



Mbition LLC DBA

American Home Inspectors Training

Home Inspection Training Courses Academic Catalog

Volume 4

January 1, 2022-December 31, 2022

Corporate Office

18500 W. Corporate Drive Suite 250

Brookfield, WI 53045

www.ahit.com

ahit@theceshop.com

855-944-0547 Toll Free

Tennessee School Locations

Courtyard by Marriott- Vanderbilt/West End

1901 West End Ave., Nashville, TN 37203

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.

American Home Inspectors Training is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning the quality of education, ethical business practices, and fiscal responsibility.

Table of Contents

MISSION.....	3
WHAT A HOME INSPECTOR DOES	3
ADMISSION REQUIREMENTS	3
TRAINING FACILITIES	4
TENNESSEE REQUIREMENTS FOR HOME INSPECTORS.....	4
MEMBERSHIPS & AFFILIATIONS	4
COURSES.....	5
PROFESSIONAL DEVELOPMENT COURSES.....	7
REGISTRATION AND TUITION	7
ACADEMIC INFORMATION, ATTENDANCE & STANDARDS OF PROGRESS.....	8
STUDENT SERVICES.....	10
RULES OF CONDUCT	10
UNRESOLVED DISPUTES	11
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.
6. Possess a high school diploma, a high school diploma equivalency, a current Tennessee license in the field for which the training is intended, or postsecondary credit in a degree program.

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 technologically equipped classrooms. All live training Courses are held in designated training areas on pre-scheduled dates. In Tennessee, these trainings are held at the newly-renovated Courtyard Nashville Vanderbilt/West End in the Cumberland Meeting Room.

TENNESSEE 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.

Requirement: Complete 90 hours of board approved education
Contact: State of Tennessee
Department of Commerce of Insurance
Home Inspector Licensing Program
500 James Robertson Parkway
Nashville, Tennessee 37243-1166
Phone (615) 741-1831
<http://www.tn.gov/regboards/hic/index.shtm>

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

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

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

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

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

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

- D. Pellet Stoves
- E. Flues and Chimneys
- F. Clearances

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

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
Professional Home Inspection Premium Package		Professional Home Inspection Online Course
		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

PROFESSIONAL DEVELOPMENT COURSES

In addition to the Professional Home Inspection Online Course, students may also enroll in a 5-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 90-hour 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.

Nashville: July 20-24, 2022

Tuition: \$900.00

Nashville: November 2-6, 2022

Tuition: \$900.00

REGISTRATION AND 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 Schedule

COURSE TITLE	LENGTH OF COURSE	CONTACT HOURS	TOTAL COST OF COURSE	PAYMENT OPTIONS	CREDENTIAL OFFERED
Professional Home Inspection Online Course	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.	Certificate of Completion
5-Day Live Class	5 Days (not more than 12 months)	40 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

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.

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.

Tennessee Unresolved Disputes

Every attempt at a satisfactory resolution will be made. If the complaint cannot be resolved after meeting with the school, the student may contact:

Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
615-741-3605

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

REFUND AND CANCELLATION POLICIES

Refund and Cancellation Policies

(a) If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student for the period of enrollment for which the student was charged, less an administrative fee of one hundred dollars (\$100.00);

(b) A student who withdraws at any time is entitled to a full refund of any fee, regardless of whether the fee is included in tuition, paid to the institution for tangible goods or services not delivered to or fully provided to the student;

(c) In addition to subparagraph (4)(b) of this rule, if after classes have commenced and before expiration of ten percent (10%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the twenty-five percent (25%) the student owes the institution, less administrative fee of one hundred dollars (\$100.00);

(d) In addition to subparagraph (4)(b) of this rule, if after expiration of ten percent (10%) of the period of enrollment for which the student was charged, and before expiration of twenty-five percent (25%) of the period, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal twenty-five percent (25%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the seventy-five percent (75%) the student owes the institution, less administrative fee of one hundred dollars (\$100.00); or

(e) In addition to subparagraph (4)(b) of this rule, if after expiration of twenty-five percent (25%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to

attend classes, the student may be deemed obligated for one hundred percent (100%) of the tuition and other fees charged by the institution.

(f) For a student who cannot complete one or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fees paid and, if the student has institutional loans, forgive the amounts owed by the student.

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 of \$50 per month, when allowed by the regulatory body.

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.

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.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

ADMINISTRATION AND FACULTY

Mbition LLC is owner of American Home Inspectors Training (AHIT).

American Home Inspectors Training is not an accredited institution, but is approved and regulated by the Tennessee Higher Education Commission. 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

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.