



CERTIFIED  
INSPECTOR

# ASHI Certified Inspectors Handbook

# Contents

- American Society of Home Inspectors, Inc. .... **01**
- About the ASHI Certified Inspector Program ..... **01**
  - Becoming an ASHI Certified Inspector
  - How To Become an ASHI Certified Inspector
  - Eligibility Rationale
  - Eligibility Appeals
  - Application Steps
  - Taking the National Home Inspector Examination (NHIE)
- ASHI Standards of Practice ..... **04**
- ASHI Code of Ethics ..... **04**
- Annual Continuing Education Requirement ..... **06**
  - Overview
- Continuing Education Requirement Guidelines ..... **06**
- Renewal Verification ..... **06**
- Grace Period ..... **07**
- Policies ..... **07**
  - Administrative Suspension
  - Accommodations
  - Confidentiality
  - Directory
  - Reinstatement
  - Nondiscrimination
  - Discipline and Appeals
  - ASHI Logo Use
  - Reconsideration of Adverse Decision
- Questions and Additional Information ..... **08**

## American Society of Home Inspectors, Inc.

In 1976, a group of visionary home inspectors established the American Society of Home Inspectors (ASHI), a not-for-profit membership organization. Their goal was to build consumer awareness of home inspection and enhance professionalism by developing high Standards of Practice and a Code of Ethics.

Today, ASHI is the largest and most respected professional association for home inspectors in North America, with more than 8,000 members. ASHI's Standards of Practice, covering all of a home's major systems, are expressly noted in state and federal legislation and recognized by consumers as the definitive standard for a professional home inspection.

## About the ASHI Certified Inspector Program

The ASHI Certified Inspector program promotes excellence within the home inspector profession and continual improvement of Certified Inspector's services to the public. The ASHI Certified Inspector program establishes a minimum and uniform standard of practice for home inspectors.

The independent ASHI Certification Committee governs the ASHI Certified Inspector program. The Committee is charged with upholding the purpose of the Certified Inspector program and has authority over all components of the certification program, including policy development, examination requirements, and operations oversight.

## Becoming an ASHI Certified Inspector

Home inspection professionals offer a vital service to the public in evaluating the condition of a prospective home. The American Society of Home Inspectors requires that member home inspectors meet minimum professional practice standards and operate according to ethical guidelines.

## HOW to Become an ASHI Certified Inspector

1. Agree to follow ASHI's Standards of Practice
2. Agree to abide by ASHI's Code of Ethics
3. Pass the National Home Inspector Examination (NHIE)
4. Have inspection reports successfully verified for compliance with ASHI's Standards of Practice
5. Submit valid proof of performance of at least 250 fee-paid home inspections that meet or exceed the ASHI Standards of Practice

### ELIGIBILITY RATIONALE

1. Agree to follow ASHI's Standards of Practice

*Rationale:* The ASHI Standards of Practice detail a commitment to established, accepted practices across the home inspection industry. Those who maintain the ACI certification will keep up to date on changes and advancements within the home inspection industry through standards of practice developed by ASHI and other industry experts to define the quality ASHI stakeholders, including consumers, expect and deserve.

**2. Agree to abide by ASHI's Code of Ethics**

*Rationale:* The ASHI Code of Ethics details home inspection professionalism and home inspection ethics guidelines. Covering crucial issues such as conflicts of interest, good faith, and public perception, ASHI home inspection ethics are central pillars of home inspection professionalism for the industry.

Integrity, honesty, and objectivity are fundamental principles embodied by this Code, which sets forth obligations of ethical conduct for the home inspection profession. ASHI has adopted this Code to provide high ethical standards to safeguard the public and the profession.

**3. Pass the National Home Inspector Examination (NHIE)**

*Rationale:* NHIE is the only independent, psychometrically valid home inspector exam in the United States. Home inspectors who pass the NHIE are career-ready with proven competence.

The National Home Inspector Examination is both valid and reliable, two qualities required for legal defensibility:

*a. Validity means the examination can measure what it is supposed to measure.*

*b. Reliability is how accurately the examination measures a candidate's skills. A test must be valid and reliable for it to be considered a "high-stakes" exam for public protection purposes.*

As a result of these safeguards, the National Home Inspector Examination accurately assesses each candidate's competence to carry out the required duties of a home inspector.

**4. Have inspection reports successfully verified for compliance with ASHI's Standards of Practice**

*Rationale:* Helps ensure that inspection reports comply with the ASHI Standards of Practice. We also want to ensure the public is receiving a technically sound and valid report.

**5. Submit valid proof of performance of at least 250 fee-paid home inspections that meet or exceed the ASHI Standards of Practice**

*Rationale:* The 250 fee-paid inspections show a level of experience in the field that demonstrates technical competence and practical application of the skills necessary to be an ASHI Certified Inspector.

The number 250 represents nearly a year's work for the typical inspector.

Inspectors who complete the eligibility requirements above and complete an ACI Application form will be notified of their status as an ASHI Certified Inspector.

ASHI Certified Inspectors must meet all the eligibility requirements at the time of application for ASHI Certified Inspector status. ASHI Certified Inspectors who continually maintain their certification in good standing, including compliance with all continuing education requirements, are considered ASHI Certified Inspectors regardless of any change in eligibility requirements that may be later implemented. Individuals with lapsed certification must meet the current ACI requirements at application.

### **Eligibility Appeals**

Individuals notified that they do not meet the Certified Inspector eligibility requirements above may appeal the decision by sending a written notice of appeal to ASHI headquarters within 30 days of notification. The Certification Committee will review the appeal request and make a final determination regarding eligibility.

### **Application Steps**

1. Complete the Application
2. Have inspection reports verified
3. Submit proof of passing the National Home Inspector Examination

ASHI does not endorse any preparation program or offering. We encourage prospective credentialed practitioners to use various resources that reflect their learning styles and needs. Purchasing a certification preparation product is NOT required, and ASHI does not guarantee that an individual will pass based on purchasing a certification preparation product.

### **Taking the National Home Inspector Examination (NHIE)**

The National Home Inspector Examination (NHIE), developed and administered by the Independent Examination Board of Professional Home Inspectors (EBPHI), has been selected by the ASHI Certification Committee as the required examination for the ASHI Certified Inspector program. We chose the NHIE because of the EBPHI's ongoing commitment to developing, maintaining, and administering the examination according to accepted psychometric standards.

The EBPHI is an independent non-profit organization. The sole purpose of the EBPHI is the development, maintenance, and administration of a valid, reliable, and legally defensible home inspector competence assessment test. (Source EBPHI's Home Inspector Licensing and the National Home Inspector Examination publication.)

The National Home Inspector Examination is available at [homeinspectionexam.org](http://homeinspectionexam.org) or by contacting the EBPHI at [info@homeinspectionexam.org](mailto:info@homeinspectionexam.org) or 847-298-7750.

After you complete the NHIE, you will be provided with two copies of your examination results. Keep one copy for your records and the other to submit to ASHI.

## ASHI Standards of Practice

Compliance with the *ASHI Standards of Practice* is mandatory for all Certified Inspectors. The ASHI Standards of Practice are available on the ASHI website at [homeinspector.org/Standards-of-Practice](http://homeinspector.org/Standards-of-Practice).

The purpose of these Standards of Practice is to establish a minimum and uniform standard for home inspectors who subscribe to these Standards of Practice. Home Inspections performed to these Standards of Practice are intended to provide the client with objective information regarding the condition of the systems and components of the home as inspected at the time of the home inspection.

ASHI Certified Inspectors must sign a statement annually attesting to the Standards of Practice agreement.

## ASHI Code of Ethics

Compliance with the ASHI Code of Ethics is mandatory for all ASHI Certified Inspectors. ASHI Certified Inspectors must sign a statement annually attesting to an agreement with the Code of Ethics.

### CODE OF ETHICS

The ASHI Code of Ethics details home inspection professionalism and home inspection ethics guidelines. Covering crucial issues such as conflicts of interest, good faith, and public perception, these home inspection ethics are central pillars of home inspection professionalism for the entire industry.

Integrity, honesty, and objectivity are fundamental principles embodied by this Code, which sets forth obligations of ethical conduct for the home inspection profession. ASHI has adopted this Code to provide high ethical standards to safeguard the public and the work.

Inspectors shall comply with this Code, avoid association with any enterprise whose practices violate this Code, and strive to uphold, maintain, and improve the home inspection profession's integrity, reputation, and practice.

All ASHI Certified Inspectors must agree to abide by this Code of Ethics.

- 1.** Inspectors shall avoid conflicts of interest or activities that compromise or appear to compromise professional independence, objectivity, or inspection integrity.
  - a. Inspectors shall not inspect properties for compensation in which they have or expect to have a financial interest.*
  - b. Inspectors shall not inspect properties under contingent arrangements whereby any compensation or future referrals are dependent on reported findings or the sale of a property.*

## CODE OF ETHICS , CONTINUED

- c. Inspectors shall not directly or indirectly compensate realty agents or other parties having a financial interest in closing or settlement of real estate transactions for the referral of inspections or inclusion on a list of recommended inspectors, preferred providers, or similar arrangements.*
  - d. Inspectors shall not receive compensation for an inspection from more than one party unless the client(s) agree.*
  - e. Inspectors shall not accept compensation, directly or indirectly, for recommending contractors, services, or products to inspection clients or other parties interested in inspected properties.*
  - f. Inspectors shall not repair, replace, or upgrade for compensation, systems, or components covered by ASHI Standards of Practice for one year after the inspection.*
- 2.** Inspectors shall act in good faith toward each client and other interested parties.
- a. Inspectors shall perform services and express opinions based on genuine conviction and only within their areas of education, training, or experience.*
  - b. Inspectors shall be objective in their reporting and not knowingly understate or overstate the significance of reported conditions.*
  - c. Inspectors shall not disclose inspection results or client information without client approval. Inspectors, at their discretion, may disclose observed immediate safety hazards to occupants exposed to such hazards when feasible.*
- 3.** Inspectors shall avoid activities that may harm the public, discredit themselves, or reduce public confidence in the profession.
- a. Advertising, marketing, and promotion of inspectors' services or qualifications shall not be fraudulent, false, deceptive, or misleading.*
  - b. Inspectors shall report substantive and willful violations of this Code to the Society.*

## Annual Continuing Education Requirement

### OVERVIEW

The American Society of Home Inspectors requires 20 hours of Continuing Education annually to maintain ASHI Certified Inspector status. Continuing education is essential to a professional home inspector's ongoing development and client expectations. Recertification is a mandatory process designed to ensure ACIs maintain and demonstrate specified levels of knowledge, skills, or ability at the initial certification and throughout an individual's professional career.

Inspections are performed on new construction properties, pre-Revolutionary War residences, and all manners of construction in between. Home inspectors must keep abreast of new building materials and techniques every year. And just as important is a thorough knowledge and understanding of existing dwellings regardless of age. Some designs and materials have not withstood the test of time, which inspectors must be aware of. ASHI's Continuing Education requirement provides the knowledge needed to deliver informed home inspection reports to our clients.

Continued Certified Inspector status depends on the dedication of the membership investing in their profession by continuing their education regarding the inspection profession. The continuing education requirement was developed to ensure Certified Inspectors invest in ongoing education throughout their careers to enhance their professional development and contribute to improved public safety.

After evaluating the home inspector profession and the frequency of changes in the profession, the Certification Committee has determined that an annual continuing education requirement will best serve the needs of Certified Inspectors for ongoing education.

ASHI Certified Inspectors are required to document 20 continuing education hours per year. Following a Certified Inspector's completion of all eligibility requirements, the CE requirement will start after October 1st during their first year. No more than 10 CE will be credited to the following year on an annual basis.

### Continuing Education Requirement Guidelines

ASHI Certified Inspectors should visit the [CE Claim Form](https://www.ashi.org/CEClaim) located here: [homeinspector.org/CEClaim](https://www.ashi.org/CEClaim)

### Renewal Verification

ASHI staff will conduct a random audit of renewal applications to verify CEs. ASHI Certified Inspectors who cannot correctly document claimed CEs would be notified and put on administrative suspension until the deficiency is addressed. If the required CEs are not turned in by the end of their anniversary year, the individuals will not be allowed to renew or reinstate their ASHI Certified Inspector status.



## **Grace Period**

CE will be accepted during a 60-day grace period. CE obtained during the grace period will apply to the individual's current requirement and may not be counted twice. Failure to comply with renewal requirements will result in administrative suspension.

## **Policies**

### **ADMINISTRATIVE SUSPENSION**

Any ASHI Certified Inspector placed on Administrative Suspension will lose all benefits provided by ASHI. An individual may remain in Administrative Suspension until the end of their current anniversary year. If the administrative suspension is not removed for the individual at that time, their ASHI Certified Inspector status will not be renewed.

### **ACCOMMODATIONS**

EBPHI certifies that its test administrators comply with the provisions of the Americans with Disabilities Act (42 USCG Section 12101, et. seq.) and Title VII of the Civil Rights Act, as amended (42 USC 2000e, et. seq.) in accommodating individuals who, because of a disability, need special arrangements to enable them to take an examination. If you need special arrangements for testing because of a disabling condition, you may ask for special testing services. All examination sites have access for individuals with movement disabilities.

Individuals requesting special testing arrangements should contact EBPHI directly. More information is available at [homeinspectionexam.org/test\\_policies.php](http://homeinspectionexam.org/test_policies.php) or by contacting the EBPHI at [info@homeinspectionexam.org](mailto:info@homeinspectionexam.org) or 847-298-7750.

### **CONFIDENTIALITY**

ASHI and the Certification Committee ensure the secure storage of all confidential information.

Any applicant's information that is not approved for certification is considered confidential. This information would only be released to the ASHI Certification Committee in the case of an appeal by that applicant.

### **DIRECTORY**

ASHI maintains a public directory of ASHI Certified Inspectors on its website. Directory listings include name, certification status, company name, contact information, and services offered.

### **VERIFICATION OF ASHI CERTIFIED INSPECTOR STATUS**

The current status of an ASHI Certified Inspector can be verified by contacting ASHI headquarters. ASHI also lists all ASHI Certified Inspectors in a website directory.

## **REINSTATEMENT**

Any individual whose certification has lapsed for up to two years for reasons other than ASHI discipline may reinstate their membership provided that:

1. All back and current dues and fees are paid;
2. proof of required CE's during the absence (20 CE per year);
3. There have been no ASHI disciplinary actions or complaints about them during the absence.

If certification has lapsed for more than two years, the ASHI Certified Inspector must reapply for certification under the existing application process.

## **NONDISCRIMINATION**

ASHI Certification Committee does not discriminate based on age, sex, race, color, creed, or geographic area of origin or employment.

## **DISCIPLINE AND APPEALS**

ASHI has established the following procedures to evaluate complaints against home inspectors regarding violation of any ASHI Bylaw, policy, practice, Code of Ethics, or legal right.

A complete copy of the Complaint policy and procedures and appeal process may be downloaded from the ASHI website or requested from ASHI headquarters.

## **ASHI LOGO USE**

Compliance with the ASHI logo use policy is mandatory for any individual who accepts the privilege of using the ASHI logo or name. The Policy for the Use of the Name and Logo of the American Society of Home Inspectors, Inc. may be found in the ASHI Policy Manual.

## **RECONSIDERATION OF ADVERSE DECISION**

The Certification Committee will review the applicant's request and supporting documentation and materials when reconsidering the adverse eligibility or recertification. The Committee Chair will notify the applicant in writing of the Appeals Committee's decision within 45 days of receiving the request.

All decisions by the Committee are final.

The Certification Committee shall maintain a record of all appeals, promptly take appropriate action regarding the request, and document actions.

## **Questions and Additional Information**

For additional information about the ASHI Certified Inspector program, please visit [ashi.org](http://ashi.org) or contact ASHI: American Society of Home Inspectors®, Inc., 932 Lee Street, Suite 101 Des Plaines, IL 60016, 1-800-743-2744.