

Test Inspection with Peer Review



NHICC - TIPR Training for Examiners

Last Updated May 15 2011

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TIPR Training Objectives

After completing training participants will be able to:

- Be familiar with the test inspection with peer review process
- Understand the role of various participants
- Understand the mandatory requirements to conduct a TIPR
- Understand the role of various participants
- Understand how to apply and complete various TIPR forms
- Understand the skills required to conduct a fair and unbiased assessment of participants
- Participate effectively in a TIPR as an Examiner

TIPR Background

Original TIPR Committee was formed in December 2005

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

TIPR Purpose

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

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

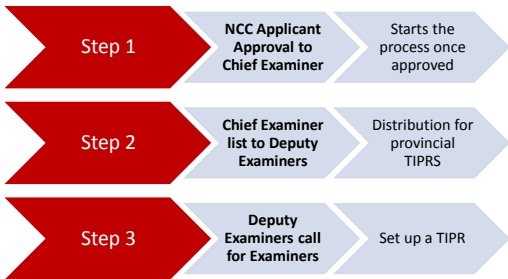
TIPR Goals

- Success of the TIPR program relies heavily on the involvement and participation of home inspector members that have previously and successfully participated in the TIPR process.
- These are the members –“National Home Inspectors”-recognized for national certification in this profession.
- Examiners are experienced, well respected and objective and also willing to participate and mentor other home inspectors.

TIPR Benefits

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

Organization Chart



TIPR Examiner

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

TIPR Examiner

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

TIPR Examiner

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

Chief Examiner

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

TIPR Examiners

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

Examiners

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

TIPR Process

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

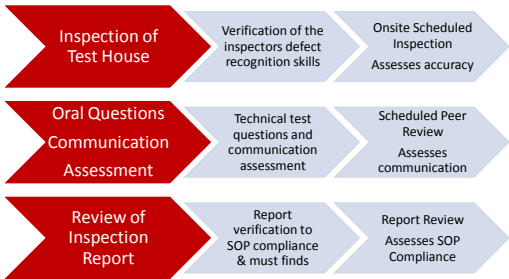
TIPR Application

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

TIPR Application

- Deputy Examiner is notified and generally makes arrangements with the other TIPR Examiners in that region of the need for conducting a TIPR session
- A TIPR session is scheduled
- Typically a one day TIPR session requires 2 Examiners, a house sitter (assistant) if available, and obviously a test house

TIPR Major Components



TIPR Pre-Inspection

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

TIPR Pre-Inspection

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

TIPR Test Day

- The Participant must prove their identity to the Examiner.
- Participants must sign a waiver as part of the documentation -accepting responsibility for their own safety and any damages they may cause to the test house.
- Participants are free to use their own report system, but must complete form #2 for submission to the Examiners along with the waiver form #1.

Form 1

National Certification Program
TIPR EXAMINATION FORM 1
PARTICIPANT - DISCLAIMER AND WAIVER OF LIABILITY

The Disclaimer and Waiver of Liability Agreement are executed by the applicant on this _____ Meeting # _____ and the National Home Inspection Certification Council (NHCC) and the Examiners acting at the behest of the NHCC. Certification Authority in reference to the applicant's Test Inspection with their Review (TIPR) by the National Certification Program.

1. Before any person is granted National Home Inspector™ status, 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, trained 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 cooperation the Peer Review team and TIPR Examiners may be more familiar with those risks and hazards and therefore may be better able to avoid any harm to a result.
4. The applicant acknowledges that the Peer Review team may detect some of those 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 those same risks and hazards.
5. The applicant agrees to waive any and all claims they may have against NHCC, 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 NHCC, the Certification Council, its members, officers, the TIPR Examiners and the program owner from any claims of 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: _____

May 15, 2011

TIPR Test Day

- Typically Examiners assign the participant approximately 2 ½ to 3 hour inspection time slot and a 30 minute presentation time to report to the Examiners.
- Deputy Examiner/Examiners must send the participant a instruction package with the appropriate forms to be used for the TIPR.

Form 2

National Certification Program
TIPR Summary Inspection Report Form 2
PARTICIPANT - SUMMARY INSPECTION REPORT FORM

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 "most level" defects and system/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.

May 15, 2011

TIPR Participants

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

TIPR Examiners

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

TIPR Examiners

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

TIPR Examiners

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

TIPR Examiners

- Must note any issues regarding safety or other such significant concerns -that may arise from a TIPR session. Must be reported in writing to the Deputy Examiner and Chief Examiner.
- Have some license in deciding whether or not participants succeed or not....by exercising "professional judgment" on borderline issues.
- If a "conflict of interest" exists –it must be openly declared by any/or all parties.

TIPR Appeal

- There is a TIPR appeal process.....but appeals must be based on substantiated evidence and/or proof of unfair treatment.
- Documentation becomes critical evidence in establishing a "final" decision in a case of an appeal.
- All appeals are reviewed by the Chief Examiner.
- Review Form 1 (page 2)

Back of Form 1 Appeal Process

**Natural Certification Program
TIPR EXAMINER FORM 1**

Is there an Appeal Process?
This form is an appeal process. However, the responsibility is on the participant/inspector to advise their clients by documentation in writing. There must be reasonable grounds for the appeal of an applicant based on the results of the TIPR exam, not competing, or an overzealous grounds. The applicant has to be in appeal with the TIPR Chief Examiner.

Appeal process is not limited to technical accuracy of the TIPR exam questions, relevance of TIPR exam to the job function, relevance of TIPR exam to a geographic region, assignment of the passing score - for example, based on error.

Appeal Overview:
An applicant's failure as a former written request for a review and a re-evaluation of the specific TIPR examination process and/or report items results.

Appeals must be made within 10 business days after completing a scheduled TIPR exam or upon receipt of the results of the TIPR exam. There is a \$120.00 fee to process an appeal. The fee must be paid directly to the IATCC.

TIPR remains in charge at \$220.00. Rescheduling and retakes may be subject to a fee to \$50 to \$60 per re-taking period from the date of your original TIPR.

- All appeals must be in writing.
- Your signature must be on the letter.
- You must state if or what if, items are not accepted.

What is the appeal process?
If all grounds related to an appeal to assist an appeal of the TIPR exam results, an appeal is sent to the Chief Examiner and to request the grounds for an appeal and complete the process or address issues (documented).

Appeal Steps:
1. The applicant submits a written appeal to the TIPR Chief Examiner's email account: chexaminer@iatacc.com or through the mail along with a request or statement to the IATCC.
2. The Chief Examiner checks the appeal for completeness. If the information is not adequate, incomplete and the applicant is not satisfied for completion, the applicant is not satisfied.
3. The Chief Examiner will acknowledge receipt of the appeal to the participant within 10 business days of receipt. Once that is done, the applicant to complete the appeal, it will be subject and reviewed by the IATCC, based on documents or review. The applicant will be notified in writing & IATCC will.
4. A response will be provided that can be received immediately, will be responded to in approximately 2-3 business days of receipt of the appeal.
5. A response will be provided to access to the Board of Examiners on appeal analysis or other related issues on inspection process, examination, evaluation and scoring.

chexaminer@iatacc.com
Address: Chief Examiner
281 East Beaver Creek
Toronto, Ontario M5S 3B5

May 15, 2011

TIPR Exam Criteria

Compliant Reporting Approach

- The SOP requires that all defined elements of the house be inspected.
- The inspection report must confirm that all defined elements of the house have been inspected to be successful – otherwise it is deemed a fail.
- The SOP requires that an inspection report lists the defined elements that were not inspected....and why they were not inspected.

Form 4

**Natural Certification Program
TIPR Report Verification Form 4**

TIPR - Home Inspection Report Verification Form

NOTE: This form is generic and intended to determine if the home inspection report meets the Addressing 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.

Applicant Name	
Exam #	
Inspection Address	
Inspector Name	
Report Date	

1. Does the report describe the scope of limitations of the inspection?
 2. Does the report include the "systems" and "components" 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"? **must identify 80% to this category**
 5. Does the report identify system and components that are "near the end of their useful 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 present conditions to make an informed purchase decision?
 11. Does the report provide general observations of the property - buildings, site, surroundings, etc. current use, etc.

Is the report acceptable? Add: This report MUST have all of the above conditions answered YES for the report to be judged "acceptable".

Examiner: _____ Date: _____

May 15, 2011

TIPR Exam Criteria

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

TIPR Exam Criteria

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

TIPR Exam Criteria

Therefore the inspection is conducted in accordance with the SOP the "must find items" should be based first and foremost on the SOP, which states (in part):

2.2 The Inspector shall:

TIPR Exam Criteria

A. inspect:

1. *readily accessible systems and components of homes listed in these Standards of Practice.*
2. *installed systems and components of homes listed in these Standards of Practice.*

B. report

1. on those systems and components inspected which, in the professional opinion of the inspector, are significantly deficient or near the end of their service lives.

TIPR Exam Criteria

2. a reason why, if not self evident, the system or component is significantly deficient or near the end of its service life.
3. the inspector's recommendations to correct or monitor the reported deficiency.
4. on any systems and components designated for inspection in the Standards of Practice which were present at the time of the Home Inspection but were not inspected and a reason they were not inspected.

TIPR Exam Criteria

- The SOP requires that 'significant deficiencies' are inspected, identified and reported.
- Significant deficiencies in a test house are identified by the TIPR Examiners.
- Significant deficiencies may include conditions
 - Where omission may have a 'significant' health and safety impact
 - Where omission may have a 'significant' financial impact

TIPR Exam Criteria

- Identification and report of systems and components "near the end of their service life".
- Systems and components near the end of service life in a test house are identified by the TIPR Examiners.
- The participant must identify and report on systems and components near the end of their service life to PASS.

TIPR Exam Criteria

- Identification of "other deficiencies".
- Other deficiencies in a test house are identified by the TIPR Examiners.
- The participant must identify a minimum number of the 'other' problems identified by the TIPR Examiner to be successful.
- If the participant reports on issues NOT required in the SOP.....the TIPR Examiner should note these items/comments.

TIPR Exam Criteria

Where significantly deficient is defined in the SOP as "Unsafe or not functioning", and "Unsafe" is further defined to be "a condition in a readily accessible, installed system or component which is judged to be a significant risk of personal injury during normal, day-to-day use. The risk may be due to damage, deterioration, improper installation or a change in acceptable residential construction standards".

TIPR Exam Weights

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

Form 3

National Certification Program
TIPR Examiner Report Score Sheet - Form 3
TIPR - EXAMINERS EVALUATION REPORT 1

Participant _____ Date _____ Examiner _____

SIGNIFICANT/ MUST FIND CONDITIONS		Documented
	Yes	No
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

SCORE ___/16

ADDITIONAL SIGNIFICANT ISSUES

1	
2	
3	
4	

SCORE ___/16

TECHNICAL QUESTIONS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

SCORE ___/16

COMMUNICATION	Absent = 0	Some = 1	Excellent = 2
Clarity			
Ability to inspire confidence			
Ability to describe industry terms			
Timely answers to you			

SCORE ___/16

TECHNICAL REPORT (Report Meets the SOP) _____ SCORE ___/16

COMMENTS:

May 10, 2011

TIPR Exam Feedback

- Feedback happens both during and after the participant peer review/examination
- Notes should be recorded on the examiners forms*

TIPR Exam Feedback

TIPR examiners should make note of any missed or unreported ‘other elements’ such as those that have been basis of a recent Canadian legal claim, and note the potential risk of that element with the participant -such as suspect mold conditions, aluminum wiring, vermiculite insulation, etc.

TIPR Exam Feedback

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

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

TIPR Chief Examiner Feedback

Feedback also happens after the Chief Examiner’s review.

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

Form 5

National Certification Program
Chief Examiner Report - Form 5

CHIEF EXAMINER - SUMMARY EVALUATION SCORE SHEET

PARTICIPANT NAME: _____ EXAMINER: _____

Date: _____ Location: _____

NOTE: Based on your participation in the TIPR process, including your oral examination the following scores are noted for your information.

NOTE: 80% score for item #1 is mandatory to pass - No TIPR

TIPR	Value	Score		Pass	NO
		%	YES		
List of Key Skills	20				
1. Summary of significant defects	10				
- Must show 50% or better in your TIPR					
2. (5) Test questions	10				
- Must be correct					
3. Communication skills	10				
- Ability to read clearly (2)					
- Ability to inspire confidence (2)					
- Ability to accurately convey data (2)					
- Data to include: identify component (2)					
4. Technical Reporting to SOP	10				
- Data to include: identify component (2)					
TOTAL	100				

EXAMINER(S) - COMMENTS: _____

RECOMMENDATIONS FOR SELF-IMPROVEMENTS (FEEDBACK): _____

May 15, 2011

TIPR Data Collection

- Information collected from the TIPR process forms part of the personal profile of applicants
- Data used for that purpose is primarily to record in a central database
- Therefore: examiners have a obligation to assure accuracy and fairness in their evaluations and completeness in filling out the required forms

TIPR Best Practices

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

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

TIPR Examiners Best Practices

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

TIPR Issues

From a defensibility perspective the information must in the case of an appeal be based on facts – therefore these become critical points -

- Support photos/images
- Consistency and completeness required filling forms
- Did the verbal report supplemented with written report assist in passing the TIPR?
- Did the participant understand the process?

TIPR Scheduling

1. Starting mid to late morning participants are scheduled to go through the house about 1 hour apart.
2. Participants are allowed approximately 2 1/2 to 3 hours to conduct their inspection.
3. Participants must not be conversing with other participants or overlapping the other participant – example avoid inspecting the same area at the same time.

TIPR Scheduling

4. Participants will spend approximately 30 minutes for a verbal presentation to the examiners - summarizing the must find defects, answering questions and presenting their printed inspection report.
5. Examiners should take about 10 minutes to make notes and render a decisions on the success/lack of success on the participant.
6. Participants must leave a report or send it within 48 hours.

TIPR Safety

- Examiners must identify and specify criteria for a safe inspection – post any restrictions, such as roof, attic or crawlspace access.
- Participants are required to sign the waiver for risk or liability onsite, prior to inspection.
- Health and safety is critical and must be adhered to at all times.

Ideal TIPR Test House

- Be built within the last 50 years.
- Have at least 1000 square feet or more.
- Be a residential building – either a single family home, duplex, or row house.
- In larger groups a duplex works out well where larger numbers of participants and 2 teams of examiners can be accommodated.
- Should have some “significant” deficiencies.
- Should be vacant.

TIPR Test House

- Should be within approximately 30 minutes of the peer review site.
- Where practical - all utilities must be on.
- Where practical - all areas of the house should be readily accessible.
- Recommend an Exam assistant to assure security/over see the participants.
- Assure the owner that the house will be returned in the same condition as it was acquired.

Potential TIPR Test House

- Contacts often made through real estate community or through private owners – perhaps offering a free review of the house.
- Ideally participants must not have inspected the house before.
- Ideally the type of test house varies from session to session to avoid duplication for future TIPR sessions.

TIPR Test House Report

- Inspection reports produced will not be made available to the owner of the house.
- All significant deficiencies which are safety concerns should be disclosed to the owner using the Peer Review disclosure form.
- Participants are required to provide a summary or overview of their findings – the examiners are required to note them on the Examiner Form 3

TIPR Test Questions

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

TIPR Communication

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



National Home Inspector – Canada
NHI™



**National Certification Program
TIPR EXAMINATION 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™** status, 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 Certification Program TIPR EXAMINATION FORM 1

Is there an Appeal Process?

Yes, there is an appeal process; however, the responsibility is on the participant/applicant to substantiate their concerns by documentation in writing. There must be reasonable grounds for the appeal. If an applicant deems that the results of the TIPR exam are not compelling, or on reasonable grounds, the applicant may file an appeal with the TIPR Chief Examiner.

However, a fee is required for an appeal. The appeal form may be sent to clawrenson@acncanada.net

Appeal challenges are not limited to technical accuracy of the TIPR exam questions, relevance of TIPR exam to the job function, relevance of TIPR exam to a geographical region, assignment of the passing score – for example - based on error.

Appeal Overview

An appeal is defined as a formal written request for a review and a re-evaluation of the specific TIPR examination or peer review and/or report review results.

Appeals must be made within 10 business days after completing a scheduled TIPR exam or upon receipt of the score on the TIPR exam. There is a \$113.00 fee to process an appeal. This fee must be paid directly to the NHICC.

TIPR retakes are charged at \$339.00. Rescheduling and retakes may be subject to a 60 to 90 day waiting period from the date of your original TIPR.

- All appeals must be in writing
- Your signature must be on the letter
- You must mail it or email it - faxes are not accepted

What is the appeal process?

A set process is noted below for an applicant to submit an appeal of the TIPR exam results. An appeal is sent to the Chief Examiner who will assess the grounds for an appeal and execute the process to address issues documented.

Process Steps:

1. The applicant submits a written appeal to the TIPR Chief Examiner's email account: clawrenson@acncanada.net or through the mail, along with a cheque or payment to the NHICC to begin the process.
2. The Chief Examiner checks the appeal for completeness. If the information is deemed inadequate or incomplete it will be returned to the applicant for completion and re-submittal.
3. The Chief Examiner will acknowledge receipt of the appeal to the participant within 10 business days of receipt. Where there is a decision to investigate the appeal, it will be logged and forwarded to the NHICC Board of Examiners for review. The applicant will be advised that a review is under way.
4. A response to an appeal that can be resolved immediately will be responded to in approximately 25 business days of receiving written appeal.
5. A response and the timing for appeals requiring Board of Examiners an in-depth analysis or other detailed analysis are dependent upon documentation, evaluation and findings.

clawrenson@acncanada.net

Address: Chief Examiner
396 Old Tecumseh Rd.
Tecumseh, Ontario N8N 3S8

**National Certification Program
TIPR Summary Inspection Report Form 2**

PARTICIPANT - SUMMARY INSPECTION REPORT FORM

Name: _____ Date: _____ Signature: _____

The following provides a summary of systems or components at:

(Address) _____

Deemed to be in need of "immediate major repair" constituting the significant deficiencies " or "must find" defects and systems/components near the end of their service life. Please use back of sheet if required. **Note: Your home inspection report along with inspection agreement must be forwarded within 48 hours to the Chief Examiner for review and evaluation.**

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

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

**National Certification Program
TIPR Examiner Report Score Sheet – Form 3**

TIPR – EXAMINERS EVALUATION REPORT 1

Participant: _____ Date: _____ Examiner: _____

SIGNIFICANT/MUST FIND CONDITIONS

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

SCORE ___/60

ADDITIONAL SIGNIFICANT ISSUES

1	
2	
3	
4	
5	

TECHNICAL QUESTIONS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

_____ **SCORE ___/15**

COMMUNICATION	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 Certification Program
TIPR Report Verification 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.

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.			
5. Does the report identify system and components that are "near the end of their service life"?			
6. Does the report provide "recommendations" to correct, further investigate or monitor the reported deficiencies?			
7. Does the report highlight the important deficiencies?			
8. Are the recommendations consistent with the conditions observed?			
9. Is the report legible and reasonably complete?			
10. Does the report provide the client with a clear understanding of property conditions to make an informed (purchase) decision?			
11. Does the report provide general descriptions of the property – buildings, storey, approximate age, current use, etc?			
Acceptance			
Is the report acceptable? Note: The report MUST have all of the above questions answered YES for the report to be judged "acceptable".			

Comments:

Examiner: _____ Date: _____

National Certification Program
Chief Examiners Report – 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 oral examination the following scores are noted for your information.

NOTE: 80% score for item #1 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>	60			
2. (20) Test questions <i>. 75 mark for each correct question</i>	15			
3. Communication skills <i>Fluency (2) and clarity (2)</i> <i>Ability to inspire confidence (2)</i> <i>Ability to accurately convey facts (2)</i> <i>Talks to people – face-to face contact (2)</i>	10			
4. Technical Reporting to SOP	15			
TOTAL	100			

EXAMINER(s) - COMMENTS:

RECOMMENDATIONS FOR SELF-IMPROVEMENTS: (FEEDBACK)