

37.0: NATIONAL EXAMS, TEST INSPECTIONS & RETAKES

37.0.1: Licensing and regulation requires evidence that all home inspectors seeking certification must complete a proctored exam specific to the Code of Ethics and Standards of Practice. An exam is provided by the NHICC and the applicant/candidate must provide an acceptable exam proctor to complete the exam.

37.0.2: The National Occupational Standards performance standards identifies the skill sets and provides the background to establish a testing process to allow home and property inspectors to be legitimately certified as competent and qualified professionals.

37.0.3: The Test Inspection and Peer Review (**TIPR**) process and the National Exam for Home Inspectors are open to all qualifying 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. The peer review must be conducted by an individual other than the one involved in the supervision and practical training process.

37.0.4: Home inspectors seeking National Home Inspector (NHI) recognition are required to complete the National Exam and fulfill the Test Inspection with Peer Review requirements in order to advance in the National Certification Program. The acceptable minimum standard for passing any examination or final grade in any subject is seventy (70) percent. The pass grade for the TIPR is eighty (80%).

37.0.5: All exam records are kept on file for a period of (1) one year in paper format, and stored in an electronic database thereafter. Digital copies must be password protected. Digital records must be backed up weekly on an external portable hard drive.

37.0.6: Test Inspection with Peer Review exams must be conducted under the supervision of an NHICC approved Examiner.

37.0.7: The National Exam must be conducted under the direct supervision of an NHICC approved "proctor" and/or NHICC approved Examiner.

37.0.8: An exam retake (National Exam or Test Inspection with Peer Review) can be arranged after a 60 day waiting period, based on the date of completion of the last exam. A fee is assessed for a Test Inspection with Peer Review retake. Typically the TIPR review is allotted up to a maximum of 60 days for full completion review.

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SAMPLE - REPORT OF TEST INSPECTION & PEER REVIEW – Report #0000

The following is deemed Confidential Information: The information is provided by the Chief Examiner from National Admissions Board for informational purposes only. The comments are intended to provide a response to the deficiencies and issues noted by the onsite examiner team with your specific Test Inspection and Peer Review. Two key elements are assessed –1) rating of must find conditions, and 2) inspection report verification and compliance to the Standards of Practice (SOP).

CANDIDATE: (Name)

DATE OF TIPR: (Date)

Field Review completed by *AB & CD*

The comments reported are briefly described below.

1. Report failed to identify the important “significant” deficiencies. – The home inspection report verification and peer review scored 50% versus the mandatory 80% minimum acceptance score weighted against the “must find defects”.
2. Report failed to provide the “client” with a clear understanding of the property conditions.
3. Candidate did not report on several important issues and furthermore did not make adequate recommendations to the client.

Recommendations for Improvement of Candidate:

1. Consistency and coordination of information between field notes and inspection report.
2. Electrical - significant safety concerns and hazards present in the home necessities to be addressed that impact the occupants.
3. Review of SOP terms of reference for “significantly deficient” and “unsafe” conditions.
4. Review enclosed list of “must find” deficiencies.

NOTE: Please review your report, against the established must find conditions. You may opt to retake your TIPR, or alternatively appeal where there are grounds for such a claim. Review policy # 37.

Report by: Head Inspector, Chief Examiner

Dated: January 8, 20XX

Included with the report is a copy of the following from: G-Mentoring Form -Policy

REPORT EVALUATION CHECKLIST

Applicant Name: _____

Application Number: _____

Property Address: _____

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H- NATIONAL EXAM CRITERIA

OVERVIEW

The NHICC National Exam for the National Certification Program is based on meeting the following:

1. **Objective** – prepared as a multiple choice exam style for home inspection based on questions with a 4 multiple choice responses per question. All questions are pertinent to the key skills (importance, frequency and criticality) identified in the National Occupational Standards.
2. **Question Database** – There are approximately 500 questions to start in the database categorized by specific residential building systems and related subsystems. In addition questions include Standards of Practice and Code of Ethics issues. Potentially 5 similar/related questions apply to every domain 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** - at least 4 questions will be presented that assess defect recognition and reporting skills.
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.

Core areas include: performance based knowledge and skills from the National Occupational Standards. Blocks are defined as a general area of competence.

1. Block A: Manages Inspection Process (Communication and Obligations)
2. Block B: Exteriors – (Building Exterior and Adjacent Property)
3. Block C: Interiors – (Building Interior)
4. Block D: Heating & Air Conditioning – (Building HVAC Systems)
5. Block E: Plumbing – (Building Plumbing Systems)
6. Block F: Electrical – (Building Electrical Systems)

Exam Structure: is based on surveys for “Importance and Criticality” weighting ratings. These were obtained from sources such as the National Home Inspectors Exam and from the NOS that provide the following guidelines for determining the delineation for number and domain of questions on the exam.

Domain (Duties and Tasks)	Block	Weighting	% on Exam	# of questions
Inspection Methods	A	10	10	10
Building Systems	B, C, D, E, F	60	60	60
Reporting	A	10	10	10
Professional Practice & Ethics	A	50	50	50
Communication (Defect Recognition)	A	20	20	4

NOTE: The exam results will also be used as a 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 bridging any gaps.

Scheduling Exams: the applicant must contact the NHICC – Registrar to register prior to the date and time 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.

ALL Exams must be proctored. Further details’ regarding exam criteria is referenced in Policy # 37.

Further information may be obtained on the NHICC Exam Coursesite -

<HTTPS://WWW.COURSESITES.COM/WEBAPPS/PORTAL/FRAMESET.JSP>

I-TEST INSPECTION WITH PEER REVIEW

RATIONALE

This skill-based practical exam known as the TIPR assesses a home inspectors expertise and practical knowledge, thus validating competency in conducting a representative home inspection. This includes the examination of three distinct skill sets 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 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 the ASHI 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. The 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 designation 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**: 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(s) 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 substantiation of their inspection reporting skills through completion and submission of a documented 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 24 hours of completion to the NHICC Registrar.

Note: The home will be pre-inspected by a panel of qualified home inspector Examiners prior to the applicant reviews. This establishes a defined level of mandatory “significant” deficiencies and “must find conditions” to assure quality for benchmarking purposes for the inspection review process.

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Scheduling Exams To schedule and pay for a TIPR exam the applicant must contact the NHICC 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 National Admissions Board.

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 TIPR exam. 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.

Changes Effective April 2010

Provide a TIPR A (Alternative - one on one) is intended 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.

Changes Effective April 2014

Provide a TIPR B (Alternative – tele-inspection) is intended for those pre-approved 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.

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 calendar weeks prior to the TIPR. Any cancellations after this date is subject to a fee of \$150 that is charged for rescheduling a TIPR without due notice to compensate the examiners work.
2. **TIPR Results** Most questions about scores regarding TIPR results cannot be answered on the date of the TIPR. Applicants will NOT be advised of their TIPR 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 verified.
3. **TIPR Retakes** If an applicant does not pass their TIPR exam; the applicant another effort may be scheduled. A fee of \$300 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 or 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 and required fee clearly identifying their 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 TIPR. An appeal must be made with 15 business days after completing a scheduled TIPR 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. The appeal documents must provide evidence to support the appeal claim. The appeal must be sent to the Chief Examiner or Registrar. 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 National Certification Program Office. Appeals must be accompanied by an appeal fee that may or may not be refundable, depending upon the outcomes and findings and to reduce potential for frivolousness or abuse of the process.
 2. The TIPR Chief Examiner will 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 by the appellant 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 3 alternate TIPR Examiners for review. Based upon the nature of the appeal and the findings the Chief Examiner will submit a response back to the appellant 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, except to retake a TIPR.
 8. Address for Appeals

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

Further details' regarding test inspections is referenced in Policy # 3.