

# National Home Inspector Certification Council

## Renewal/Recertification Publication

### Policy # 27 National Home Inspectors - Registrant Renewals

1. Registrant Renewal Forms & Continuing Education Credit claims for renewal of NHICC “National Home Inspectors” will be sent out four weeks before the renewal date.
2. Dues must be paid by the renewal date, or as amended from time to time by the NCC Committee, in order to maintain a “registrant” in good standing.
3. Registrants who have not submitted a renewal application within 30 days of renewal date will be sent a reminder by registered letter and suspended status.
4. Registrants who do not submit a renewal application within 60 days of renewal date will be removed from the National Home Inspector “registrant” list and database. They will be assessed a reinstatement fee should they reapply within the current renewal year. The reinstatement fee will be determined by the NCC.
5. All outstanding fees must be paid in full, together with the reinstatement fee, before a (previous) “registrant” will be re-enrolled.
6. Upon application in writing to the NCC, this provision may be altered or waived, in cases of extraordinary circumstance.
7. All other requirements of “registrants” including completing all required Continuing Education Credits submissions and outstanding accounts with NHICC, as noted on the application form, must also be satisfied.
8. All “registrants” will be given 15 days grace to pay outstanding debts and service charges before being a deemed a “registrant” not in good standing.
9. A “registrant” that has retired from home/property inspection and earned the Occupational Title “National Home Inspector” may use the title “National Home Inspector (Retired)”, but may not hold office or vote.
10. Any new NCH credential issued to a National Home Inspector within 90 days of the renewal date will be exempt from payment of the renewal fee.

### Policy # 29 Reinstatement of NHI Status

1. The purpose of this policy is to provide means for a NHICC National Home Inspector to apply for reinstatement within a maximum 1-year lapse in “registrant” registration fees.
2. Former National Home Inspectors who have maintained continuous service for a minimum of one year may apply for reinstatement under the following guidelines: after serving one year with a recognized equivalency association, to a maximum of two years of documented official leave accepted by NCC.
3. Former National Home Inspectors granted reinstatement would not be required to re-qualify for reinstatement by retaking the required Test Inspections with Peer Review or completing

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the required number of inspections providing they have been inactive for less than two years.

4. The NCC shall judge each reinstatement application on its merit and may approve or deny the Request for Reinstatement as they reason appropriate.
5. All reinstatement applications and supporting documents will be treated as private and confidential.
6. "Registrants" requesting reinstatement must pay the current NHICC National Certification Holder reinstatement fee.

## 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.

### 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.

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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 inspections<sup>1</sup>
2. Attaining additional certifications<sup>3</sup> - example: building code classes, WETT certification, IAQ, commercial inspections, etc.
3. Attending the education seminars<sup>2</sup> 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 Seminar<sup>1</sup>
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 Institute<sup>1</sup> (Includes “accredited” training)
7. Home-study activities<sup>3</sup> 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)

<sup>1</sup>An hour of education delivered is worth 1 CEC (credit).

<sup>2</sup>A copy of the certificate or letter of attendance is the required documentation.

<sup>3</sup>A copy of the certificate of completion is the required documentation.

## 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.

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## 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 July 1, 2010 to June 30, 2011.**

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
<b>Technical - Inspection Related</b>			
Education Course	1 per educational hour	C	
Education Seminars	1 per educational hour	C	
Education Workshops	1 per educational hour	C	
<b>Business - Inspection Related</b>			
Attendance at H.I. Association Meetings	1 per meeting	S	
Business Operation	1 per educational hour	C	
<b>Related Service - Inspection Related</b>			
Education Course	1 per educational hour	C	
<b>Volunteer &amp; Service - Inspection Related</b> 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	
<b>Continuing Education Credits - Total Hours Claimed</b>			

**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: \_\_\_\_\_

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

(2) Charge my credit card on file with the NHICC \$169.50 Initial: \_\_\_\_\_