

# CAHPI-NCA: TEST INSPECTION WITH PEER REVIEW GENERAL INFORMATION SHEET FOR EXAMINERS

## TIPR: Objectives

After completing the training, all participants will be able to:

- Understand why test inspection with peer reviews add value at all stages of a home inspectors learning development
- Understand the process required to conduct a test inspection with peer review
- Understand the roles of participants in the test inspection with peer review
- Understand the various means to assess a participants acquired inspection skills
- Use appropriate test inspection with peer review tools to recognize and benchmark the home inspectors task proficiency
- Understand the purpose and value of measurement in peer reviews
- Understand how to conduct a successful peer review
- Participate effectively in peer reviews.

## TIPR: Content

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## Background

The CHIBO II report provides the background requirements for national certification of home inspectors. Equally a sister organization of CAHPI – ASHI has prescribed “Testing Requirements” for its members through a similar “testing” process. (Home inspection members of ASHI were tested by a peer review board, prior to 1987.) Today the Peer Review process lives on in a modified format.

Test inspections with peer review are proven “best practices” that formally evaluates what home inspectors do as part of their occupational task on a day-to-day base. TIPR provides home inspection associations and its members with a powerful assessment tool that can improve overall quality. Its purpose is to test and improve the inspection process and the home inspector’s communication skills. Undergoing the process of a TIPR can provide home inspectors with a level of accountability and professionalism that sets us apart from a large portion of the “others” in the inspection business. Test inspections with peer reviews are performed during the associate stage of the national certification process in order to mitigate or help reduce the potential for future “risks”, which often result in claims against the inspector. This can be accomplished by assessment of the participant’s practical inspection, knowledge and communication skill.

Experienced and well-seasoned practitioners are usually able to identify potential problem areas that have historically resulted in common concerns to home inspection clients. Failures in most of these troublesome areas can be corrected once identified. The best time to identify and mitigate these potential problem areas is during the development phase, and prior to a home inspector becoming a national certificate holder.

*Examiners are someone who administers a test to determine your qualifications. In an academic or professional context, examinations (or exams for short) are tests which aim to determine the ability of a student or a prospective practitioner. Exams are usually written tests, although some may be practical or have practical components, and vary greatly in structure, content and difficulty depending on the subject, the age group of the tested persons and the profession.*

As the title implies, appointment of an Examiner by the National Certification Authority confirms that an individual has attained the highest level of trust, professionalism, respect, and ethical confidence from his/her peers. The initial list of Examiners includes the list of potential Examiner candidates brought forward by their peers. The screening procedure and selection process for Examiners must, therefore, ensure only individuals with impeccable qualifications are selected.

### **Selection Procedure**

The TIPR Examiner Training Program has been established to provide a nation-wide pool of qualified Examiners for CAHPI National Certification Authority (NCA) testing venues. The following prerequisites for approval have been established along with criteria to ensure qualifications are maintained. The TIPR Training Program provides practical information addressing the guidelines, procedures and the process. Additionally, it provides the participants an opportunity and first hand experience the procedure used to examine applicants.

1. All Examiner candidates must ideally be a current member in good standing of a CAHPI affiliate home inspection association.
2. At a minimum, candidates must ideally have five\* years or more of experience in the sector and have conducted 500 or more fee-paid home inspections.
3. Candidates should additionally have reached RHI status or an approved NCA recognized equivalency.
4. All Examiner candidates will also be required to attend a training session at a regional meeting, annual general meeting or at the CAHPI national conference. (The candidate is solely responsible for coordinating his/her assignment as an Examiner and for attendance funding requirements).
5. All Examiner candidates must perform five practical examination sessions before officially being designated as an Examiner.

To begin the process of applying to become an Examiner, an application for Examiner must be completed and submitted for review and approval before an individual can administer a TIPR examination session. A more detailed application must be completed at the TIPR training Session. This remains on file as part of your background profile. Following completion of the above requirements, candidates will be added to the approved list of Provincial Examiners on the CAHPI – National website.

If your application is successful you will be given everything you need to do the job well, including written guidance, training, and ongoing support from the Chief Examiner.

### **What do you need to do to become an Examiner?**

Some of you have simply expressed an interest and possibly completed a preliminary one page application. In addition the following steps must be completed and reviewed before appointments actually take place.

1. Complete a detailed application form
2. Complete all components of the TIPR Training Session
3. Complete the Examiners Examination
4. Expect that your application and a report on your participation in the process will be reviewed by the TIPR Committee
5. Receive notification of your appointment

### **Who does what?**

This is a brief outline of the key roles and responsibilities

**Chief Examiner** is responsible for ensuring that the TIPR examination meets the requirements of the National Certification Authority and equally trains others to enforce and maintain the standard. The Chief Examiner also acts as a principal Examiner to develop, review, coordinate, and supervise the setting of papers and marking schemes, and monitor the standards of Examiners.

**Provincial Examiner** supervises a team of approximately six to ten Examiners within a province. Provincial Examiners report directly to the Chief Examiner. Provincial Examiners act as the main point of contact for new recruits, check samples of marked papers from each Examiner to ensure that the marking is being done according to the agreed mark scheme, and advise on any adjustments needed. The Provincial Examiners along with the Chief Examiner makeup the Board of Examiners that assist the function of the National Certification Authority.

In addition, Provincial Examiners are responsible for preparing and delivering the TIPR training program for other qualified Examiner participants. Also the Provincial Examiners have the authority to coordinate the scheduling of all TIPR examinations in their province.

**Regional Examiners** are those trained and qualified individuals recognized by the Chief Examiner and/or Provincial Examiner for a specified region or area of the province. Regional Examiners report directly to the Provincial Examiner.

The criterion which must be applied to the selection of Examiners includes:

1. Individuals should be able to demonstrate a clear understanding of home inspections.
2. Individuals should be able to demonstrate an understanding of the nature of the importance of the TIPR process with home inspection experience.
3. Individuals should be able to demonstrate sufficient experience and knowledge to make effective judgments and comparisons to assure the best participants are chosen for the position in a fair and equitable manner

**Board of Examiners** comprises the Chief Examiner along with the Provincial Examiners. The TIPR-BOE will periodically meet and review the process, procedures and issues that may arise with the TIPR function. In addition the TIPR-BOE functions to make recommendations to the NCA for consideration with regard to the TIPR program and process.

### **Maintaining Currency**

Once an Examiner is approved, he/she is required to maintain their currency. All approved Examiners agree to maintain their membership and certification status as up to date. Failure to comply with these provisions shall invalidate Examiner status. Examiners are also responsible for complying with any continuing education requirements necessary to maintain their Examiner status within their respective provincial association.

### **Examiner's Commitments**

Examiners are required to commit to participate in exams up to four weeks in advance. While it is understood that scheduling this far out may be somewhat difficult, these commitments ease the burden on the work for those who are budgeting travel expenses, printing programs, and coordinating a multitude of other commitments. Best efforts should be made to keep scheduled exam commitments. If, however, a commitment must be broken, the Examiner is responsible for finding a suitable replacement, or providing four weeks prior to the venue.

TIPR Examiner's also acknowledge and agree that at all times when undertaking examinations of behalf of CAHPI- National Certification Authority (NCA) that he/she stands in a fiduciary relationship with the National Certification Authority and as such owes fiduciary obligations to CAHPI-NCA including but not limited to the following:

1. a duty to avoid all and any conflicts of interest between themselves and the person being examined;
2. a duty to avoid all and any conflicts of interest between their own interests and CAHPI-NCA;
3. a duty to always act honestly and in good faith;

4. a duty to maintain all confidences and trade secrets;
5. a duty to maintain all records of examination in a confidential manner;
6. a duty to at all times act in the best interests of CAHPI-NCA;
7. a duty to uphold the CAHPI Code of Ethics, and
8. any other duty which any court might imply as a term of this Agreement.

Furthermore, Examiners agree to undertake to deliver the following services:

1. to conduct examinations of CAHPI – TIPR competencies for applicant's seeking personnel certification and/or re-certification with CAHPI National;
2. to report on the outcomes in the format required by CAHPI-NCA; to the Chief Examiner
3. to conduct examinations through personally witnessing tasks covering the Test Inspection with Peer Review

### Operating Budget

TIPR is operated on a cost recovery bases. As an example during the "pilot project" phase home inspector applicants typically are processed at \$100.00 per person. Preliminary budgeting covered the following costs. The pilot is based on an average of 8 persons per day for the test inspection. It also assumes that the Examiner will not require additional cost to be covered such as travel or accommodations. At this juncture – it's simply a starting point!

Item	Pilot @ \$100 fee	Non-pilot cost
House	\$100 - \$200	\$250
Meeting room	\$100	\$150
Assistant	\$100	\$200
Examiner	\$400	\$500
Projected Cost	\$700 - \$800	\$1100

The TIPR Committee also feels that other costs will be incurred in handling of the files and input of data into the National Registrar's database. Therefore the above operating budget should be looked at primarily as just that a preliminary starting point.