

The ASHI School School Catalog

July 1, 2019 – June 30, 2020

The ASHI School
Cincinnati State Quest Conference Center
10100 Reading Road 8405 Pulsar Place
Cincinnati, OH 45224 Columbus, OH 43240

School Philosophy and Mission Statement

TO SET AND PROMOTE STANDARDS FOR PROPERTY INSPECTIONS AND TO PROVIDE THE EDUCATIONAL PROGRAMS NEEDED TO ACHIEVE EXCELLENCE IN THE PROFESSION.

The ASHI School is committed to providing students with the best educational experience possible; we call this our Commitment to Best Practices. To the end, we promise each student on the first day of our home inspection training courses three things:

1. They will learn more in this course than they anticipated
2. Their experience will prepare them to move forward with their career
3. They will have fun and feel compelled to tell others of the great experience with The ASHI School.

School History

The ASHI School Overview

The ASHI School is quickly gaining recognition as the Nation's premier provider of Home Inspection and related training in this country and is recognized as the preeminent home inspection training company in the industry. In October of 2009 The ASHI School was born. Kendra Eiermann serves as the Director of the school overseeing all day to day operations and programs. Looking forward we anticipate exponential growth in the Home Inspection Training market. Many of our Instructors are seasoned veteran Inspectors and education providers with over 10 years of experience in both.

The ASHI School which started in 2009 is A Division of ASHI Education, Inc. Since its inception over 500 students have graduated. This in turn has created 500 new members for The American Society of Home Inspectors Organization.

The ASHI School originally started with offering 80-hour Home Inspection course with 4 participating states, which has grown to 9 participating states and continues to grow.

Through the years course programs have increased to include instruction in Radon, Mold and Commercial Inspection Instruction. The ASHI School has been accredited by Cincinnati State Technical Community College to receive 5 hours of transferrable college credit.

What is The ASHI School?

The best **live home inspection training** classes you will ever find from the most respected companies in the world! Learn by Doing is how the best home inspectors say you will learn about home inspection and we put you in the field nearly every day! Learn to perform home inspections on real houses with real home inspectors.

"The ASHI School" is the ultimate hands on home inspection education ever to be offered! Home inspection is a career skill that requires getting into the field and doing live training. For many years home inspection schools have tried to just show hundreds of photos to their students and hope they understood. We take our home inspection students into the field nearly every day of class and show them exactly how to perform the best home inspections possible.

Virtually every successful professional home inspector will tell you that you must go on live home inspections to learn the business and skill. ASHI itself has required members to have performed live home inspections as part of its membership policy for years. The ASHI School gives you the live field experience you need for entering this wonderful profession. Some states have home inspection license laws that require live home inspections.

Home inspection training with us is your best chance at creating success in the home inspection profession! Pre-license home inspection courses are our specialty.

Admissions Requirements

Any student wishing to attend The ASHI School is required to have a High School Education and is a citizen in good standing.

Dress Code Requirements

Students are expected to wear proper casual school/business attire for class. Attire should reflect good taste and comfort. Inappropriate graphics or language on clothing should be pointed out privately and the student given the opportunity to deal with the problem.

Admissions Procedures

A student is required to sign/initial an 11 page student agreement acknowledging the school's student enrollment agreement, student rights, payment plan, refund policy, hold harmless and indemnity agreement, and a pre-class questionnaire.

The 80 hour in-class course also provides videos, slide presentations, the Home Reference Book and Study Guide to assist the student in further understanding Home Inspection standards of practice. The student will receive Hands on Training to homes chosen by the ASHI instructors for training purposes. The student needs to express to the instructor if they are unable to participate in some of the areas of inspection due to fear of heights. The instructor will then offer devices that can be obtained to assist with proper inspection.

Programs of Education

Pre-License Home Inspection Course Instruction

Program of Education

80 Hour Home Inspection Instruction

Program #1

80 Hour Home Inspection Instruction which includes

63 hours classroom instruction

17 hours hands on training

- Intro to the ASHI School
- Roofing, Flashings and Chimneys
- Exterior
- Structure
- Electrical
- Heating
- Cooling/Heat Pumps
- Insulation
- Plumbing
- Interior
- Final Review with Question and Answer Session
- Final Exam
- Class Wrap-Up

Intro to the ASHI School covers general class information with an overview on the Standards of Practice, ASHI Code Ethics, Report Writing, and Business & Marketing. 4 hours includes review and summary

Roofing, Flashings and Chimneys covers all types of roofing materials, flashing materials and chimney types. 5 hours includes review and summary

Exterior covers gutters and downspouts, lot grading, wall surfaces, doors, windows and trim, exterior structures, garages and carports, walkways, driveways, landscaping, retaining walls. 6 hours includes review and summary

Structure covers “why buildings move”, configuration, footings, floors, wall systems, roof framing, masonry chimneys, things that cause structural problems. 6 hours includes review and summary

Electrical covers voltage, current, resistance, wire size, breakers and fuses, service entrance, service panel, branch circuit wiring, outlets, lights, switches and junction boxes. 8 hours includes review and summary

Heating covers heating objectives, generating heat, turning the heat on and off, moving the heat through the house, furnaces, hot water boilers, steam boilers, electric heat, and failure probability. 7 hours includes review and summary

Cooling/Heat Pumps covers air conditioning, heat pumps, and evaporative coolers. 7 hours includes review and summary

Insulation covers common insulation materials, location of insulation, current insulation standards, air/vapor barriers, ventilation, heat recovery ventilators, insulation materials. 4 hours includes review and summary

Plumbing covers Public water supply systems, water service piping, service piping materials, private water supply systems, pumps, pressure tanks, main shut-off valve, distribution piping, piping materials, water pressure and flow, cross connections, isolating valves, water heaters, mixing valves, common problems with various components and systems related to supply plumbing, waste systems, plumbing fixtures. 5 hours includes review and summary

Interior covers major floor finishes, major wall finishes, major ceiling finishes, trim, cabinets and countertops, windows, doors, stairs, fireplaces and wood stoves, basement leakage, smoke and carbon monoxide detectors. 3 hours includes review and summary

Final Review with Question and Answer Session which covers an overview of all components to allow the students to discuss and ask questions prior to final exam. 4 hours includes overview

Final Exam which consists of a 200 question exam of all components taught in class. 1 hour

Class Wrap-up which consists of the students discussing the class, their concerns and any other issue they may have prior to class end. Final questions and concerns. 3 hours

Hands on Training which covers all components of Roofing, Flashings and Chimneys, Exterior, Structure, Electrical, Heating, Cooling/Heat Pumps, Insulation, Plumbing, Interior. Supervised Home Inspection. Each student must fill-out the Inspection Worksheet stating any issues along with recommendations on the component(s) evaluated for the instructors review. This report is turned into the school for permanent record keeping. 17 hours

Home Work Assignments and Evaluation of Students

Homework

The student is provided a username and password to the schools moodle site. Each component discussed in class will be listed with detailed information on this site. The purpose of this moodle site is to help the student with understanding the component(s) that will be discussed and taught in class each day, their homework assignments and daily progress. The school uses this tool to monitor the student's progress and print out a report to be placed in the student's folder for permanent record keeping.

Hands-On Training:

What is The ASHI School?

The best **live home inspection training** classes you will ever find from the most respected companies in the world! Learn by Doing is how the best home inspectors say you will learn about home inspection and we put you in the field nearly every day! Learn to perform home inspections on real houses with real home inspectors.

"The ASHI School" is the ultimate hands on home inspection education ever to be offered! Home inspection is a career skill that requires getting into the field and doing live training. For many years home inspection schools have tried to just show hundreds of photos to their students and hope they understood. We take our home inspection students into the field nearly every day of class and show them exactly how to perform the best home inspections possible.

Virtually every successful professional home inspector will tell you that you must go on live home inspections to learn the business and skill. ASHI itself has required members to have performed live home inspections as part of its membership policy for years. The ASHI School gives you the live field experience you need for entering this wonderful profession. Some states have home inspection license laws that require live home inspections.

Home inspection training with us is your best chance at creating success in the home inspection profession! Pre-license home inspection courses are our specialty.

Grading System

The student will be required at the end of each section of course curriculum to review and work on study guide assignment for that component. This is a review with grades not given.

Each student is required to fill out an Inspection Worksheet on training home evaluations for the instructor to review and to be placed in the student's permanent file. This is a learning tool for student's hands-on exposure to completing Inspection Reports.

Each student is given log-on credentials for daily homework assignments and review of daily course studies. The school will monitor the student's progress on this site, print out a report to be placed in the student's permanent file.

Each student must pass the final 200 question exam with a minimum of 70% correct.

Attendance

Class, which is held Monday through Friday for two weeks (10 business days), begins daily at 8:30 a.m. and ends at approximately 5:30 p.m. To accommodate students' questions and special needs, the class may begin earlier and extend after 5:30 P.M. at the discretion of the instructor.

Graduation Requirements

If a student misses more than 2 days of classroom instruction, they are required to make up those days in order to graduate. The student has 30 days to make up those 2 days, specifically attending the class when the problem areas are being taught. If the student fails to make up those 2 days after the 30 day time allowance they will be considered dropped.

Standards of Academic Progress

The student is expected to attend all 10 days of classroom instruction allowing for 2 days of make-up if the student has a valid reason to miss. The student must provide proof of reason why they could not attend with the instructor forwarding this information to the National office to keep on file in the student's folder. The student is allowed 6 months to make up the 2 days that were missed, specifically attending the instruction that was missed. If the student misses more than 2 days or is unable to make up the 2 days that has already been missed, after the 6 month time allowance, they will be dropped from the class and will not receive a certificate of completion.

Students can retake any portion of a course that they have paid for at no additional cost, or the whole course if they so desire, as long as there is space in the class.

If the student fails the final exam with the score of less than 70% correct, the student is allowed to retake the exam one (1) time only after they have reviewed the Home Reference Manual and Study Guide. If a student fails a 2nd time, the student is allowed to re-sit in a class at no extra charge, specifically attending the instruction that they have failed in. The student is then allowed to retake the exam at no charge.

Conduct

The student must conduct themselves in a professional manner at all times. The following reasons will be immediate expulsion from the class:

1. Excessive disruption/argumentative to other participants and/or instructor
2. Excessive tardiness
3. Excessive absences
4. Impairment due to use of drugs or alcohol

Cell phones during class is prohibited. Students can check messages, return calls at breaks. If a critical call is expected the students cell phone should be placed on vibrate and they should quietly exit the room before answering the call.

Credit for Previous Education and Training

The ASHI School will evaluate previous education and training. The ASHI School will grant appropriate credit for previous education and training and the length and cost of their program will be shortened proportionately to match this award of credit. Veterans will be required to present appropriate documentation to receive credit for prior education and training.

TUITION PAYMENT AND REFUND SCHEDULE

Tuition and Fees

Tuition:	<u>\$ 3708.00</u>
Books & Equipment:	<u>\$ 255.00</u>
Freight:	<u>\$ 32.00</u>
Total Charges:	<u>\$ 3995.00</u>

PAYMENT SCHEDULE

Initial minimum payment \$950.00

Subsequent payments due (within 30 days following initial payment date) Balance due 30 days before the start of class

Refund, Withdrawal, Cancellation Policy

An enrollment agreement or school application may be canceled within *five* calendar days after the date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement or school application. Such refund shall be made no later than thirty days after cancellation. This provision shall not apply where a student has already started classes.

A student who starts class and withdraws before the academic term is fifteen per cent completed will be obligated for twenty-five per cent of the tuition and refundable fees for the current academic term plus the registration fee.

A student who starts class and withdraws after the academic term is fifteen per cent complete but before the academic term is twenty-five per cent completed will be obligated for fifty per cent of the tuition and refundable fees for the current academic term plus the registration fee.

A student who starts class and withdraws after the academic term is twenty-five per cent complete but before the academic term is forty per cent completed will be obligated for seventy-

five per cent of the tuition and refundable fees for the current academic term plus the registration fee.

A student who starts class and withdraws after the academic term is forty per cent completed will not be entitled to a refund of the tuition and fees for the current academic term.

It is the policy of The ASHI School to pay the refund to any third party payer, should there be one.

Student Records

Student documents are kept on-site at the National office. The following documents are required in each student's folder:

1. Student Contact Information
2. Payment receipt(s) for payment of class
3. Signed student agreement
4. Completed application for Associate Membership to ASHI
5. Copy of Photo ID (driver's license/state ID)
6. ASHI Final Exam
7. State exam if required
8. Course evaluation
9. Any other pertinent information/emails from/to student regarding questions and/or progress

Records for each student will be on-site at the beginning of each course. Records will be supplied by The ASHI School Office. Student records are confidential and shall be secured in a manner consistent with the school's approval. Original student files will be maintained in The ASHI School office.

School Calendar – registration needs to be done 2 weeks prior to start date of times below.

Cincinnati, OH

Sept 23 – Oct 4, 2019

May 11 – 22, 2020

Columbus, OH

August 19 – 30, 2019

November 11 – 22, 2019

January 27 – Feb 7, 2020

June 1 – 12, 2020

School Facilities

Classroom environment will allow a minimum of 5 students with a maximum of 12 students per class. If the class has over 6 students a second instructor is required.

Breaks will be offered as needed but generally after everyone and a half hours of instruction.

Students are given one hour and fifteen minutes for lunch. Lunch break is usually taken between 11:45 a.m. and 12:00 p.m. until 1:00 p.m. Students are responsible for bringing, or going out for lunch.

Walkways and exits should be clear of stored items and “hands-on” displays should not block easy ways out. Chairs and desks should be placed so visibility to the white boards and the projected information are easy to see.

Emergency lighting, panic door hardware, and exit signs are illuminated and that they are functioning.

Locations of fire extinguishers, first aid equipment and telephones available in case of medical or other emergencies.

Restrooms should be clean and adequately stocked with necessary paper products at the beginning of each day. Additional paper products are available should they be needed. The trash cans should be emptied daily.

School Officials

Michelle Santiago – Education Manager

Rhonda Robinett- Marketing

Ken Harrington – Instructor

Tim Buell - Instructor

Student Complaints

Students who have complaints about the quality of training or administration of The ASHI School are encouraged to share their concerns with The ASHI School officials. Students can also contact the Ohio State Board of Career College and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215 with complaints. They can also call them at 877-275-4219 or email them at bpsr@scr.state.oh.us.

All students are asked to fill out a course/instructor evaluation at the end of classroom instruction. This evaluation is given to the National Director of the school for review of any negative and positive comments.

The ASHI School continues to strive in its commitment to excellence in education of Home Inspectors.