

National Home Inspector Certification Council

NHICC TEST INSPECTION WITH PEER REVIEW (TIPR) POLICY

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.

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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.

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 and Appeals

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.

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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.

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 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 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.

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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