

## Appendix C – May 22, 2008

### Guidelines for Mentors/Field Trainers

#### 1. Introduction

These ‘*Guidelines for Mentors/Field Trainers*’ are intended for use by a Certified House Inspector (CHI) or Certified Property Inspector (CPI) in the mentoring and field training of an Inspector-In-Training (IIT) per Certification Policy Section 4.2. This document will assist IITs, Mentors/Field Trainers and the Board of Examiners in the expected process of mentoring and field training.

These *Guidelines* provide a brief and concise layout of the program’s requirements. They will ensure that there is a continuity of method between Mentors/Field Trainers and a common understanding amongst all members of the program.

#### 2. Mentor/Field Trainer Qualifications

The qualification required of a Mentor/Field Trainer is that they are a CHI or CPI in good standing with the Applied Science Technologists and Technicians of BC. In addition, the Mentor/Field Trainer should have an interest in the training and professional development of IITs and believe in the potential of IITs and seek to stimulate their desire to achieve certification.

The Mentor/Field Trainer must have a minimum of two years experience as a practicing CHI or CPI and have sufficient experience to be able to advise on the politics of the workplace. The Mentor/Field Trainer should also be experienced enough to be able to recognize whether the IIT is taking on responsibility for which they do not have the necessary knowledge and skills.

#### 3. Mentor/Field Trainer Functions

The primary function of the mentor is to teach the IIT a logical and systematic approach to the process of conducting a building inspection in accordance with the applicable **BCIPI Standards of Inspection**. The Mentor/Field Trainer is also required to assess a candidate’s knowledge, skills and abilities throughout the course of a mentoring or field training session.

The Mentor/Field Trainer should schedule and organize the session and allow sufficient time after an inspection to discuss strengths and weaknesses, allow the IIT to seek advice on identified deficiencies and should identify training needs and if possible available courses. Upon completion of the mentoring and field inspection program, the IIT should have gained sufficient knowledge and experience to successfully undertake the Inspection Assessment process.

#### 4. Reporting

Following each mentoring or field training session, the Mentor/Field Trainer should prepare a report using the Inspection Assessor’s Report Form (**Appendix E attached**) and submit it to the Board of Examiners for review. This report should be agreed upon as an accurate and acceptable representation of matters discussed at the inspection by the IIT before submission.

The Inspection Assessor's Report Form is divided into the major systems of the building as follows:

1. **Site Description**
2. **Roofing**
3. **Exterior**
4. **Structure**
5. **Insulation & Ventilation**
6. **Electrical**
7. **Heating & Cooling**
8. **Plumbing**
9. **Interior**

### **Use of Forms**

The forms (**Appendix E**) have been developed from the **BCIPI Inspection Standards** and have been designed to allow the Mentor/Field Trainer to assess the accuracy and completeness of the IIT's inspection by simply checking the appropriate box to the right of the inspection criterion. The Mentor/Field Trainer will be considered to be functioning as an Inspection Assessor when using the form and is required to sign off as indicated. There is also a section at the last page of the report that provides for the confirmation that the report has been read, discussed and agreed upon by both the IIT and the Mentor/Field Trainer (Assessor). The absence of the IIT's signature, should there be a disagreement with the assessment, must be explained.

If the Mentor/Field Trainer (Assessor) checks an *unsatisfactory* box, the Mentor/Field Trainer (Assessor) is required to explain the reason for the rating in the comments section provided on each page of the relevant category. The comments section under each of the major inspection categories should also be used to expand on any aspect of the IIT's abilities, particularly where further training is recommended. At the bottom of the form, there is a section for general comments where the Mentor/Field Trainer (Assessor) is asked to provide any additional comments with respect to the IIT's approach to the inspection, attitude, willingness to accept instruction, understanding of the project and the politics involved, as well as general professionalism. The Mentor/Field Trainer (Assessor) is then required to sign, date and provide their ASTTBC Registration number.

### **Debriefing**

There are obvious logistical issues that must be overcome in this phase of the process. For example: the IIT may not be able to produce a report at the time of the inspection or the Mentor/Field Trainer may not have time to complete an adequate review of the Trainee's report at the time of the inspection. In view of these considerations, the IIT will be allowed one week following the inspection to submit the report to the Mentor/Field Trainer. The Mentor/Field Trainer is required to review, assess and discuss his/her assessment with the Trainee member within one week of receipt of the report. Upon completion of this assessment and discussion, the Mentor/Field Trainer is required to immediately submit **both** his/her report and the report submitted by the IIT to the ASTTBC Board of Examiners.