

DOCUMENTATION REQUIREMENTS FOR CERTIFIED EVALUATOR OR TRAINER CANDIDATES

PLEASE MARK EACH REQUIREMENT THAT YOU MEET

*denotes required information for certification

Application*

- Registration Fee for Orientation Training***
(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 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.
- 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:

- 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* – documentation required after training and passing the examination:

- 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 and required documents should be sent to:

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

Fax: 717-764-4129
fortifiedhome@archtest.com