

National Certification Council

Code of Conduct Policy for Council Members

Primary Objectives of the National Certification Council

- To verify that individuals who apply for status in the National Certification Program have a combination of general education and experience, home inspection specific training, and home inspection experience that meets the requirements of the Program.
- To verify that individuals who apply for status in the National Certification Program comply with the Code of Conduct and Standards of Practice for Home and Property Inspectors.
- To ensure the process followed by the National Certification Council is based on CAN-P-9 criteria.
- To protect and enhance the image of the Home and Property Inspection profession in Canada.

Definitions

Council Member - An individual appointed or elected to serve on the National Certification Council. Council Members may or may not be National Certificate Holders, and may or may not be Home and Property Inspectors.

Applicant – An individual who has applied to the National Certification Council for status in the National Certification Program

Background Review – The process used by the National Certification Council to determine an individual's status in the National Certification Program.

Application for Background Review – A document completed by the applicant, including all supporting forms and materials.

General Council Approach

- The Council may accept all statements and claims made by the applicant.
- The Council reserves the right to verify information provided by any applicant.

Council Policy

- The council appoints a chair and vice chair from among council members.
- The chair (or vice chair in the absence of the chair) speaks for the council at the direction of the council.
- The council speaks with 'one voice' through the chair (or vice chair in the absence of the chair).
- The council will review each application for background review.

Code of Conduct Provisions and Confidentiality

1. Conflict of Interest
 - Conflict of Interest arises where any member of the National Certification Program may somehow personally benefit from any decision as to the status of an applicant.
 - Conflict of Interest includes situations where the potential for Conflict of Interest is reasonably high.
 - The National Certification Program members must examine all situations for Conflict or Potential Conflict. Where they see Conflict or Potential Conflict with an applicant or an application they must declare Conflict and refrain from reviewing or offering opinions on the application in question.

2. Personal Bias
 - Personal Bias arises when any presiding member has a personal opinion (positive or negative) about an applicant...or some aspect of an applicant's background.
 - The National Certification Program members must examine all situations for Personal Bias or Potential Personal Bias. Where they see Personal Bias with an applicant or application they must declare Personal Bias and refrain from reviewing or offering opinions on the application in question.

3. Confidentiality
 - Deliberations and decisions of the National Certification Program shall be considered confidential and private.
 - The National Certification Program members shall keep information in Applications for Background Review confidential.
 - Elements of Applications that could identify an individual applicant should not be discussed with anyone except members of the National Certification Council, the National Certification Authority (as a body), and the Administrator and/or Registrar.

4. Tampering with Applications
 - Background Review is conducted using National Certification Council forms. The National Certification Program members should not write on or modify an application for background review in any way.

As a Member of the National Certification Program for Home and Property Inspectors, I hereby undertake to support and uphold the primary objectives of the National Certification Program, and comply with the Code of Conduct Provisions including confidentiality.

Dated this _____ day of May, 2006

National Certification Program member Signature _____

National Certification Program member Name _____