

## Appendix 'A' - May 22, 2008

### EDUCATION & EXPERIENCE REQUIREMENTS FOR CERTIFICATION AS A HOUSE/PROPERTY INSPECTOR (CHI / CPI) OR TRAINEE (IIT)

#### 1. Inspector-in-Training

- 1.1 An Inspector-in-Training (IIT) is a registrant who has satisfied the ASTTBC Board of Examiners (Board), that he or she through substantiated documentation, has the requisite background such as, but not limited to, building trades or building design that in the opinion of the Board, meets the basic requirements to pursue a career as a Certified House Inspector (CHI) or Certified Property Inspector (CPI). An IIT must maintain a Career Log (ASTTBC Career Log recommended) and is not approved to offer services to the public. No title or designation is awarded until the applicant has achieved certification as a certified member.
- 1.2 An IIT is a temporary classification during which the registrant is refining his/her competency and capability. An IIT must become a **Provisional Certified House Inspector (CHI(P))** prior to being granted full certification as a CHI. To be considered by the Board for *provisional* certification, an IIT must have completed the following:
- 1.2.1 *House Inspection 1 OR equivalent AND,*
  - 1.2.2 *BC Building Code Part 9 Course (BLDC 1500) OR equivalent AND,*
  - 1.2.3 *House Inspection 2 OR equivalent AND,*
  - 1.2.4 *House Inspection 3, Communication and Report Writing OR equivalent AND,*
  - 1.2.5 *House Inspection 4, Basic Field Experience in House Inspection, OR if acceptable with the Board, 'apprentice' with a CHI or CPI mentor, OR have other field experience acceptable to the Board, documented in a Career Log, AND*
  - 1.2.6 *A minimum of three Field Training Exercises on a variety of building configurations under the supervision and instruction of a CHI or CPI Mentor/Field Trainer, AND*
  - 1.2.7 *A minimum of two Inspection Assessments under the direct oversight of a CHI or CPI Inspection Assessor on a variety of building configurations. For purposes of Inspection Assessments for IITs, the Mentor/Field Trainer may also be the Inspection Assessor, AND*
  - 1.2.8 *Successfully completed ASTTBC Professional Practice & Ethics Requirements.*

#### 2. Certified House Inspector (CHI)

Prior to a CHI(P) being granted full certification as a **CHI**, the applicant must successfully complete the following **within the period of one year (1) from the time CHI(P) certification is granted:**

Three (3) Inspection Assessments, through a direct on-sight review, by a CHI or CPI Inspection Assessor. The original Mentor/Field Trainer should not serve as the Inspection Assessor. All Assessments must comply with the applicable **British Columbia Institute of Property Inspectors (BCIPI) Standards of Inspection.**

Should the CHI(P) fail to successfully complete three Inspection Assessments within the one year period; the Board, at it's discretion, would normally order and require an additional number of Inspection Assessments to be successfully completed or reclassify the member back to IIT status.

**3. Fees**

The fee charged by a Field Trainer (Mentor) or Inspection Assessor for services provided in the Metro Vancouver, Lower Mainland, Metro Victoria or Greater Victoria Regional District areas will be annually set by the Board of the British Columbia Institute of Property Inspectors (BCIPI). These fees may change from time to time to reflect market fluctuations.

**(BCIPI advises that the current rate for these services is \$350.00 each.)**

Field Trainer/Mentor or Inspection Assessor fees charged by CHIs or CPIs for individuals outside of those areas may be negotiated with the applicant.

**4. Certified Property Inspector (CPI)**

The CPI designation is normally only granted to qualified individuals holding an AScT or CTech designation in the Building, Civil, Electrical or Mechanical disciplines.

Prior to being considered by the Board for Certified Property Inspector status, an applicant must have been a CHI for a minimum of 6 months and have completed the following:

- 4.1** Commercial Inspection 1 (BLDG 2965) OR equivalent AND
- 4.2** Commercial Inspection 2 (BLDG 2975) OR equivalent AND
- 4.3** A multi unit and small buildings code course (BLDG 1825) OR equivalent
- 4.4** A *minimum* of 25 additional inspections that demonstrate diversity & relevance, substantiated by a detailed career log and declaration. Any or all of these inspections may be subject to review by the Board AND
- 4.5** Satisfactorily complete a minimum of 2 Inspection Assessments with a CPI Peer Assessor.

**IMPORTANT NOTES:**

- 1.** *House 1, 2, 3, 4, BC Building Code courses, and Commercial Inspection 1 and 2 courses are offered at BCIT as part-time studies. For those out of town applicants who are unable to attend BCIT, the Board is willing to accept alternate home study programs as approved by ASTTBC. However, the applicant must complete House Inspection 4 at BCIT or mentor with a CHI or CPI for a minimum of 5 inspections or 40 hours training on a variety of building configurations. Note: A 'variety' is defined as including, but not limited to a; single family (detached), townhouse, patio home, duplex and/or condominium.*
- 2.** *The Board, at its discretion, may not deem any required course to be successfully completed if the pass mark is less than 70%.*
- 3.** *Any course equivalency or exemption will be determined by the Board of Examiners.*

4. *The Board retains the option of requiring the applicant to complete other requirements for certification if it is not convinced of the competency of the applicant to perform inspections.*
5. *The number of Field Training Exercises and Inspection Assessments specified are the minimum that are required to be successfully completed. Additional Exercises and Assessments may be recommended by the Mentor/Field Trainer or be required by the Board of Examiners.*
6. *There is a fee for the services of CHI/CPI Mentor/Field Trainer and Inspection Assessors.*
7. *All inspections must be completed to the minimum requirements of the applicable **BCIPI Inspection Standards** or better.*
8. *At the exclusive discretion of the Board those candidates with exceptional experience and qualifications may be afforded special consideration.*
9. *ASTTBC Career Logs are available from ASTTBC.*
10. *Registrants are consistently referred to the ASTTBC Code of Ethics & Practice Guidelines and specifically in the matter of financial protection for their clients in the event of their errors and omissions; ASTTBC requires that **“All Members who provide services directly to the public or perform work as independent contractors have a duty of care to ensure adequate financial protection to their clients in the event of their errors and omissions”**.*