

Guideline and Timed Outline for Trainers

**Ten (10) hours - Written Reports and Analyses**

This part of the classroom training is dedicated to teaching methods for developing and delivering clear, factual written reports in an easy to interpret professional manner. The student will learn even though a home inspection service is a limited visual examination a formal written report with accompanying photographs best serves the interest of the client. Students will learn inspections are inclusive of though not limited to the following readily accessible installed systems and components of a home such as the structure, electrical system, HVAC system, roof covering, plumbing system, interior components, exterior components, and site conditions affecting the structure. Students will also learn to report items not inspected and provide justification for not inspecting those items. Students will learn about tools necessary to produce a professional report based on credible evidence. The student will learn the purpose of providing a written professional opinion of the condition of the home is to provide the client with the best possible information for accomplishing the client's needs.

1. The written report - Three (3) hours
  - A. Required sections of a written report
  - B. Critical information
  - C. Format
  - D. Photographs
  - E. Identification of items not inspected and supporting reasons
  - E. Disclaimers and limitations
  - F. Signatures
  - G. Delivery and distribution
2. Building components comprising a formal written report - Three (3) hours
  - A. Sequencing components for client analysis
  - B. Delineation of components including control features
  - C. Relationship of components
  - D. Functioning and non-functioning components and/or systems
  - E. Types of systems
  - F. Inaccessible components
3. Description of methods used for inspection reporting - Two (2) hours
  - A. Visual inspection
  - B. Inspection tools
    1. Moisture meters
    2. Thermal Imaging Scanners
    3. Gas leak detectors
    4. Binoculars
    5. Probing tools
    6. Safety limitations and equipment
4. Recommendations and additional evaluation - Two (2) hours
  - A. Life threatening hazards
  - B. Expected service life
  - C. Corrective actions
  - D. Selecting licensed professionals

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**Ten (10) hours - Professional Practices**

This part of the classroom training is dedicated to developing the professional and business background for the student to function as a business entity thereby better serving the public. The student will learn the purpose of contracts, their usefulness and mainstay as an essential part of the home inspection business. The student will identify the necessity of insurance for compliance with State requirements and also for the protection of the client and the inspector. To remain viable in the home inspection profession the student will become familiar with the laws and rules governing the home inspection profession.

1. Contracts - Four (4) hours
  - A. Parties to a contract
  - B. Elements of a contract
  - C. Types of contracts
  - D. Resolving contract disputes
    1. Arbitration
    2. Mediation
    3. Other avenues
  - E. Venue
  - F. Legal signatories
2. Insurance and Warranties - Three (3) hours
  - A. General Liability
  - B. Errors and Omissions
  - C. Automobile
  - D. Bonding
  - E. Workers compensation
  - F. Inclusions and exclusions
3. Chapter 468, Part XV - Three (3) hours
  - A. Purpose
  - B. Definitions
  - C. Renewal of licensure
  - D. Continuing education requirements
  - E. Prohibitions and penalties
  - F. Disclosures
  - F. Home inspection report

**Twenty (20) hours - Field-based practical demonstrations of the inspection process under the direct supervision of a licensed Florida home inspector**

The first part of this course is dedicated to field-based practical demonstrations of the inspection process while under the direct supervision a licensed Florida home inspector. The first of the field inspections focuses on the overview of the eight (8) mandatory parts of an inspection with the main emphasis on the external parts of the home. The student will learn identification of the components, their purpose and possible abnormalities. The overview will help the student develop a standard procedure for initiating an

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inspection. As the student progresses through the first inspection lead by the instructor, the student will learn how to take appropriate notes, pictures and tests. The student will deliver a hand written report of findings for this initial phase. The second field inspection requires the student to inspect the exterior portions with limited direction by the Florida home inspector. Once the exterior has been inspected to meet requirements of the Florida home inspector, emphasis will be placed on inspection of the interior parts of the house by the instructor. As the student progresses through the second inspection lead by the instructor, the student will learn how to take appropriate notes, pictures and tests. The student will deliver a typed report of findings for this second phase of the field exercise. The third hands-on field exercise requires the student to perform a complete field inspection of all mandatory components including all photographs and tests while under the supervision of a Florida licensed home inspector. The student must then deliver a formal written report including photographs, tests taken and results of the complete home inspection as would be required for delivery to a client.

1. **First** house hands-on inspection - Eight (8) hours
  - A. Structure
  - B. Electrical system(s)
  - C. HVAC system(s)
  - D. Roof covering
  - E. Plumbing system
  - F. Interior components
  - G. Exterior components
  - H. Site conditions affecting the structure
  - I. Hand written report
  
2. **Second** house hands-on inspection - Six (6) hours
  - A. Structure
  - B. Electrical system(s)
  - C. HVAC system(s)
  - D. Roof covering
  - E. Plumbing system
  - F. Interior components
  - G. Exterior components
  - H. Site conditions affecting the structure
  - I. Typed report
  
3. **Third** house hands-on inspection - Six (6) hours
  - A. Structure
  - B. Electrical system(s)
  - C. HVAC system(s)
  - D. Roof covering
  - E. Plumbing system
  - F. Interior components
  - G. Exterior components
  - H. Site conditions affecting the structure
  - I. Formal written report with pictures