

National Home Inspector Certification Council

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APPLICATION FOR ACCREDITATION FROM THE NHICC

Please complete the following application for your course or program review for accreditation. Incomplete applications will not be processed and returned if required.

Note: An accredited course and/or program hours is based on training meeting the National Occupational Standards for HPI's that encompass a minimum of 40 hours of instructional training.

Section 1: Training Provider Contact Information

| | | | | |
|---|--|-------------------|--|-------------|
| Training Provider Name | | | | |
| Mailing Address | | | | |
| City | | Province or State | | Postal Code |
| Website | | | | |
| Name of Training Provider Contact Person | | | | |
| Title of Training Provider Contact Person | | | | |
| Telephone | | Fax | | |
| Best Email Address | | | | |

Section 2.1: Training Information

Please provide information for each of the criteria.

You may attach additional documents to support your application.

| | |
|--|--|
| 2.1 New Accreditation | |
| Registration or business number | |
| Our training was first established (Month/Year) | |
| Approved education/training by laws/regulations in your jurisdiction | |
| Primary location of training | |
| Our training institute offers – certificates, diplomas, other | |
| Approximate number of trainees enrolled in past year | |
| Approximate number of trainees that graduated/completed | |
| Has accreditation ever been denied or removed? | |
| Has provincial or state license ever been removed? | |
| Is your training approved or accredited by others? (List) | |

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Section 2.2: Course/ Program Information

Please provide a list of courses and/or program indicating the course/program name and course/program duration. You may attach additional documents as reference if desired.

| 2.2 Course or Programs Offered (List Course or Program Name) | Name | Length (Hrs) | Academic | Practical |
|---|------|--------------|----------|-----------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| 11. | | | | |
| 12. | | | | |

Note:

Length (Hrs) signifies total number of course contact hours.

Academic hours are actual course training hours.

Practical hours are considered those training hours for field work – such as a mock inspection.

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Section 3: Course/Program Identification

Please provide course/program information/evidence for each of the criteria below. You may attach additional documents as reference or copy and reuse this page if desired. (See sample next page)

| 3.1 Course/Program Identifier | Information | |
|-------------------------------|-------------------------------------|--------------------|
| Provider | | |
| Course Name and Number | | |
| Prerequisite Skills (if any) | | |
| Topics | Performance Objectives/Competencies | NOS Task Reference |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |

Note: (3) NOS reference can be found by reviewing the following document. NOS on the web Home Page

| | |
|-----------------------------------|--|
| Section 3.2 | Note: Attach course outline or course syllabus for each course/program. |
| Course/Program Description | |
| Teaching Methodologies | |
| Evaluation Tools | |
| Text(s) Documents | |

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Section 5: ISO & TRAINING STANDARDS

Complete all of the following:

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| <p style="text-align: center;">STANDARD 1:</p> <p><u>1.1 Educational Goals/Objectives:</u> Indicate your organization's educational goals and objectives.</p> | |
| <p><u>1.2 Program/Instructional Materials:</u> Indicate the standards used for the development and on-going maintenance of instructional program and materials. Note - accreditation council may ask for additional program materials (instructor notes, trainee materials, instructional aides) during the accreditation process.</p> | <p>Note: Provide at least one module from each course/program with each/course program submission.</p> |
| <p><u>1.3 Performance Measurements:</u> Indicate how trainees are evaluated on the program, and how this information is used for program improvement.</p> | |
| <p><u>1.4 Curriculum Review/Revision:</u> Indicate policies and procedures for the update and revision of instructional materials.</p> | |
| <p><u>1.5 Certification and Licensing:</u> If this program is designed to lead toward a licence, certification or designation, please indicate here, along with details of the controlling agencies.</p> | |

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| <p>STANDARD 2:</p> <p><u>2.1 Instructional Methods:</u> Indicate the instruction media or medium used in the program being reviewed, as well as related instructional delivery standards employed.</p> | |
| <p><u>2.2 Externships / Internships:</u> If the program includes externships or internships, please indicate how these are administered and managed.</p> | |
| <p><u>2.3 Equipment / Supplies:</u> Provide an indication of the type of specialized equipment and/or supplies used in the delivery of the program.</p> | |
| <p><u>2.4 Facilities:</u> Provide information regarding the facilities where instruction takes place.</p> | |

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|--|--|
| <p>STANDARD 3:</p> <p><u>3.1 Qualifications of Instructional Personnel:</u> Provide information on instructor qualifications as well as résumés for the current instructional staff. Include instructor(s) résumés.</p> | |
| <p><u>3.2 Supervision of Instruction:</u> Indicate policies and procedures for the supervision and on-going management of training programs. Include name of manager of the instructors.</p> | |
| <p><u>3.3 Instructor Orientation and Training:</u> Indicate policies/procedures for training and orientation of new instructional staff.</p> | |

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| <p>STANDARD 4:</p> <p>4.1 Student Progress: How is student progress measured or indicated to trainees? How is this information used by instructional staff?</p> | |
| <p>4.2 Attendance: What is the policy regarding attendance? How is it enforced?</p> | |
| <p>4.3 Participant Satisfaction: Indicate the procedures used to measure trainee feedback and satisfaction with your program(s).</p> | |
| <p>4.4 Employer/Sponsor Satisfaction: Are trainees sponsored through the program? How does your organization measure their satisfaction with graduates?</p> | |
| <p>4.5 Completion and Placement: How does your organization track placement and retention rates of program graduates? (Example, What percentage of trainees finds work in the business, and what percentages are still in the business in the future?)</p> | |

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