



Mbition LLC dba  
American Home Inspectors Training

Home Inspection Training Courses  
Academic Catalog

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800-441-9411

School Location  
8550 E Princess Drive  
Scottsdale, AZ 85255

Postsecondary School Locations  
Arizona, Colorado, Georgia, Kansas, Kentucky, Minnesota,  
Ohio, Pennsylvania, Tennessee, Wisconsin

Mbition LLC dba American Home Inspectors Training (AHIT) is a private (not public) training institution that is a registered LLC in the state of Delaware.

Approved and Regulated by:  
Arizona State Board for Private Post-Secondary Education  
1740 West Adams, Suite 3008  
Phoenix, AZ 85007  
602-542-5709  
#V1238

## TABLE OF CONTENTS

MISSION .....	3
WHAT A HOME INSPECTOR DOES .....	3
ADMISSION REQUIREMENTS.....	4
TRAINING FACILITIES .....	4
ARIZONA REQUIREMENTS FOR HOME INSPECTOR.....	4
MEMBERSHIPS & AFFILIATIONS.....	4
COURSES .....	5
PROFESSIONAL DEVELOPMENT COURSES .....	7
REGISTRATION AND TUITION.....	8
ACADEMIC INFORMATION, ATTENDANCE & STANDARDS OF PROGRESS.....	9
STUDENT SERVICES.....	10
RULES OF CONDUCT.....	11
UNRESOLVED DISPUTES .....	12
REFUND AND CANCELLATION POLICIES.....	12
ADMINISTRATION AND FACULTY .....	13

## AMERICAN HOME INSPECTORS TRAINING

Since 1993, American Home Inspectors Training, the largest home inspection training company in North America, has provided industry-leading live classroom and online home inspection training, certifications, continuing education, and professional development courses. Our live classroom training includes valuable hands-on field training and our online course options offer flexibility for your schedule. We are committed to providing you the most effective way to achieve success in the home inspection industry.

### MISSION

Our mission is to train and provide ongoing support to individuals interested in starting their own successful home inspection business or becoming a significant contributor in an established home inspection company.

Our best-in-class, comprehensive home inspection training, coupled with our marketing and technical support services, will set you up for success in your new home inspection career.

### WHAT A HOME INSPECTOR DOES

The job of a home inspector is to inspect buildings by walking through each area, sometimes crawling into small spaces such as attics, checking rooftops, and cellars, plumbing, electricity and appliances. Then they write a detailed report outlining the condition of the property, areas where repair or replacement may be needed, and specify any potential safety concerns.

Anyone can train to become a home inspector although typically prospective students are already involved in the real estate or construction fields. The physical ability to navigate through a building is required. In general this means that the prospective student should have the physical abilities to do so.

## ADMISSION REQUIREMENTS

Admission is open any person meeting the below qualifications. No qualified person may be excluded from enrollment on the basis of race, color, religion, gender, gender identity and/or expression, national origin, disability, marital status, sexual orientation, or military status.

Applicants must meet the following requirements:

1. Be at least 18 years of age.
2. The submission of any required forms (Enrollment Agreements, etc.) as required by state postsecondary regulations.
3. Have access to internet compatible devices
4. Possess base-level computer skills including: ability to read text on screens, click through course material, and take exams online.
5. Pay appropriate fees. See REGISTRATION AND TUITION.

### *Language of Training*

All Courses are offered only in English. American Home Inspectors Training does not offer English as a Second Language instruction.

### *Late Enrollment*

There are no provisions for late enrollment.

## TRAINING FACILITIES

American Home Inspectors Training's facilities include a technologically equipped classroom. All live training Courses are held in designated training areas on pre-scheduled dates.

## ARIZONA REQUIREMENTS FOR HOME INSPECTORS

In some states licensing is required to inspect work as a home inspector. States are increasingly introducing legislation regarding the home inspection industry. Prospective home inspectors therefore need to contact the proper state agencies regarding requirements in their states.

Arizona Requirements: Complete 84 Hours of Board Approved Education.

Anyone desiring to be licensed will be required to pass the state exam and perform 30 parallel inspections. For more information, please visit <https://btr.az.gov/licensing-exams/occupations>.

## MEMBERSHIPS & AFFILIATIONS

Professionalism is important and membership in related organizations is encouraged. These organizations have their own requirements. Some administer exams; others require a certain amount of experience.

Membership is voluntary in any professional organization and does not mean state certification or licensure nor does it guarantee employment.

American Home Inspectors Training is affiliated with ASHI®, CREIA, FABI, and InterNACHI® and offers approved pre and continuing education courses.

## COURSES

### *Standards*

All of our courses are taught per ASHI®, CREIA and state-specific standards of practice. Our students and graduates receive initial support when in the field. An interactive bulletin board is also available to students to communicate with instructors and other students/ inspectors as well

### **Professional Home Inspection Online Course**

**online only**

**120 Hours**

The Professional Home Inspection Online Course is offered to students in a home study format. This course provides graduates with the skills necessary to obtain employment as a home inspector, set up a home inspection company or add home inspection services to their current offerings. Designed by AHIT's team of certified and extensively experienced home inspection instructors, students learn about structures, exteriors, roofing, electrical, plumbing, heating and cooling, interiors, and insulation and ventilation. In addition, students will learn what skills it takes to run a business. Upon completion, students will be able to conduct a thorough home inspection from the first contact with the customer to submitting a completed report.

Students receive an online user ID and password, study book, a sample inspection report, and tools in one initial shipment. Students are given 500 review questions throughout the course. A 100-question final exam at the end of the course must be passed with a minimum score of 75%. Upon successful completion of the course, graduates receive a certificate of completion. A toll-free number allows students to call instructional staff to discuss topics, tests, and projects; to request additional learning information; and to talk about the home inspection field.

### *Outline*

#### **I. Introduction to Home Inspection**

- A. An Overview
- B. Home Inspection Content
- C. The Home Inspection Process
- D. The Inspection Report
- E. The Real Estate Transaction
- F. Standards of Practice
- G. About the Course

#### **II. Structural**

- A. Foundations
- B. Framing
- C. Roofs

#### **III. Exterior**

- A. Water Resistant Barrier
- B. Siding/Wall Cladding
- C. Windows
- D. Trim

#### **VI. Heating**

- A. Combustion Appliances
- B. Electric Appliances
- C. Thermostats
- D. Furnaces
- E. Boilers
- F. Wall Furnaces
- G. Floor Furnaces
- H. Hydro-Air Systems
- I. Heat Pumps
- J. Ductwork
- K. Piping

#### **VII. Cooling**

- A. Refrigeration Cycle
- B. Split Systems
- C. Package Units
- D. Cooling Only
- E. Heat Pumps

#### **X. Ventilation**

- A. Attic
- B. Crawl Space

#### **XI. Interiors**

- A. Walls and Ceilings
- B. Floors
- C. Windows and Doors
- D. Stairs and Railings
- E. Room-by-Room Inspection

#### **XII. Fireplaces and Woodburning Appliances**

- A. Masonry Fireplaces
- B. Factory-built Fireplaces
- C. Inserts
- D. Pellet Stoves
- E. Flues and Chimneys
- F. Clearances

- E. Exterior Structures
- F. Garages

#### **IV. Roofing**

- A. Asphalt Shingles
- B. Wood Shingles/Shakes
- C. Concrete/Clay Tile
- D. Slate
- E. Asbestos Cement
- F. Metal
- G. Roll Roofing
- H. Built-up/Tar & Gravel/Hot-mop
- I. Membranes
- J. Flashing
- K. Chimneys
- L. Roof Drainage

#### **V. Plumbing**

- A. Service Entrance Piping
- B. Distribution Piping
- C. Drain, Waste & Vent (DWV)

- F. Standalone Systems
- G. Ductless Mini-splits
- H. Evaporative Coolers

#### **VIII. Electrical**

- A. Principles of Electricity
- B. Overhead / Underground Service
- C. Clearances
- D. Main Panels
- E. Sub-Panels
- F. Fuses vs. Breakers
- G. Grounding
- H. Branch Circuit Wiring
- I. Fixtures/Receptacles and Switches

#### **IX. Insulation**

- A. Materials
- B. Vapor Retarders

#### **XIII. Pools and Spas**

- A. Liners
- B. Finishes
- C. Filters
- D. Pumps
- E. Skimmers
- F. Self-fill Mechanisms
- G. Pop-up heads
- H. Vacuums/Cleaners

#### **XIV. Standards of Practice & Code of Ethics**

- A. State Requirements
- B. Continuing Education
- C. Trade Associations

#### **XV. Business Practices**

- A. Contracts
- B. Payments
- C. Recordkeeping
- D. Insurance

<b>Professional Home Inspection Essential Package</b>		<b>Professional Home Inspection Online Course</b>
		A Practical Guide to Home Inspection eBook
		Marketing and Operating a Professional Home Inspection Business eBook
	<b>\$595.00</b>	<b>Total Price</b>
<b>Professional Home Inspection Deluxe Package</b>		<b>Professional Home Inspection Online Course</b>
		A Practical Guide to Home Inspection eBook
		Marketing and Operating a Professional Home Inspection Business eBook
		AHIT Bonus Courses
		Home Inspector Exam Prep by AHIT
	<b>\$695.00</b>	<b>Total Price</b>
<b>Professional Home Inspection Premium Package</b>		<b>Professional Home Inspection Online Course</b>
		A Practical Guide to Home Inspection eBook
		Marketing and Operating a Professional Home Inspection Business eBook
		Home Inspector Exam Prep by AHIT
		AHIT Bonus Courses
		NHIE Prep eBook Set
	<b>\$795.00</b>	<b>Total Price</b>

## PROFESSIONAL DEVELOPMENT COURSES

In addition to the Professional Home Inspection Online Course, students may also enroll in a 4-day, hands-on course for professional development. This enrichment course does not replace any part of the online training that AHIT requires to receive a certificate and will not count toward the education requirement for licensure but provides a practical application of the topics learned during the required online course.

In this class, students build on and put into practice the fundamentals learned in the online course. Classroom time is spent reviewing key components of the inspection, including structure, exteriors, roofing, plumbing, electrical, HVAC, interiors, insulation and ventilation and fireplace and chimney systems, and field training emphasizes the inspection process and report writing. AHIT instructors lead student groups through four mock inspections, using paper report books to guide the inspection process, and provide a checklist to work from.

<b>Arizona Home Inspection Live 4-Day Course</b>		<b>Arizona Live Classroom Session - 4 Days</b>
		<b>Classroom Practice Report (2)</b>
	<b>\$900.00</b>	<b>Total Price</b>

## REGISTRATION AND TUITION

Students may register for class through [www.ahit.com](http://www.ahit.com) for the online course or by phone (800-441-9411). To complete registration, students must sign an Enrollment Agreement for classes to be taken through American Home Inspectors Training.

Online training must be paid in full upon enrollment. Financing is available to students who are unable to pay in full upon enrollment. Enrollment will close two weeks prior to the start of class.

### ***Tuition and Pricing Policies***

Students enrolled in the same program may pay different tuition based upon effective dates of promotions. Tuition at the time of enrollment is final. Students who modify a program or service in a manner which will reduce or increase tuition may also pay a different price than other students.

Students who meet the following qualifications are eligible for tuition discounts:

Students enrolling as part of a group

Students enrolling under the same course schedule where discounts are available to all students

Military personnel

American Home Inspectors Training does not offer scholarships or loans. Financing is available to qualified students. Students should contact a customer service representative for details.

COURSE TITLE	LENGTH OF COURSE	ACTUAL CONTACT HOURS PER COURSE	TOTAL COST OF COURSE	PAYMENT OPTIONS	CREDENTIAL OFFERED
<i>Professional Home Inspection Online Course</i>	Not more than 12 months	120 Hours	\$595.00 / \$695.00 / \$795.00	Payment due in full at time of enrollment.  Extended payment plans are offered by Affirm, a third-party vendor.	Completion Certificate
<i>4-Day Live Class</i>	4 Days (not more than 12 months)	34 Hours	\$900.00	Payment due in full at time of enrollment.  Extended payment plans are offered by Affirm, a third-party vendor.	NONE



## ACADEMIC INFORMATION, ATTENDANCE & STANDARDS OF PROGRESS

### ***Syllabus***

Course outlines are accessible in your LMS profile.

### ***Attendance***

Attendance in live classes is taken twice daily, during the morning session and again in the afternoon. Students are asked to sign/initial for each class attended. Attendance information is recorded and retained in the class files. Students are expected to attend all classes within the time the course is scheduled in order to receive a Completion Certificate. Students may request withdrawal and make up the missed classes during the next scheduled course. Paid tuition will be refunded according to the applicable refund policy.

### ***Absence***

Students are responsible to attend every hour of each training course. If personal emergencies occur, then students may speak with the instructor to arrange ways to make-up missed sections. Students must satisfactorily complete course requirements in order to graduate and receive a Completion Certificate.

### ***Leave of Absence/Withdrawal***

Students may request a leave of absence for extenuating circumstances. Arrangements may be made to re-enter the next available course or other upcoming classes. Students must complete the live coursework within 12 months. Students must complete the online training within 12 months. If a student stops attending classes and is placed on a leave of absence in lieu of a withdrawal from school, then the school must document the nature of the leave of absence and the date the leave of absence ends. No leave of absence may exceed six (6) months unless otherwise approved in writing. A student who fails to return to school at the end of a leave of absence shall be formally withdrawn from the school and any refund of tuition and fees shall be issued in accordance with the last date of a student's attendance in class or participation in an academic activity.

If students are unable to complete the course during the scheduled session or fail to meet AHIT standards for satisfactory progress or completion, re-enrollment is required. A discounted fee of 50% of the current retail price will be charged.

### ***Grading***

Students are graded on a pass/fail system. Those who attend live training must be present for all class time. The expectation is that students will engage fully, ask questions, and where required during field training, complete inspection reports of acceptable quality. If satisfactory progress is not made during class, AHIT reserves the right to require that the student re-enroll. See "Leave of Absence." A fee may apply.

Depending on your state's requirements, a completion certificate will be available within 72 hours of completing all requirements.

### ***Satisfactory Progress***

Students may receive feedback about their skills and knowledge based on in-class participation, fieldwork, and completion of reports.

Should a student receive a grade of less than 75% (except for CT, IL, LA, OH, SD, and TX) he/she will be notified immediately after the test is taken and graded. He/she will be requested to take the exam at another time.

<sup>1</sup> In the event of an extension or re-enrollment, it is the responsibility of the student to verify with a school representative that the course approval is still active.

### ***Probation***

There are no probationary periods because the lengths of the courses are short. Students have the choice to withdraw or re-enroll the next time the course is offered if there is no satisfactory progress. Students should consult with the school regarding their class options.

### ***Completion***

Students will receive a Completion Certificate upon satisfactory completion of all course requirements including minimum grades, attendance, and any other requirements.

### ***Records***

Student files are retained for the minimum time required by state regulations. Online student files are maintained online in our cloud-based servers, and paper files are held at The CE Shop's corporate offices.

Student records may be requested in writing by the student at any time. Student records are confidential. No records will be made available to employers, prospective employers, family members, or other schools unless a written request has been made by the student.

Please visit our website to view our FERPA policy.

### ***Previous Credits***

Credits earned from another institution cannot be combined with those earned through American Home Inspectors Training. American Home Inspectors Training does not guarantee the transferability of its credits to any other institution unless a written agreement exists with another institution.

## **STUDENT SERVICES**

### ***Reasonable Accommodation Policy***

American Home Inspectors Training provides reasonable accommodations for disabilities. Students must provide 10 to 14 business days' notice in order for their accommodation to be properly processed.

### ***Job Placement***

American Home Inspectors Training does not offer job placement services. AHIT makes no representations except as expressly set forth in this catalog, and under no circumstances does AHIT make any claim, promise, or guarantee for employment.

### ***Library***

The use of a library is not required to complete any training.

## RULES OF CONDUCT

### ***Non-Discrimination***

American Home Inspectors Training does not discriminate on the basis of race, color, religion, gender, gender identity and/or expression, national origin, disability, marital status, sexual orientation, or military status. in the establishment of fees, entrance qualifications, or standards for successful completion of any course. It is expected that students will conduct themselves in a professional manner and demonstrate respect for their instructors and fellow classmates. The school reserves the right to terminate a student on any of the grounds listed below. Termination notice will be in writing citing the reasons for termination. Tuition will be refunded according to the applicable refund policy.

Reasons for Termination:

- Not complying with school rules and regulations
- Unprofessional conduct
- Unsatisfactory academic progress
- Excessive absence or lateness
- Failure to pay fees when due
- Cheating or falsifying records
- Breach of enrollment agreement
- Entering school site while under the influence or effects of alcohol, drugs, or narcotics of any kind
- Carrying a concealed or potentially dangerous weapon
- Sexual harassment
- Harassment of any kind including intimidation and discrimination.

### ***Dress Code***

Dress is casual and neat. Some days include work on actual inspection sites where work clothes are appropriate. Students will need an extra pair of clean shoes to be worn at field training sites.

### ***Drug Free School and Workplace***

No student, instructor, or employee may be on the school premises or field/lab site under the influence or in the possession of any controlled substance. As a drug and alcohol-free environment, individuals under the influence or in the possession of any controlled substance will be subject to immediate dismissal/removal. Individuals may request counseling for substance abuse and will be referred to community resources.

### ***Smoking***

There is no smoking within the schools, labs, or offices. Individuals may smoke outside. There is no smoking at the field sites.

### ***Sexual Harassment and Hazing Policy***

AHIT takes the issue of sexual harassment very seriously. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among students and staff. Sexual harassment or harassment because of age, race, color, religion, national origin, sexual orientation, or disability, will not be tolerated. This includes any kind of intimidation or discrimination. Investigation of such concerns will be undertaken promptly and handled confidentially. Behavior that denigrates the integrity of another

student (hazing) will not be tolerated. If a student or employee feels that he or she has suffered a form of discrimination or harassment, then the individual should immediately contact a supervisor or school director. Students or staff involved may be subject to dismissal or termination.

## UNRESOLVED DISPUTES

### *Grievance Policy*

Students who have a grievance with the school are encouraged to resolve the matter with their instructor. If still unsatisfied, the grievance may be addressed to the School Director or President of The CE Shop at The CE Shop, 5670 Greenwood Plaza Blvd, Suite 420, Greenwood Village, Colorado 80111, Telephone: 888-827-0777. Any student may be dismissed for violations of rules and regulations of the school, as set forth herein. The President of The CE Shop, after consultation with all parties involved, makes the final decision. Where appropriate, the President of The CE Shop will review each case and decide whether to grant re-admittance.

### *Arizona Unresolved Disputes*

A review of the complaint will be documented in the student file and in the Complaint Log and an attempt at a satisfactory resolution put in place. The results of the meeting will also be documented. If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details. The State Board address is: 1740 W. Adams, Suite 3008 Phoenix, AZ 85007, phone 602-542-5709, website <https://ppse.az.gov>.

## REFUND AND CANCELLATION POLICIES

AHIT is committed to student satisfaction. If you are unsatisfied for any reason, AHIT will refund the purchase price of any course if the refund request is submitted within thirty (30) days of purchase, prior to course expiration, the course is not more than 50% completed, and the live class hasn't started, minus \$150 cost of materials and books. No refunds will be issued if online training is more than 50% complete or if live classes have started.

Short term payment plans are offered by The CE Shop. Please refer to the payment plan section of the general terms and conditions for more information.

Extended payment plans are offered by [Affirm](#), a third-party vendor. For personal use only. Affirm's terms of service apply.

If one or more items in your order has an extended ship date or your class has started, your loan payment(s), including interest, may be due before the merchant ships all of the items. Please note that you may not receive a rebate of any interest that may have already accrued on an amount that later gets refunded.

### *RESCHEDULING CLASS*

Within five (5) business days of the date of purchase, a student may reschedule class dates at no additional cost. In the event of an extenuating circumstance, and at the discretion of the director, a student may request a one-time change to their class dates. Written notice is required two full weeks prior to the start date of scheduled class. The student will be charged a non-refundable \$150 fee, and tuition must be paid in full at the time the request is made. No requests within two weeks of the start date of class will be allowed, and a student who does not attend will forfeit their tuition.

### ***EXPIRATION AND COURSE EXTENSIONS***

Courses and in person/field training must be completed within 12 months of enrollment date. If you are unable to complete your course within the initial 12-month period, then you may extend your course access for a fee, when allowed by the regulatory body. The CE Shop will charge the student 20% of the current retail price of the course for each 30-day extension or partial 30-day extension in the event that the course expires prior to the end of the final 30-day extension. Students must contact AHIT 30 days prior to expiration to obtain an extension. Access to the course after 30 days from initial expiration requires re-enrollment. A discounted fee of 50% of the current retail price will be charged for re-enrollment in the course and no progress will be kept.

### ***CHANGES MADE BY THE SCHOOL***

If AHIT cancels a live class (for any reason), then a student may transfer into another session of his or her choice at no expense to the student. AHIT is not responsible for any travel expenses (e.g., air, hotel, car rental, etc.) the student incurs. If the school is unable to make alternative arrangements that are satisfactory to the student, then the school will refund all monies paid by the student of the class, if the regulatory agency only allows live training.

## **ADMINISTRATION AND FACULTY**

Mbition LLC is the owner of American Home Inspectors Training (AHIT). The CE Shop LLC is the owner of Mbition LLC and its subsidiaries

American Home Inspectors Training is not an accredited institution, but is approved and regulated by the Arizona State Board for Private Post-Secondary Education. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

### ***Leadership***

*Gary Weiss, CEO*

*Daniel Harris, President*

### ***School Operations***

Nichol Andler, Director Compliance (School Director)

Stephanie Gones, Compliance Analyst

Melissa Cannata, Compliance Analyst

Matthew Barlow, Sales Manager

Brita Pricco-Byers, Product Manager

### ***Instructors***

Joe Chitwood

John Coleman

Kyle Griffin

Chris Kjeldsen

Kevin Mathers  
Steve O'Donnell  
Daniel Baumgardner

Administrative offices are open Monday through Friday and are available to provide full student and graduate support during the following times:

Monday – Friday: 8:00am to 5:00pm (CST)  
Saturday – Sunday: Closed

*Technical Support*

Monday – Thursday: 7:30am to 7:00pm (CST)  
Friday: 7:30am to 6:00pm (CST)  
Saturday: 8:00am to 4:00pm (CST)  
Sunday: Closed

PHONE: 800-441-9411  
EMAIL: [ahit@theceshop.com](mailto:ahit@theceshop.com)

American Home Inspectors Training will be closed for business the following holidays:

- New Year's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day

Disclosures

American Home Inspectors Training, an Mbition LLC school, makes no representations except as expressly set forth in this catalog, and under no circumstances does American Home Inspectors Training make any claim, promise, or guarantee for employment or state licensure.

American Home Inspectors Training reserves the right to change courses, start dates, tuition, and to cancel courses. Any changes will be made in accordance with State Board rules and regulations. The information contained in this policy is true and correct to the best of American Home Inspectors Training's knowledge.