

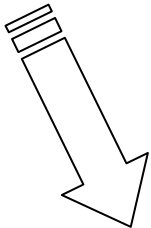
National Certification Program for Canadian Home & Property Inspectors

Application for Background Review – Application Instructions

This application package includes:

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| <ul style="list-style-type: none">1 – Seven page Application Form1 – CAHPI Standards of Practice - for Canadian Home and Property Inspectors
(See CAHPI website)1 – CAHPI Code of Ethics - for Canadian Home and Property Inspectors
(Part of Application A12) |
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1. Please complete ALL relevant sections of the application.
2. Provide as much detail as you can. *Incomplete applications may be returned to you for more information, delaying your progress in the program.*
3. Please place your name at the bottom of each page.
4. When you have completed the application, sign it and have it witnessed.
5. Return the application in a clearly addressed envelope with the following documents:
 - a. *photocopies of your current HPI association membership cards and certificates (A1)*
 - b. *photocopies of other membership cards and/or certificates (A1)*
 - c. *photocopies of your degrees and diplomas (A3)*
 - d. *photocopies of your trade tickets (A4)*
 - e. *photocopies of formal HPI course and/or program completion certificates (A5)*
 - f. *photocopies of other HPI course and/or program completion certificates (A6)*
 - g. *photocopies of HPI exam completion certificates (A8)*



If you cannot locate your original documents please provide us with as much detail as you can....

If you have any questions about this Application, please contact

Sharry Featherston, Registrar/Administrator
Telephone 613-839-5344 Fax 613-839-2554 Email info@cahpi.ca

Applicants please return this completed form with all attachments and payment to:

***Canadian Association of Home & Property Inspectors
Box 13715
Ottawa, ON
K2K 1X6***

Thanks for participating !!

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Application for Background Review

Applicant Contact Information

Applicant Name			
Mailing Address			
City			
Province			
Postal Code			
Telephone		Fax	
Best Email Address			
Website			

Please initial here if you consent to having the above information made available to the public on the National Certification Authority's practitioner database.

NO OTHER INFORMATION IN THIS APPLICATION PACKAGE WILL BE USED FOR ANY PURPOSE OUTSIDE OF NATIONAL CERTIFICATION.

A1 Your Memberships & Designations

Please list all Home and Property Inspection Association memberships that you currently hold...or have held in the past five years		Membership Type or Designation Held
1		
2		
3		
4		
5		

Please attach photocopies of your current HPI association membership cards and certificates

Please list other any other designations or memberships you hold that are relevant to home and property inspection (for example - P.Eng, B. Arch, CET, RET, etc)	
Designation	Awarded by:

Please attach photocopies of other membership cards and/or certificates

A2 Franchise Affiliations

If you work through a home and property inspection franchise, please provide contact information	
Franchise Name	
Contact Name	
Telephone	
Franchise Website	

A3 Your Degrees and Diplomas

Please provide details of all university DEGREES or college DIPLOMAS that you hold		
University or College	Degree or Diploma Earned	Year Completed

Please attach photocopies of your degrees and diplomas

Please provide details of any uncompleted university or college programs		
University or College	Program	Year(s) you Attended

A4 Your Trade Tickets

Please provide details for all TRADE TICKETS that you hold		
Trade Ticket	Trade School attended	Year Completed

Please attach photocopies of your trade tickets

Please provide details for any uncompleted trade tickets		
Trade Program	Trade School attended	Year(s) you Attended

A8 Home and Property Inspection Examinations Taken and Passed

Please provide details of all Home and Property Inspection examinations you have taken and PASSED (Not including formal courses with exams listed on Page 3)			
Exam Name	Exam Method – Online, classroom, other	Year Taken	Your Exam Mark out of 100

Please attach photocopies of exam completion certificates

A9 Your Home and Property Inspection Experience

What year did you start practicing as a home and property inspector (full time or part time)	
About how many home and property inspections do you perform in a typical year	
About how many home and property inspections have you performed in your career	

A10 Compliance with ‘Standards of Practice’ for Home and Property Inspectors

Do you perform home and property inspections that comply with a ‘Standard of Practice’ for Home and Property Inspectors ?	
If yes, which Standard of Practice ?	

*NOTE - In order to be accepted into the National Certification Program, applicants must agree to comply with the CAHPI ‘Standards of Practice’ as adopted by the National Certification Authority for Canadian Home Inspectors on all future inspections. **A Copy of the CAHPI ‘Standards of Practice’ can be downloaded from the CAHPI website – www.cahpi.ca***

A11 Compliance with National Occupational Standards

Are you familiar with the National Occupational Standards for Home and Property Inspectors (published in 2001)	
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Note – a copy of the ‘National Occupational Standard’ can be downloaded from the CAHPI website – www.cahpi.ca

A12 Compliance with CAHPI ‘Code of Ethics’

In order to be accepted into the National Certification Program, applicants must agree to comply with the CAHPI Code of Ethics - which has been adopted by the National Certification Authority:

CAHPI Code of Ethics

Honesty, justice, and courtesy form a moral philosophy which, associated with mutual interest among people, constitutes the foundation of ethics. Home and Property Inspectors should recognize such a standard, not in passive observance, but in a set of dynamic principles guiding their conduct. It is their duty to practice the profession according to this code of ethics.

As the keystone of professional conduct is integrity, Home and Property Inspectors will discharge their duties with fidelity to the public, their clients, and with fairness and impartiality to all. They should uphold the honor and dignity of their profession and avoid association with any enterprise of questionable character, or apparent conflict of interest.

- The Home and Property Inspector will express an opinion only when it is based on practical experience and honest conviction.
- The Home and Property Inspector will always act in good faith toward each client.
- The Home and Property Inspector will not disclose any information concerning the results of the inspection without the approval of the clients or their representatives.
- The Home and Property Inspector will not accept compensation, financial or otherwise, from more than one interested party for the same service without the consent of all interested parties.
- The Home and Property Inspector will not accept nor offer commissions or allowances, directly or indirectly, from other parties dealing with their client in connection with work for which the member is responsible.
- The Home and Property Inspector will promptly disclose to his or her client any interest in a business which may affect the client. The Home and Property Inspector will not allow an interest in any business to affect the quality of the results of their inspection work which they may be called upon to perform. The inspection work may not be used as a vehicle by the Home and Property Inspector to deliberately obtain work in another field.
- A Home and Property Inspector shall make every effort to uphold, maintain, and improve the professional integrity, reputation, and practice of the home inspection profession. She/He will report all such relevant information, including violations of this Code by other Home and Property Inspectors, to the National Certification Authority for possible remedial action.

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Signatures

I, the Applicant, hereby warrant that all statements and claims made in this application are true and accurate. I understand that if any statement or claim I have made in this application is not true or accurate, then I may be removed from the National Certification Program.

I further agree to comply with CAHPI 'Standards of Practice' and CAHPI 'Code of Ethics' for Home and Property Inspectors, and understand that non-compliance may be grounds for my removal from the National Certification Program.

I further agree to comply with the 'Standards of Practice' and 'Code of Ethics' of the CAHPI Member Bodies in the areas in which I perform Home and Property Inspections and understand that non-compliance may be grounds for my removal from the National Certification Program.

Applicant Signature	
Applicant Name	
Date	

Witness Signature	
Witness Name	
Witness Address	
Witness Telephone Number	

Fees (All fees include 6% GST)

<u>CAHPI-affiliated member</u>	Initial application, including background review and one Test Inspection	\$ 530.00
<u>Other</u>	Initial application, including background review and one Test Inspection	\$1,166.00

Applicants please return this completed form with all attachments and payment to:

**Canadian Association of Home & Property Inspectors
Box 13715
Ottawa, ON
K2K 1X6**

If you have any questions about this Application, please contact 1-888-748-2244

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