May supplement 150 deficit points
4 of 8	1	Informal Field Training	1 point per hour of training	50 points
5 of 8	1	NHICC National H.I. Exam (80%-84% grade)	200 points for a pass grade of 80%-84% 225 points for a pass grade of 85%-89% 250 points for a grade of 90% +	200 points
		NHICC National H.I. Exam (85%-89% grade)		225 points
		NHICC National H.I. Exam (90% +)		250 points
5 of 8	1, 2, 4	Home & Property Inspections	1 point per fee paid inspection (past 5 years)	500 points total

Notes to Point System

- Support documents (proof/evidence) required for page 1 through 5 of application for background review.
- Inspections are subject to random audit and report verification, which can include request for reports and list of inspections.
- If inspector is short in educational points but has worked five years and has passed the National H.I. Exam, he/she can earn: 80% on exam 200 points, 85% on exam 225 points, 90% or more on exam 250 points.
- Some NHICC approved mentoring could be substituted for inspections. (2 hours mentoring equal one inspection but minimum number of inspections would be 75).

Point System Definitions (*Italicized words*)

- The NHICC defines *accredited training* as training and education courses as a course that has an exam component that is proctored by a “qualified” home inspector.
- Non-accredited training* and education courses are those courses that do not have a proctored exam.
- Where there is a course exam and it is not proctored by a qualified home inspector it is valued at 1.5 points per hour
- Seminars* and *workshops* are defined as short interval courses such as technical training that is less than 8 hours in duration. Seminars and workshops do not count as “Formal HPI Training Courses”.
- A *qualified home inspector* is currently recognized by the NHICC as training and education by a professional that has achieved the NCH (NHI) or RHI, or PHPI designation, and furthermore has a minimum of 5 years of home inspection experience.
- Field Training* comprises at least 50 supervised hours or 10 supervised home inspections during the program. At least 2 of these completed inspections are subject to peer review or professional review by individuals other than those involved in the supervision and practical training process.
- Mentor* or *Supervised* refers to a *qualified home inspector* recognized by the NHICC as training and education by a professional that has achieved the NCH (NHI) or RHI or PHPI designation, and furthermore has a minimum of 5 years of home inspection experience.

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ELIGIBILITY FOR THE EXAMS

As of October 1st, 2011 there are two exams required to successfully complete the NHICC National Certification Program. The National Exam can be written after completing application to the NHICC. Typically arrangements to take the exam can be arranged within 7-10 days. The TIPR (Test Inspection & Peer Review) can only be taken after successfully meeting all of the background requirements and upon official notification of eligibility.

The TIPR is the final stage to validate the home inspectors on site home inspection competency against the required Standards of Practice.

NHICC NATIONAL EXAM CRITERIA & POLICY

The NHICC National Exam for the National Certification Program is based on meeting the following criteria - Exams must be proctored and:

1. **Objective** – prepared as a multiple choice style exam for home inspection based on 80 questions with a minimum of 4 multiple choice responses per question. All questions are pertinent to the skills specified in the National Occupational Standards.
2. **Question Database** – There are over 600 questions to start in the database categorized by specific residential building systems and related subsystems. Potentially 6 similar/related questions associated to every question that would be released on the exam taken by the examinee.
3. **Questions and Answers** – The exam questions are worded so that there is only a single correct answer.
4. **Defect Recognition and reporting** – 4 questions are based on photographs depicting building conditions require problem identification. This requires clear articulation of identifying the problem and reporting impact (implication) on the client.
5. **Recommended Exam Program Design** – Identification of the learning objectives and relationship to the National Occupation Standards that need to be included in the exam.

The core areas include: based on the NOS – (National Occupational Standards) version 2008.

Blocks are defined as a general area of competence.

1. Block A: Manages Inspection Process (Communication & Defect Recognition)
2. Block B: Exteriors – (Structure and Building Envelope)
3. Block C: Interiors – (And Building Envelope)
4. Block D: Heating & Air Conditioning
5. Block E: Plumbing
6. Block F: Electrical

Exam structure - Based on earlier surveys “Importance and Criticality” ratings were obtained from sources such as the National Home Inspectors Exam (NHIE) that provide the following guidelines for determining the delineation for number and domain of questions on the exam.

Domain	Block	Percentage of Exam	Number of items on Exam
Inspection methods	A	20	4
Building systems	B, C, D, E, F	50	50
Reporting	A, B, C, D, E, F	20	20
Professional practice	A	10	10

NOTE: The exam results will also be used as an applicant’s diagnostic tool to identify and develop a training plan using a gap report. Included with the results of the exam will be a report identifying any knowledge/skill gaps, together with the options and/or recommendations to assist in addressing the gaps.

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Scheduling Exams To schedule an exam the applicant must contact the NHICC – National Registrar to register prior to when an applicant wants to take the exam. Applicants are required to complete a Background Review Application Form. There is no guarantee of a set time or date for the Exam until all of the required forms are properly completed.

Sample Questions Applicants are encouraged to become familiar with the exam web site and online resources. You may obtain access by simply emailing info@nationalhomeinspector.org and note in your email – “Please provide access for (your name and email address) to on the NHICC Exam Course Site”.

EXAMINATION and PROCTORING POLICY - THE NATIONAL HOME INSPECTOR EXAM PROCESS

The National Home Inspection Certification Council National Exam is primarily a computer based online exam accessible through the Internet. It is hosted on a secure website. The exam must be supervised by someone who can facilitate the exam as a “proctor”.

WHO CAN PROCTOR YOUR EXAM?

THE NHICC Home Inspection Certification Exam must be supervised by a responsible professional. It is the Applicant/Candidate’s responsibility to find a suitable proctor to supervise the exam. The proctor must be approved by the NHICC Certification Council prior to writing/taking the exam. The ideal setting for the proctored exam is to seek a “test centre” such as at a local community college or library in your area.

An examination proctor is a responsible individual who is **NOT a relative, close friend, coach, or direct supervisor of the Candidate.** If your workplace has a training program then one of the trainers can serve as a proctor as long as that person is not a close friend, relative, coach, or direct supervisor.

Suggested contacts for proctors include local high school teacher, college instructors, librarian, school superintendent, principal, counselor, public librarian, education officer and hospital educator. If your workplace has a training department or training centre you can take the test there or if there is a Human Resource (HR) department at your workplace (and you do not work for HR) you can ask someone in HR to administer the exam for you.

Many people will agree to act as proctor for no charge but the student should be prepared to pay for a prospective proctor if it is required. It is the Applicant/Candidate’s responsibility to pay for or find another proctor.

PLEASE make sure you get the following information from your proctor, as you will be required to fill out the Online Proctor Form.

- First and Last Name of Proctor*
- The proctor’s job title/position
- Proctor’s E-mail address and Phone Number
- Name of the place of Business
- Mailing Address (department, room number, street address, city, province, and postal code)

REQUESTING YOUR EXAM

After you have set up a proctor, and when you are ready to take a proctored exam, contact the National Home Inspectors Certification Council and complete the request and exam form.

E-mail is the best way to contact us. info@nationalhomeinspector.org

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DETAILS OF THE NATIONAL EXAM

The exam is a 2 1/2 hour closed book exam. The exam is primarily multiple choice questions with 4 defect recognition photos to test your inspection observation and reporting skills.

Applicants/Candidates should schedule your exam as soon as you are ready and must have pre-arranged an approved proctor. An examination fee of \$169.50 (includes HST) will have to be paid prior to writing the exam.

In order to successfully pass the national exam a passing score of 70% or greater is required. NOTE: Alberta Home Inspector regulations require 80% or better.

Where a paper-based exam is allowed, special conditions must be guaranteed by the “proctor” for the integrity of the examination. After you have taken the exam the proctor must e-mail the exam to the NHICC (ASAP) after the exam is completed. The NHICC will confirm when they have received it.

If the exam does not arrive via e-mail or if it is in an incompatible format then the proctor must contact the NHICC. It is the proctor's responsibility to mail the test material.

The “applicant/candidate” must provide valid identification with photo – such as a driver's license to the proctor on date and time and before start of the exam.

COMPLETED & SUBMIT THE FOLLOWING FORMS TO THE NHICC

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THIS PAGE & THE NEXT MUST BE COMPLETED & SUBMITTED TO THE NHICC

APPLICANT/CANDIDATE INFORMATION

Applicant/Candidate Name: _____

Proctored - National Home Inspection Certification Exam

Exam Date & Time*: _____

Proctor's Name: _____

Telephone: _____

Title: _____

Company: _____

Street Address: _____

City/Province/State/Code-Zip: _____ (No P.O. Boxes please)

Relationship to Student: _____
(e.g., manager, training director)

TERMS OF AGREEMENT:

By signing this agreement both the Applicant/Candidate and the Proctor agree to adhere to the following conditions:

- Under no circumstances should the Exam Questionnaire be copied or retained in any form.
- The Applicant/Candidate is allowed a maximum of 150 minutes (2 ½ hours) to complete the Exam.
- The Applicant/Candidate may not refer to any reference materials, books, manuals, notes, etc. during the Exam.
- The Proctor may not help the Applicant/Candidate interpret exam questions or provide any assistance after the exam has started, other than proper supervision of the exam.
- The Exam must be given in a quiet location where the Applicant/Candidate will not be distracted or interrupted.
- The Applicant/Candidate is permitted to take washroom breaks, if required.
- The Applicant/Candidate may bring an alcohol free beverage, if permitted in the exam centre.
- Photo I.D. is required and must be verified by your "proctor", prior to starting the exam.

NOTE: The NHICC reserves the right* to accept or reject any proctor.

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PROCTOR ACCEPTANCE FORM

*I agree to serve as Proctor for the examination of the Applicant/Candidate listed below. An examination proctor is a responsible individual who is **NOT** a relative, close friend, coach, or direct supervisor of the Applicant/Candidate.*

I officially state that I am not connected to the Applicant/Candidate as noted above and have read and do understand the required terms and conditions of the stated agreement, which includes the Terms of Agreement noted on previous pages.

Applicant/Candidate Name: _____

Proctor: (please print)

Name: _____

Address _____

City _____ Province _____ Postal Code _____

Contact Phone Number _____

Email Contact _____

Brief Educational and Work Background: (Note below)

The exam is a timed, closed book exam 2 1/2 hours in length and must be administered in one sitting. It is also imperative that you are able to be present for the entire exam. The exam cannot be started or given to the Applicant/Candidate prior to the scheduled start time. The exam start time is time sensitive.

The exam must not be duplicated or copied under any circumstances.

Note for all exams:

Failure to abide by all proctoring procedures could result in an invalid exam for the Applicant/Candidate.

I have briefly explained what is expected of a proctor and certify that the Applicant/Candidate listed above is not related to me.

Proctor Signature _____ Date _____

E-mail is the best way to return this. info@nationalhomeinspector.org

National Home Inspector Certification Council

TIPR (TEST INSPECTION WITH PEER REVIEW)

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.
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.

TIPR OVERVIEW

The Test Inspection and Peer Review (TIPR) process is open to all home inspectors in Canada. Its purpose is to test, validate and improve inspection and communication skills and assure confidence in the essential services provided to consumers. Home inspectors seeking National Home Inspector recognition are required to fulfill the TIPR requirements in order to advance in the National Certification Program. There are three distinct categories in the review process. (See graphic TIPR Flow Chart image)

1. **Onsite Inspection**: This is a realistic home inspection. 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**: Later, after inspecting the house the applicant presents the inspection findings to a peer review panel. The applicant is expected to identify all the “significant” major deficiencies and demonstrate sound technical knowledge and communication skills. The Examiner will ask questions and test the participant’s communication skills on the home inspection completed.
3. **Inspection 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. The report may be handed over to the Examiners or mailed within 48 hours of completion.

Note: The home will be inspected by a panel of qualified home inspector Examiners prior to the applicant reviews, in order to establish a defined level of mandatory “significant” deficiencies and to assure quality for benchmarking purposes for the inspection review process.

Scheduling Exams To schedule an exam the applicant must contact the National Registrar to register prior to when an applicant wants to take the exam. Applicants are required to complete a Background Review Application Form and review by NAB (National admissions Board).

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There is no guarantee of a set time or date for the TIPR Exam until all of the required forms are properly completed. Typically TIPR's are conducted in an area when there are sufficient numbers to accommodate a full day of examinations.

Rescheduling an Exam If you have a scheduled a date and time for your examination, and you need to reschedule the TIPR the applicant must contact the Chief Examiner and/or Deputy Examiner at least two weeks prior to the examination. No refunds are offered after the above two week rescheduling date.

Conflict of Interest The TIPR program is conducted as an open and fair process.

If a "conflict of interest" arises the applicant may request another Examiner to conduct to review. Likewise, an Examiner also is required to declare when or if a conflict arises in the TIPR process.

Exam Results Most questions about scores or exam results cannot be answered on the date of the examination. Applicants will be advised of their successful or non-successful status based on the TIPR evaluation by your on site Examiner by the Chief Examiner. Typically Examiners' are unable to tell applicants the final results of their score over the telephone or by email. However, they will help an applicant get that information if it is not released in a timely manner.

NHICC TIPR - CHANGES April 2010

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.

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

TIPR – QUESTIONS

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.

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.

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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/candidate 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 charged 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.
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

NOTE: Photo I.D. is required and must be verified by your "house sitter and examiner".

EXAMINER FORMS Standard forms utilized in the TIPR process are provided below for your information.

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**[™] 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.

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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: _____

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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)

National Home Inspector Certification Council

MAINTAINING YOUR NHICC - NHI™

In order to maintain your designation and registrant (member) in good standing you must complete a minimum of 20 hours each year of any of the following:

- Continuing education - technical courses or workshops directly related to home and property inspection
- Continuing education - law, ethics, business practices, communication, conflict resolution, or other relevant subjects
- Activity - service to the NHICC National Certification Body
- Activity – teaching a formal home inspection or related course
- Activity – mentoring or providing supervised field training
- Activity – attending a H.I. conference, workshop, seminar
- Activity – maintaining membership in a related professional organization
- Required - payment of annual maintenance fee (due) July 1st each year
- Required - complete one “Test Inspection” every five years
- Mandatory - compliance with the ASHI and/or CAHPI Code of Ethics and Standard of Practice
- *Where applicable - maintain specified insurance coverage where mandatory by the authority having jurisdiction (example - licensing requirements in British Columbia – BPCPA, regulation in Alberta)*

Maintaining Candidate Status – after 3 years, Candidates that have not become NHICC-NHI certified must reapply to retain their Candidate status.

NHICC CONTINUING EDUCATION POLICY & RENEWAL FORM

Statement of Purpose:

1. Establish a Continuing Education Credit (CEC) criterion, recognizing the importance of continuing education for practicing professionals.
2. To enhance the NHICC National Certification Program credibility in the industry, by maintaining a set standard for ongoing life-long learning through education and renewal.

Applies to:

Compliance with this policy is mandatory for all National Home Inspectors™.

Program Details:

1. Requires the submission of 20 CEC every year in order to maintain status as a National Home Inspector™.
2. A carryover of 10 CEC per year from the previous year is allowed. Example: 30 CEC submit for current year; 20 applied to current year renewal and 10 carried forward for the next year.
3. A shortfall of 5 CEC per year is permitted only for the current year. The shortfall will be added to the next year’s requirement. Example: 15 CEC submitted for current year; 25 will be required for the following year.

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When to and how to Submit:

1. CEC must be submitted at the same time as annual maintenance fee (by June 30th) every year.
2. Cheques/payments are made payable to the NHICC.
3. The CEC form, along with the annual maintenance fee invoice, will be sent to National Home Inspectors no later than June 1st. Certificate Holder must return their payment and CEC form within 30 days.
4. Please do not submit your CEC documents of proof until you are requested to do so. The National Certification Council will not accept or file CEC material submitted prior to membership renewal period. All material sent prior to this will be returned.
5. Types of proof required are defined in the right column of the claim form and must be attached to the CEC form when requested. Renewal will not be finalized without the supporting proof documents.
6. Failure to comply and provide satisfactory CEC documentation and or proof when audited and required the maintenance fee will result in suspension.
7. CEC will not be accepted without payment of the annual maintenance fee and the fee will not be accepted without specifying your claim required on the CONTINUING EDUCATION CREDIT & RENEWAL FORM.
8. The National Certification Council will consider an extension for special circumstances. The National Certification Council must be notified in writing to obtain "official" approval for such an extension.
9. Wallet cards will be issued every year to each certificate holder upon receipt of their payment and CEC.

What counts as a Continuing Education Credit?

To maintain your National Home Inspector status, simply complete CONTINUING EDUCATION CREDIT & RENEWAL FORM. When required provide evidence of your claim along with the annual renewal fee. Submit supporting data for the required Certificate Education Credits (CEC) yearly.

There are many ways to earn CEC. The following are a range of example activities, as well as the amount of education credit each activity is worth.

1. Attending an Educational Short Course, Seminar or Technical Conference related to home/building inspections¹
2. Attaining additional certifications³ - example: building code classes, WETT certification, IAQ, commercial inspections, etc.
3. Attending the education seminars² at related Industry Trade Shows and association meetings with at least 1 hour of educational content
4. Teaching a home inspection related Short Course or Seminar¹
5. Presenting and publication activities related to a Technical Paper or part of an Inspector Seminar, Inspector Conference, published newspaper or magazine.
6. Teaching an inspection course at a University, College or Technical Institute¹ (Includes "accredited" training)
7. Home-study activities³ approved by NCP – Continuing Education Committee approved providers
8. Education offerings determined by the NCP Continuing Education Committee (Credits vary – see published list on the NCP website – note these must be pre-approved and are subject to periodic change)
9. Volunteer time spent on services for the NCP such as examiners, council *members*, board *members*, committee(s), etc. (Maximum of 5 hours credit)
10. Mentoring – approved inspector field training (Maximum of 10 – 1 hour per mentored inspection)
11. Field Supervision – approved field training (Maximum of 10 – 1 hour per mentored inspection)

¹An hour of education delivered is worth 1 CEC (credit).

²A copy of the certificate or letter of attendance is the required documentation.

³A copy of the certificate of completion is the required documentation.

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What does not count as a Continuing Education Credit?

1. Attending industry trade shows, and not attending any seminars/educational courses offered at the event without valid documentation to corroborate your seminar/education portion attendance. Attending a trade show counts as a ½ hour credit only.
2. Home Inspector meetings – AGMs, particularly heavily weighted with business and administrative portion of agendas with primarily discussions sessions that contain no education portion delivered during that meeting.
3. Education credits, courses or training previously claimed in your application.

What are the common problems encountered in processing CEC?

1. Lack of supporting documents.
2. No documentation to support your claim as “continuing education”.
3. Assuming that another association already has it on record. Record keeping and the rigor by others varies. The NHICC requires and maintains those records that provide its own evidence to validate an audit and to assure its own accountability and not that of others.
4. Failing to clearly recognize the claim period for the CEC. Example - the 2011 renewal requires that upon renewal that you report your educational activities earned/achieved between July 1, 2010 and June 30, 2011 count for your renewal in June 2011.
5. Your renewal has a shortfall of educational hours.
6. You have valid documentation to support a written request for extension such as a medical condition. Such exceptions will normally be upheld as a special or extenuating circumstance.

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Only include CE credits earned between the dates of January 1, 2010 to December 31, 2010.
Provide a copy of your Continuing Education documentation for verification. No documentation = No Credit Provided.
Please sign the document below.
Documentation Legend: C = Copy of Certificate, S = Submit Documentation

Type of Activity	CEC Value	Document	Your Claim
Technical - Inspection Related			
Education Course	1 per educational hour	C	
Education Seminars	1 per educational hour	C	
Education Workshops	1 per educational hour	C	
Business - Inspection Related			
Attendance at H.I. Association Meetings	1 per meeting	S	
Business Operation	1 per educational hour	C	
Related Service - Inspection Related			
Education Course	1 per educational hour	C	
Volunteer & Service - Inspection Related Maximum of 10 hours credit applies*			
Author a Published Article/Paper on Inspection Issues	Maximum of 2 per paper *	S	
Author a Published Book on Inspection	Maximum of 5 per book*	S	
Council/BOD Representative (NCH) <i>Member</i>	Maximum of 5 hours	S	
Instructor/Speaker for an Approved Course	1 per hour to maximum*	C	
Mentoring novice inspectors	1 per inspection*	S	
Supervised inspections	1 per inspection *	S	
Continuing Education Credits - Total Hours Claimed			

SIGNED STATEMENT FOR CEC & RENEWAL

I, the undersigned, hereby declare that the information contained in this renewal and CEC declaration is true and that I will use most recent editions of the Standards of Practice and Code of Ethics as a guideline to performing home inspections. Furthermore I acknowledge that failure to produce the required relevant documentation to support the above claim can jeopardize my "National Home Inspector" status. I further agree to hold the NHICC harmless in the event of a claim or professional practice proceeding arising out of the performance of service to clients. I authorize NHICC the authority to investigate and confirm the information declared by me in this application.

Signed this _____ **day of** _____, **20** _____

Signature: _____

Payment enclosed for this renewal: (\$169.50 includes HST) \$ _____

Charge my credit card on file with the NHICC the above amount

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OBLIGATIONS OF REGISTRANTS

All “registrants” shall comply with the following requirements:

- (a) Mandatory compliance with the Standards of Practice. The Standards of Practice shall be the latest version of the provincial Standards of Practice in which the inspector practices.
- (b) Mandatory compliance with the Insurance requirements (where applicable).
- (c) Mandatory compliance with the Code of Conduct, Professional Practice and Conflict of Interest Guidelines, as set out in the Bylaws, Policy & Procedures. Non-compliance is subject to disciplinary procedures.
- (d) Maintain annual certification fees in good standing.
- (e) Completion of any Mandatory Upgrading Requirements and Continuing Education Requirements, except for Applicants and Retired Certificate Holders.
- (f) In the event of written complaints which are not satisfactorily resolved, the registrant may be suspended from inferring any affiliation with the NHICC.
- (g) Act in good faith to all, uphold the integrity and reputation of the profession, respond promptly to complaints.
- (h) Always provide a written contract to the client and a written/printed report of the system(s) that were inspected.

Registrants are required to exercise the practices in the profession with competence and diligence, upholding their duty of care to their client and also to the best interest of the NHICC.

PROFESSIONAL PRACTICES

The “ethics” of the NHICC and its “registrants” and contracting agents are paramount and must be upheld to maintain a positive public image and good name. Those who contravene the **Code of Ethics**, and/or do not adhere to the **Standards of Practice**, and/or advertise illegally will be disciplined. Complaints from the public or other “registrants” will be reviewed by the Professional Practices Committee.

Mandate: The committee’s mandate is focused on investigating complaints related to conduct and competence of Registrants, and other matters related to professional practices. This mandate does not include mediation of individual complaints, imposing settlements, or assisting in civil proceedings.

CONFIDENTIALITY & LEGAL MATTER

The NHICC is also dedicated to the establishment of an atmosphere of respect and appreciation for the rights and responsibilities of all those associated with the National Certification Program.

In common with all other individuals in Canada, registrants enjoy rights under the Human Rights Code, the Charter of Rights and Freedoms and the Freedom of Information and Protection of Privacy Act.

A National Home Inspector™ shall be a person that meets the highest stage of certification in the NHICC National Certification Program. In order to become a National Home Inspector™, the individual must meet the requirements for individuals at this stage as defined in the certification program.

A Candidate shall be a person that has been accepted into the entry level of the NHICC National Certification Program. The Candidate is required to complete a National Home Inspector exam of the National Home Inspector Certification Council upon acceptance of their application into the National Certification Program.

An Applicant shall be a person that submits their background information to the National Home Inspector Certification Council.

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Registrants (members) have and may exercise their general rights as citizens, subject to the rules, regulations and discipline of the NHICC. They also have the right to the enjoyment of a safe learning and work environment and fair treatment in accordance with the rules, regulations and discipline set forth by the NHICC.

The NHICC and the “registrants” of the National Certification Program is a community of diverse races, creeds, cultures, and affiliations. We are committed to promoting and supporting a workplace and learning environment where everyone can work and study in an atmosphere free of harassing or demeaning treatment.

We value each “registrant” of our community for her or his individual and unique talents, and applaud all efforts to enhance the quality of our lives. We recognize that each individual’s effort is vital to achieving the goals of the NHICC. We strive to maintain a climate of mutual respect.

We look forward to hearing from you soon!

FURTHER INFORMATION MAY BE OBTAINED IN THE NHICC POLICY MANUAL

Contact:

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

APPLICATION FORMS, FEES & ADDITIONAL INFORMATION CAN BE FOUND ON THE NHICC WEBSITE www.nationalhomeinspector.org