

# An Overview for Participants for Test Inspections with Peer Reviews

The Test Inspection and Peer Review (TIPR) process is open to all home inspectors in Canada. Its purpose is to test, validate and improve inspection and communication skills and assure confidence in the fundamental services provide to consumers. Additionally, those home inspectors seeking National Certificate Holder recognition are required to fulfill the TIPR requirements in order to advance in the program. There are three distinct categories in the review process.

1. **Onsite Inspection:** This is a home inspection only (there is no examination). In the test inspection component the applicant is given time to inspect a pre-selected house as if he/she were working for a fee paying client. The applicant independently conducts the inspection of the peer review house at the specified start time. The methodology of the inspection and use of inspection tools or aids are left to the choice of the applicant.
2. **Oral Examination:** Later, after inspecting the house the applicant presents the inspection findings to a peer review panel. The applicant is expected to identify all the major deficiencies and to demonstrate a thorough technical knowledge and communication skills. The reviewer will make notes on your knowledge and communication skills.
3. **Report Review:** The applicant is required to provide verification of their inspection reporting skills through completion and submission of an inspection report. Applicants are free to use any report system for this submission.

**Note:**

The home to be inspected by a panel of reviewers prior to the applicant reviews, in order to establish a defined level of mandatory deficiencies and to assure quality in benchmarking the inspection review process.

## TIPR Development Processes

A consistent process is followed to develop a legally defensible examination process using the following steps:

- Job Task Analysis – review of the National Occupational Standards: inspector tasks - sets exam objectives
- TIPR Committee – the mandate of the committee (composed primarily of practicing home inspectors) focused on the process and similarly defined a number of key elements and a means of assessment of the applicant against the objectives of the examination process
- Prior Review – a background review of other functional models that are and have been used within the home inspection sector

Skills competency is one of the critical success factors when deploying home inspectors in today's home inspection market environments.

## **Demonstrating Competency**

This practical skills-based exam tests a home inspectors skills and knowledge, validating competency.

In the case of a selection procedure for measuring knowledge, the knowledge being measured should be operationally defined as that body of learned information which is used in regular day-to-day home inspection practice and is a necessary prerequisite for observable aspects of work skills essential to the occupation.

You can acquire the knowledge and skills needed to successfully complete the TIPR exam through on-the-job experience, recommended training courses, and/or home inspection reference materials.

- **Inspection:** The HPI - National Occupational Standards Identifies the tasks that practitioners must actually perform in the workplace
- **Reporting:** Both oral and written reporting skills are the tangible evidence (finished products) of the results of a home inspection

## **Scheduling Exams**

Generally to schedule an exam you must contact the CAHPI – National Registrar to register before you want to take the exam.

## **Rescheduling an Exam**

If you have scheduled a date and time for your examination, and you need to reschedule contact the Chief Examiner at least 2 weeks prior to the examination. No refunds are offered after the above 2 week rescheduling date.

## **Exam Results**

Most questions about scores, or exam results cannot be answered on the date of the examination. Applicants will be advised of their pass/fail status, scores, or exam results, by your examiner. Please understand they may be unable to tell you if you passed or give you your score over the telephone. However, they will help you get that information.

If you believe that the results of your exam are not valid, you may file an appeal with the TIPR Chief Examiner.

- All appeals must be **in writing**
- Your **signature** must be on the letter
- You must **mail it** or email it - faxes are not accepted
  - [clawrenson@acncanada.net](mailto:clawrenson@acncanada.net)
  - Address: Chief Examiner
  - 396 Old Tecumseh Rd.
  - Tecumseh, Ontario N8N 3S8

## **Exam Retakes**

If you did not pass your exam, your Information Bulletin explains how to retake it.

## **Special Accommodations**

“Special Accommodations” can be made for those applicants that have documented

proof to verify validation of a disability, such as doctors or specialists note.

### **Exams in Languages other than English**

A language barrier is not considered a “disability.” It may be possible, however it cannot be guaranteed. In the selection of examiners those fluent in other languages will definitely be sought wherever practicable. Primarily examiners will be sought from both the Anglophone and Francophone communities.

### **Appeal Process**

A consistent process is followed for Participants to submit an appeal application. The participant submits a written appeal to the TIPR the Chief examiner email account: [clawrenson@acncanada.net](mailto:clawrenson@acncanada.net).

The Chief Examiner checks the appeal for completeness. (If the appeal form is not filled out completely it is returned to participant for completion and re-submittal.)The Chief Examiner acknowledges receipt of the appeal to the participant within 5 business days, advising that the appeal is under review. The appeal is logged and forwarded to the National Certification Authority for review, with a copy sent to the chair for committee review. Based upon the nature of the appeal the Chief Examiner will:

- submit a response back to the participant or,
- begin an In-Committee analysis (if warranted)

Responses to appeals that can be resolved immediately will be responded to within 10 business days of receiving written appeal. A response (and the timing) for appeals requiring In-Committee analysis or other detailed analysis are dependent upon evaluation findings.

# TIPR - APPEAL APPLICATION

## Appeal Overview

An appeal is defined as a written petition requesting a review and an evaluation of specific test inspection examination or peer review and/or report review results. Appeals must be made within five business days after completing a live exam or receiving a score on the exam. There is a \$100.00 deposit charge to submit an appeal.

Generally appeal challenges include but are not limited to:

- Technical accuracy of the exam items (questions)
- Relevance of exam to the job function
- Relevance of exam to a geographical region
- Assignment of the passing score

## Appeal Process

An appeal is sent to the dedicated Chief Examiner who will assess the grounds for an appeal and execute the process to address issues documented.

## Process Steps:

- The participant submits a written email appeal by submitting the attached for to the Chief Examiner: [clawrenson@acncanada.net](mailto:clawrenson@acncanada.net)
- The Chief Examiner checks the appeal for completeness.
- If the appeal form is not filled out completely it is returned to participant for completion and re-submittal.
- The Chief Examiner acknowledges receipt of the appeal to the participant within 5 working days, advising that the appeal is under review.
- The appeal is logged and forwarded to the National Certification Authority (NCA) for review.
- Based upon the nature of the appeal the Chief Examiner will:
  - submit a response back by email for forwarding to the participant or,
  - begin an preliminary analysis (if warranted)
- Responses (and timing) for appeals requiring analysis or more detailed analysis are dependent upon completeness of information and evaluation findings.

1. Name: \_\_\_\_\_

Home address:  
\_\_\_\_\_  
\_\_\_\_\_

Correspondence address: \_\_\_\_\_  
(if different from above) \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_  
at which you may  
be contacted: \_\_\_\_\_

Fax No: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Company: \_\_\_\_\_

Job Role: \_\_\_\_\_

Location of Exam: \_\_\_\_\_

Date Exam Taken: \_\_\_\_\_

Preparation for exam (i.e. training courses, etc.):

3. **STATEMENT OF APPEAL** (may be continued on additional sheet(s))  
Please provide specific details supporting your request. Provide as many details as possible such as accuracy of question content, Product (s) covered, relevance to job function, etc. The more detail you can provide the more effective the analysis can be.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. If you took training or participated in other inspection preparation,** please identify specific training course numbers or road show locations and course(s) taught. In addition, please provide feedback regarding the effectiveness of the courses preparing you for the certification exam.

**Appellant's Signature:**

**Date:**

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**For Examiners Use Only**

**Received by Chief Examiner:**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

**Appeal for (Exam Name and Number):** \_\_\_\_\_

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**Forwarded to CAHPI-NCA:**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

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