



Mbition LLC dba

American Home Inspectors Training

Home Inspection Training Courses Academic Catalog

Volume 22

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Corporate Office

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www.ahit.com
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800-441-9411

School Location

18500 W. Corporate
Dr. Suite, 250
Brookfield, WI 53045

Postsecondary School Locations

Arizona, Colorado, Georgia, Kansas, Kentucky, Michigan,
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.

Authorized for operation by the State Board of Proprietary School Registration

30 East Broad Street
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Columbus, OH 43215
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2022 Classes

January 15-9, 2022 March 23-27, 2022
January 26-30, 2022 June 8-June 12, 2022

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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 in Columbus and Independence include a technologically equipped classroom. All live training Courses are held in designated training areas on pre-scheduled dates.

OHIO 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. The following are requirements for the state of Ohio:

- 80 hours of home inspection education
- 40 hours of Curriculum of Experience
- One Peer Review *or* 10 parallel inspections

Additional license information available: <https://www.com.ohio.gov/real/HomeInspectors.aspx>

MEMBERSHIPS AND 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 but membership neither means 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

115 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, Ohio Standards of Practice, Ohio home inspector laws, 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. There is an optional 100-question final exam at the end of the course. 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

Introduction, Standards of Practice & Code of Ethics

- A. Overview of Home Inspection Industry
- B. State Requirements
- C. Continuing Education
- D. Trade Association Choices
 - 1. ASHI
 - 2. Inter-NACHI

Ohio Standards of Practice

- A. Application of Standards of Practice
- B. Requirements for a Licensee
- C. Non-Requirements for a Licensee
- D. Exterior Areas
- E. Structural
- F. Roof
- G. Plumbing
- H. Electrical System
- I. Heating System(s)
- J. Cooling System(s)
- K. Interior Areas
- L. Insulation and Ventilation
- M. Fireplaces and Fuel-Burning Appliances

Inspection Reports

- A. Introduction to Report Writing
 - a. Report Setup
 - b. Report Terminology
 - c. Report Distribution
- B. Inspection Agreement
 - a. Fees
 - b. Standards of Practice
 - c. Parties Entering into Agreement
 - d. Required Notice
 - e. Home Warranty
 - f. Liability
 - g. Warranty or Guarantees
 - h. Definitions
 - i. Exclusions
 - j. Additional Terms, Conditions, and Limitations
 - k. Client Signatures

Ohio Law for Home Inspectors

- A. Chapter 4764: Home Inspectors
 - a. 4764.01 Definitions
 - b. 4764.02 License
 - c. 4764.03 Exceptions
 - d. 4764.04 Ohio home inspector board
 - e. 4764.05 Duties of board
 - f. 4764.06 Duties of superintendent
 - g. 4764.07 Application for license
 - h. 4764.08 Continuing education instruction requirements
 - i. 4764.09 Expiration of license; renewal

- j. 4764.10 Licensees from other jurisdictions
 - k. 4764.11 Insurance requirements;
- recordkeeping
- l. 4764.12 Violations; investigation
 - m. 4764.13 Hearings; disciplinary actions;
- penalties; review
- n. 4764.14 Refusal to issue or renew license
 - o. 4764.15 Violation of chapter; injunction
 - p. 4764.16 Investigation of person who are not licensed
 - q. 4764.17 Construction of chapter; actions for damages
 - r. 4764.18 Home inspectors fund
 - s. 4764.19 Defaults under child support orders
 - t. 4764.20 Compliance with law regarding human trafficking
 - u. 4764.21 Home inspection recovery fund
 - v. 4764.99 Misdemeanor and felony violations
 - B. Chapter 4766: Criminal Records Checks
 - a. 4776.10 Definitions
 - b. 4776.20 Violation of law regarding trafficking in persons by licensee; notification of agency; sanctions
 - C. Chapter 4798: Occupational Regulations
 - a. 4798.01 Definitions
 - b. 4798.02 General Provisions
 - c. 4798.03 Construction of chapter
 - D. The Ohio Legislature – 134th General Assembly Senate Bill 255
 - a. Bill Am. Sub. S. B No. 255

Structural Inspection

- A. Foundations
 - 1. Slab-on-grade
 - a) Floating
 - b) Monolithic
 - c) Post-tensioned
 - 2. Basements
 - a) Poured Concrete
 - b) Concrete Block
 - c) Brick
 - d) Permanent Wood Foundations (PWFs)
 - e) Insulated Concrete Forms (ICFs)
 - f) Structural Insulated Panels (SIPs)
- 3. Crawl Spaces
 - a) Pier and Beam
 - b) Poured Concrete
 - c) Concrete Block
- 4. Pilings
- B. Framing
 - 1. Platform
 - 2. Balloon
 - 3. Wood/Metal
 - 4. Post & Beam
 - 5. Log Homes
 - 6. Rammed Earth
 - 7. Straw Bale

- C. Roofs
- 1. Trusses
- 2. Conventional

Exterior Inspection

- A. Water Resistant Barrier
- 1. House Wrap
- 2. Building Paper
- B. Siding/Wall Cladding
- 1. Wood
- 2. Vinyl
- 3. Metal— Steel/Aluminum
- 4. Fiberboard
- 5. Fiber cement
- 6. Brick Veneer
- 7. Stucco
- 8. Asbestos cement
- 9. Asbestos shingles
- C. Windows
- 1. Wood
- 2. Aluminum
- 3. Vinyl
- 4. Energy Efficiency
- a) U-values
- b) SHGC and Low-e coatings
- c) Argon Gas Filled
- 5. Flashing
- D. Trim
- 1. Wood
- 2. Metal
- 3. Man-made
- a) Vinyl
- b) Polyurethane
- E. Exterior Structures
- 1. Porches, Steps, and Stoops
- 2. Patios, Driveways, Sidewalks
- 3. Decks
- 4. Balconies
- 5. Retaining Walls
- F. Garages
- 1. Fire-separation
- 2. Vehicle Door and Opener

The Roofing Inspection

- A. Asphalt Shingles
- B. Wood Shingles/Shakes
- C. Concrete/Clay Tile
- D. Slate
- E. Asbestos Cement
- F. Metal
- 1. Standing Seam
- 2. Stamped
- G. Roll Roofing

- H. Built-up/ Tar & Gravel/ Hot-mop
- I. Membranes
 - 1. PVC
 - 2. EPDM
 - 3. TPO
- J. Flashing
 - 1. Penetrations
 - 2. Valleys
 - 3. Skylights
- K. Chimneys
 - 1. Clearances
 - 2. Flashing
 - 3. Spark Arrestors
 - 4. Crickets
- L. Roof Drainage
 - 1. Gutters
 - a) Aluminum
 - b) Steel
 - c) Copper
 - d) Wood
 - e) Plastic
 - 2. Scuppers
 - 3. Roof drains

Plumbing Inspection

- A. Service Entrance Piping
 - 1. Copper
 - 2. Lead
 - 3. Plastic
 - a) PVC
 - b) PEX
 - c) CPVC
 - d) Polyethylene
 - e) Polybutylene
 - 4. Galvanized
- B. Distribution Piping
 - 1. Copper
 - 2. Plastic
 - a) PEX
 - b) CPVC
 - c) Polybutylene
- C. Drain, Waste & Vent (DWV)
 - 1. Materials
 - a) Galvanized
 - b) Cast Iron
 - c) Plastic
 - (1) PVC
 - (2) ABS
 - d) *Clay Pipe*
 - 2. Venting
 - 3. Fixtures and Faucets

- 4. Gas piping
 - a) Black Iron
 - b) Galvanized
 - c) CSST
- (1) Bonding
- d) Flexible Appliance Connectors
- 5. Water Heaters
 - a) Gas
 - b) Electric
 - c) Heat Pump
 - d) Oil
 - e) Tankless

Electrical Inspection

- A. Principles of Electricity
- B. Overhead/Underground Service
- C. Clearances
- D. Main Panels
- E. Sub-Panels
- F. Fuses vs. Breakers
- G. Grounding
 - 1. Grounding vs. Bonding
- H. Branch Circuit Wiring
 - 1. Aluminum Wiring
 - 2. Knob & Tube Wiring
- I. Fixtures/Receptacles and Switches
 - 1. Requirements
 - 2. Testing
 - 3. GFCIs
 - 4. AFCIs
 - 5. Doorbells and Chimes

Heating & Cooling Inspection

- A. Heating
 - 1. Combustion Appliances
 - a) Gas
 - b) Oil
 - c) Solid Fuel
 - 2. Electric Appliances
 - a) Electric Resistance Heat
 - b) Heat Pumps
 - c) Baseboard
 - 3. Thermostats
 - a) Analog
 - b) Digital
 - c) Programmable
 - 4. Furnaces
 - a) Forced Air
 - b) Gravity
 - 5. Boilers
 - a) Gravity
 - b) Forced Hot Water
 - c) Steam

- 6. Wall Furnaces
- 7. Floor Furnaces
- 8. Hydro-Air Systems
- 9. Heat Pumps
 - a) Air Cooled
 - b) Water Cooled
 - c) Geothermal
- 10. Ductwork
 - a) Metal
 - b) Insulated Flex
 - c) Ductboard
- 11. Piping
 - a) Steel
 - b) Copper
 - c) Galvanized
- B. Cooling Inspection
 - 1. Refrigeration Cycle
 - a) Evaporator Coil
 - b) Condensing Coil
 - c) Compressor
 - d) Expansion Valve
 - 2. Split Systems
 - 3. Package Units
 - 4. Cooling Only
 - 5. Heat Pumps
 - a) Air Cooled
 - b) Water Cooled
 - c) Geothermal
 - 6. Stand-alone Systems
 - 7. Ductless Mini-splits
 - 8. Evaporative (swamp) Coolers

Interior Inspection

- A. Walls & Ceilings
 - 1. Plaster
 - 2. Drywall
- B. Floors
 - 1. Sagging
 - 2. Deflecting
 - 3. Floor Coverings
- C. Windows & Doors
 - 1. Operation
 - 2. Damage
 - 3. Missing Components
- D. Stairs & Railings
 - 1. Treads
 - 2. Risers
 - 3. Nosing
 - 4. Balusters
- E. Room-by-Room Inspection
 - 1. Electrical Review
 - 2. Plumbing and Heating Review

3. Laundry Room
4. Inspecting the Kitchen
5. Inspecting the Bathroom
6. Inspecting Other Rooms
7. Reporting Your Findings
8. Trash Compactor

Insulation & Ventilation

- A. Materials
 1. Fiberglass
 2. Cellulose
 3. Foam board
 4. Vermiculite
- B. Vapor Retarders
 1. Kraft Paper
 2. Foil
 3. Plastic
- C. Attic
 1. Soffit
 2. Gable
 3. Ridge
 4. O'Hagin
 5. Turbine
- D. Crawl Space
 1. Perimeter Vents
 2. Unvented Crawl Spaces

Fireplaces & Wood-burning Appliances

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

Pools & Spas

- A. Liners
 1. Gunitite
 2. Shotcrete
 3. Vinyl
 4. Fiberglass
- B. Finishes
 1. Plaster
 2. Marcite
 3. Pebble-Tec
- C. Filters
 1. Diatomaceous Earth
 2. Sand
 3. Cartridge
- D. Pumps
 1. Single Speed
 2. Variable Speed

- E. Skimmers
- F. Self-fill Mechanisms
- 1. Backflow Prevention
- G. Pop-up heads
- H. Vacuums/Cleaners

Irrigation Systems

- A. System Components
- B. Piping
 - 1. Anti-siphon Valves
 - 2. PVC Pipe
 - 3. Funny Pipe
 - 4. Fittings
- C. Maintaining Pressure
- D. Irrigation Timers
- E. Siding Damage

Business Practices

- A. Contracts
- B. Payments
 - 1. Collections
 - 2. Credit Cards
- C. Recordkeeping
 - 1. Accounting
 - 2. Filing
 - 3. Banking
- D. Insurance
 - 1. General Liability
 - 2. Errors & Omissions
 - 3. Bonds
 - 4. Short-Term and Long-Term Disability
 - 5. Workers' Comp
 - 6. Auto

5-Day Ohio Curriculum of Experience and Professional Home Inspection Online Course
40 Classroom Clock Hours + 115 hours online

Clock Hours

One clock hour equals 60 minutes of classroom, lab, or field time.

Student/ Teacher Ratio

The maximum students in any class are 25 with one instructor. The average student-teacher ratio for labs and fieldwork is 13:1.

Classroom Format and Schedule

Classes start at 8 am and conclude by 6 pm each day. There is one lunch break for 40 minutes and two rest breaks during the day of 10 minutes each. To successfully complete each course students must attend all classes. Course start dates are listed at the end of this catalog. Courses are short and intense. The nature of the courses

encourages students to work collaboratively and study together. No formal study groups are arranged outside of the classroom.

Overview

Through a combination of online videos, live lectures, and field training, students are provided 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, Ohio Standards of Practice, Ohio home inspector laws, heating and cooling, interiors, and insulation and ventilation. In addition, students will learn what skills it takes to run a business. Teaching techniques include hands-on exercises, live experience (field), report writing, and on-site equipment evaluation/testing. Students will learn how to conduct a thorough home inspection from the first contact with the customer to submitting a completed report. Students also take part in one Peer Review.

Students will receive all the learning material in one initial shipment. 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 prior to and after class completion. Students must complete all parts of their online education and attend all 5-days of class to receive a completion certificate.

Retail Value of Materials Received in 5-Day Professional Home Inspection Blended Program ³

<i>Marketing and Operating a Profitable Home Inspection Business</i>	\$99.00	Home Maintenance Manual	\$4.00
<i>The Practical Guide to Home Inspection</i>	\$245.00	Tools	\$30.00
<i>Professional Home Inspection Online Course Workbook</i>	\$25.00	Handouts	\$10.00
Standard Inspection Report	\$12.50	TOTAL	\$425.50

Day 1
Inspection #1 and #2

Day 2
Inspection #3 and #4

Day 3
Inspection #5 and #6

Day 4
Inspection #7 and #8

Day 5
Inspection #9 and #10

Day 6
Peer Review

5-Day Ohio Curriculum of Experience

40 hours

Clock Hours

One clock hour equals 60 minutes of classroom, lab, or field time.

Student/Teacher Ratio

The maximum students in any class are 25 with one instructor. The average student-teacher ratio for labs and fieldwork is 13:1.

Classroom Format and Schedule

Classes start at 8 am and conclude by 6 pm each day. There is one lunch break for 40 minutes and two rest breaks during the day of 10 minutes each. To successfully complete each course students must attend all classes. Courses are short and intense. The nature of the courses encourages students to work collaboratively and study together. No formal study groups are arranged outside of the classroom.

Overview

Through field training, students are provided 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, Ohio Standards of Practice, Ohio home inspector laws, heating and cooling, interiors, and insulation and ventilation. Teaching techniques include hands-on exercises, live experience (field), report writing, and on-site equipment evaluation/testing. Students will learn how to conduct a thorough home inspection from the first contact with the customer to submitting a completed report.

Students will receive all the learning material in one initial shipment. 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 prior to and after class completion. Students must attend all 5-days of class to receive a completion certificate.

Retail Value of Materials Received in 5-Day Professional Home Inspection Blended Program³

<i>Marketing and Operating a Profitable Home Inspection Business</i>	\$99.00	Home Maintenance Manual	\$4.00
<i>The Practical Guide to Home Inspection</i>	\$245.00	Tools	\$30.00
<i>Professional Home Inspection Online Course Workbook</i>	\$25.00	Handouts	\$10.00
Standard Inspection Report	\$12.50	TOTAL	\$425.50

40 hours of experience (field training)

Day 1
Inspection #1 and #2

Day 2
Inspection #3 and #4

Day 3
Inspection #5 and #6

Day 4
Inspection #7 and #8

Day 5
Inspection #9 and #10

Ohio Peer Review

Peer review starts at 8 am and concludes by 6pm. Students complete a Peer Review with one of AHIT’s Ohio approved instructors. Completion of the Peer Review is completed in compliance with Ohio Administrative Code 1301:17-1-15.

Professional Home Inspection Essential Package		Professional Home Inspection Online Course
		A Practical Guide to Home Inspection eBook
		Marketing and Operating a Professional Home Inspection Business eBook
	\$595.00	Total Price
Professional Home Inspection Deluxe Package		Professional Home Inspection Online Course
		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
	\$695.00	Total Price
		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
\$795.00	Total Price	

Ohio Home Inspection Curriculum of Experience	Ohio 40-Hour Curriculum of Experience 2022 Classroom Practice Report (6)
	\$1,000.00 No Discounts
Ohio Home Inspection Peer Review	Ohio Peer Review 2022 Classroom Practice Report (1)
	\$290.00 No Discounts
Ohio Home Inspection Curriculum of Experience and Peer Review	Ohio 40-Hour Curriculum of Experience 2022 Ohio Peer Review 2022 Classroom Practice Report (6)
	\$1,200.00 No Discounts

REGISTRATION & TUITION

Students may register for class through 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.

Payment Schedules

COURSE TITLE	LENGTH OF COURSE DAYS	ACTUAL CONTACT HOURS PER COURSE	TOTAL COST OF COURSE	PAYMENT OPTIONS	CREDENTIAL OFFERED
Professional Home Inspection Online Course	Not more than 12 months	115 hours online	\$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	Certificate of Completion
5-Day Ohio Curriculum of Experience	Not more than 12 months	40 Classroom Clock Hours	\$1,000	Payment due in full at time of enrollment. Extended payment plans are offered by Affirm, a third-party vendor	Certificate of Completion
5-Day Ohio Curriculum of Experience; Professional Home Inspection Online Course; Peer Review	Not more than 12 months	40 Classroom Clock Hours + 115 hours online+ 1 Peer Review	\$1,200	Payment due in full at time of enrollment. Extended payment plans are offered by Affirm, a third-party vendor	Certificate of Completion
Peer Review	Not more than 12 months	NA	\$290	Payment due in full at time of enrollment	Signed OH Peer Review Certificate

ACADEMIC INFORMATION, ATTENDANCE & STANDARDS OF PROGRESS

Syllabus

See course outline above.

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.

¹ 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.

UNRESLOVED 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.

Ohio 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. Should the student believe the problem(s) was still not satisfactorily resolved, and then he/she may contact the Ohio State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215. 877-275-4219.

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 owner of American Home Inspectors Training (AHIT).

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

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.
