

FORTIFIED Home™: Hurricane Evaluator

Application Instructions

Thank you for your interest in becoming a FORTIFIED Home Certified Evaluator. The Institute for Business & Home Safety (IBHS) provides training and certification through a third party Administrator to eligible individuals interested in verifying that homes submitted for designation across the country meet the criteria of the FORTIFIED Home™ program.

Consumer protection is our top priority, and one way IBHS safeguards consumers is by selecting professionals that are fully qualified, competent, and ethical. Individuals may work for a company or an organization, but FORTIFIED Evaluators are certified on an individual basis.

As an evaluator, you will be providing essential inspection and documentation services to homeowners seeking to make their homes stronger, safer, and more durable in the face of specific natural hazards.

Program Overview

The FORTIFIED Home™ Certified Evaluator Program provides evaluator training and certification to ensure that the FORTIFIED designation is consistent, accurate, and technically rigorous throughout the country. The course covers the protocol for verifying that a house meets the national designation program requirements, and it is intended to ensure consistency in evaluations conducted nationwide. FORTIFIED Home™ Evaluators are certified after completing a comprehensive training program, passing a final exam, and meeting rigorous professional requirements. FORTIFIED Evaluators are then qualified to help assess the condition of single-family, detached dwellings.

Training Fees

The fee for the two-day class for certification as a FORTIFIED Evaluator is \$750, and covers the cost of training, the certification exam, and listing in the FORTIFIED Professional Directory.

Individuals that are interested in attending the course as a Non-Certified Participant: receive the manual, attend the full training class for the class fee of \$550. They do not take the written examination and will receive a certificate of participation for the training after attending the class.

The fees are non-refundable, and must be paid when you apply for the training program. In order to begin the certification process, please complete the enclosed registration form and completed checklist (Evaluator Candidates only) and send to Intertek/Architectural Testing, Inc. by email or fax.

Class Registration deadline is 14 days before the class date. All required documents including the registration form and payment must be submitted and received by this deadline in order to attend any of the listed classes. Incomplete registrations will be returned for completion. LATE REGISTRATION FEES WILL APPLY FOR ANY COMPLETED REGISTRATION THAT IS RECEIVED WITH LESS THAN 14 DAYS NOTICE. NO REGISTRATIONS WILL BE ACCEPTED FOR CLASSES WITHIN SEVEN DAYS OF THE CLASS SCHEDULED DATE. NO WALK-IN REGISTRATIONS PERMITTED.

Training Overview

The application form must be completed and returned to the FORTIFIED Home™ Training Program Administrator. Electronic applications with credit card information may be emailed to: fortifiedhome@archtest.com. Indicate Evaluator Certification or Non-Evaluator Participant at the top of the application with an “X” in the appropriate box at the top of the application.

Individuals seeking to become certified as FORTIFIED Home™ evaluators shall meet certain professional requirements in order to qualify for certification. These professional requirements must be submitted along with the registration form for review and approval by the Training Program Administrator. Please refer to the Evaluator Training Program Handbook for complete details.

There are no professional requirements for individuals who wish to audit the training. Individuals auditing the training will not take the evaluator exam at the end of the in-person class. Fees are nonrefundable.

If you have any questions, please contact Intertek/ATI at fortifiedhome@archtest.com or 717-764-7700.



FORTIFIED Home Evaluator Class Registration

Class Registration deadline is 14 days before the class date. All required documents including the registration form and payment must be submitted and received by this deadline in order to attend any of the listed classes.

<input type="checkbox"/> <i>Evaluator Certification - \$750</i> <input type="checkbox"/> <i>Non-Evaluator Participant - \$550</i>			
PERSONAL INFORMATION*			
Last Name	First	MI	
HOME ADDRESS*			
Address 1			
Address 2			
City	State	Zip Code	Country
Home Phone		Mobile Phone	
Email			
COMPANY ADDRESS*			
Company/Organization Name			
Address 1			
Address 2			
City	State	Zip Code	Country
Phone		Fax	
Company Email			
What address would you like to have your manual and materials sent to? <input type="checkbox"/> Company <input type="checkbox"/> Home			
Please list my contact information on website: <input type="checkbox"/> Home <input type="checkbox"/> Company <input type="checkbox"/> Do not list my contact information			
PAYMENT INFORMATION			
Please charge my credit card: <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa			
Credit Card Number		Expiration Date	
Name on Card		Security Code <i>(on back)</i>	
Signature			
Cardholder Billing Address			
City	State	Postal Code	

Payment must be submitted with application. Checks payable to Architectural Testing, Inc. Please complete the checklist on the following two pages. Submit the completed checklist along with the application and all required documentation listed on the checklist. Incomplete registrations will be returned for completion. Class fees are Non Refundable.

FORTIFIED Home™ Evaluator Training Program Administrator
 Architectural Testing, Inc.
 130 Derry Court
 York, PA 17406
 Phone: 717-764-7700
 Fax: 717-764-4129
fortifiedhome@archtest.com



DOCUMENTATION REQUIREMENTS FOR CERTIFIED EVALUATOR OR TRAINER CANDIDATES

PLEASE MARK EACH REQUIREMENT THAT YOU MEET

*denotes required information for certification

Application*

- Registration Fee for Evaluator Training or Trainer Candidates***
(Checks made payable to Architectural Testing or contact Administrator for credit card form)
- Copy of photo ID (driver's license, passport, etc.)***
- Photograph (digital or passport style for Evaluator's ID card)***

Computer Skills* (All skills required)

- Proficiency in Microsoft Office 2003 or newer version, and a working knowledge of Word and Excel*
- Ability to scan and e-mail a copy of a signed form*
- Capable of sending a photo attachment using email*
- The ability to navigate the Internet using common browsers*

Experience Requirements (Must meet one* of these requirements and be documented in a company letter or official resume stating experience that meets qualifications submitted with required professional license along with the application for review and approval to attend the class)

- Minimum of **five** years as a certified, licensed, or registered general contractor, residential contractor/builder, or building contractor (submit a copy of your active professional license or registration)
- Registered, certified, or licensed architect or engineer (submit a copy of your active professional license or registration) **Note:** Minimum of **five** years' experience.
- ICC-certified building code official (submit a copy of your ICC certification documents) **Note:** Minimum of five years' experience.
- ICC-certified residential inspector (submit a copy of your ICC certification documents) **Note:** Minimum of **three** years' experience and 250 verifiable home inspections for certified evaluator, or a minimum of **five** years' experience and 500 verifiable home inspections for a certified trainer.
- Certified, licensed, or registered home inspector (submit a copy of your active professional license or registration) **Note:** Minimum of **three** years' experience and 250 verifiable home inspections for certified evaluator, or a minimum of **five** years' experience and 500 verifiable home inspections for a certified trainer.
- Minimum of **five** years as a building designer with the National Council of Building Designer Certification (NCBDC) (submit a copy of your **active** professional license or registration)
- Professional résumé - in lieu of the credentials listed above. Must indicate: Post-secondary education and experience totaling a minimum of **five** years, three of which must be working as a residential or general contractor in a supervisory capacity (team leader, project manager, or supervisor)



Also include the following along with résumé if qualifying under this option:

- Letter from a supervisor or project manager on company letterhead which describes specific responsibilities held;
- How the applicant's position or company relates to home inspection, property hazard mitigation or the home building industry
- Is signed by the person in authority including title and relationship to applicant
- Dates of employment

Association Membership (If applicable)

- American Society of Home Inspectors (ASHI)
- International Association of Certified Home Inspectors (InterNACHI)
- National Association of Home Inspectors (NAHI) as a Certified Real Estate Inspector (NAHI CRI) or as a NAHI regular member

Insurance Requirements* – after training and passing the examination submit:

- Proof of insurance coverage meeting the licensing requirements for professional licenses
- Minimum coverage if other than required by professional licenses:
 - General Liability - \$1,000,000
 - Automobile Liability - \$500,000
 - Workers Compensation – as required by law
 - Employer's Liability - \$500, 000 (usually part of Workers Comp policy)
 - Professional Liability - \$500,000 (strongly recommended)

In order to avoid conflicts of interest, I declare that*:

- I will not be the property owner who has built or has a financial interest in any home I inspect for designation purposes.
- I will not be a contractor or supplier of any materials and/or installed products or systems in any home that I inspect for designation purposes.
- I will not be a sales agent for any home being designated.

Applicant's Signature _____ Date: _____

Applicant's Printed Name _____

The application, checklist, payment and required documents should be sent to:

FORTIFIED Home™ Evaluator Training Program Administrator
Intertek/ATI
130 Derry Court
York, PA 17406
Phone: 717-764-7700 Fax: 717-764-4129 fortifiedhome@archtest.com