

WASHINGTON HOME INSPECTOR

FOR
SALE



Home Inspector
Examination
for Washington

Candidate Handbook

January 2016



APPLIED MEASUREMENT PROFESSIONALS, INC.

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QUESTIONS ABOUT LICENSING

Questions regarding license application or information concerning licensure requirements should be directed to:

Home Inspector Licensing
PO Box 9021
Olympia, WA 98507-9021
Phone: 360-664-6487
Fax: 360-586-0998
Web: www.dol.wa.gov/business/homeinspectors

HOW TO CONTACT AMP

For inquiries and general registration information write or call:

Candidate Support Center
Applied Measurement Professionals, Inc.
18000 W. 105th St.
Olathe, KS 66061-7543
Phone: 800-345-6559
Fax: 913-895-4650
Web: www.goAMP.com
Email: info@goAMP.com

INTRODUCTION

The Washington State Department of Licensing (DOL) has retained the services of Applied Measurement Professionals, Inc. (AMP) to assist with the administration, scoring and analysis of the Home Inspector Examination for Washington. As a full-service testing company, AMP provides expertise and support to associations, state credentialing agencies and private industry in examination development, administration, scoring and reporting of examinations.

The Home Inspector Examination is a home inspection competence assessment tool developed primarily by the Examination Board of Professional Home Inspectors (EBPHI) with additional Washington specific questions as noted in the content overview in this handbook. The examination evaluates the technical and professional qualifications of home inspectors and consists of questions covering topics derived from a formal role delineation study. The study determined the knowledge bases and skills necessary for competent practice in home inspection.

This handbook provides information that you will need to register for the Home Inspector Examination for Washington. Be sure to keep this handbook after you have registered for the examination; you may wish to refer to it later.

STATEMENT OF NONDISCRIMINATION

AMP does not discriminate among candidates on the basis of age, gender, race, religion, national origin, disability, marital status, sexual orientation or gender identification.

EXAMINATION INFORMATION

This handbook contains general information regarding the Home Inspector Examination developed by the EBPHI. The EBPHI is an independent examination organization whose objective is to promote excellence and exemplary practice within the home inspection profession and to serve the public through its quality assurance efforts. The examination is given in two sessions and must be taken on the same day.

EXAMINATION ELIGIBILITY

To sit for the Washington Home Inspector Examination, you must have completed an approved Fundamentals of Home Inspection course (120 clock hours) and have 40 hours of field training and be approved by the DOL.

After you finish your education and field training, submit your home inspector exam application found at www.dol.wa.gov/business/homeinspectors/hilicense.html.

If you have been approved by the Washington DOL to take the Home Inspectors examination under reciprocity you will need to take the State portion only. The score report you will receive will show an overall Fail, but you need to look at the State portion only to see if you passed. If you passed this portion you are eligible to be licensed and can download an application at www.dol.wa.gov/business/homeinspectors/hilicense.html and submit directly to the State along with required payment.

HOW THE EXAMINATION IS ADMINISTERED

The Home Inspector Examination is administered by computer at 12 AMP Assessment Centers in Washington. A current listing of AMP Assessment Centers, including addresses and driving directions, may be viewed at AMP's website located at www.goAMP.com. The examinations are administered by appointment only Monday through Saturday at 9:00 a.m. and 1:30 p.m. Available dates will be indicated when scheduling your examination. Candidates are scheduled on a first-come, first-served basis.

EXAMINATION FEE

Examination Fees:	
State Portion Only	\$125
National Portion Only	\$250
Both Portions	\$300

Payment may be made by credit card (VISA, MasterCard, American Express or Discover), cashier's check, money order or personal check made payable to AMP. Payment by cash is not acceptable.

Credit card transactions that are declined and checks that are returned due to insufficient funds will be subject to a \$25 handling fee. You must send a cashier's check or money order for the amount due, including the handling fee, to AMP to cover declined credit card transactions or returned checks.

Examination fees are valid for 12 months. Candidates who submit an examination fee and fail to schedule an examination appointment within 12 months will be required to submit the examination fee and reregister for the examination.

SCHEDULING AN EXAMINATION APPOINTMENT

When your eligibility has been confirmed by the DOL, you will receive an email notification with instructions for scheduling your examination appointment. This confirmation notice will include your candidate identification number that begins with the prefix “WHI” followed by 6 numbers. You will need this identification number to schedule your examination.

1. Online Scheduling:

- Go to www.goAMP.com and select “Schedule/Apply for an Exam.”
- Follow the simple, step-by-step instructions to choose your examination program and register for the examination. Please have your credit card available for payment of examination fees.

2. **Telephone Scheduling:** Call AMP toll-free at 800-345-6559 from 5:00 a.m. to 7:00 p.m. (Pacific Time) Monday through Thursday, 5:00 a.m. to 5:00 p.m. on Friday and 6:30 a.m. to 3:00 p.m. on Saturday. Please have your credit card available for payment of examination fees.

3. Mail your registration form. This is a two-step process:

Complete the registration form included in this handbook and mail it to AMP with the examination fee (paid by cashier’s check, money order or personal check) to the address indicated on the form. All sections of this form must be completed. This form will be returned if it is incomplete, illegible or submitted with an incorrect fee.

AMP will process the paper application and within approximately two weeks will send a confirmation notice including a website address and toll-free telephone number to contact AMP to schedule an examination appointment.

When you contact AMP to schedule your appointment, please be prepared to confirm a date and location for testing and to provide your name and candidate identification number assigned by the Department of Licensing. All individuals are scheduled on a first-come, first-served basis. Refer to the following chart.

If you contact AMP by 1:00 Pacific Time on...	Depending on availability, your examination may be scheduled as early as...
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday/Saturday
Friday	Monday

You will be notified of the date and time to report to the Assessment Center. You will only be allowed to take the examination type for which you have applied; no changes in examination type will be made at the Assessment Center. **UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED** to the Assessment Center.

Special Arrangements for Candidates with Disabilities

AMP complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability (as defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment) is deprived of the opportunity to take the examination solely by reason of that disability. AMP will provide reasonable accommodations for candidates with disabilities. Candidates requesting special accommodations must call AMP at 800-345-6559 to schedule their examination.

1. Wheelchair access is available at all established Assessment Centers. Candidates must advise AMP at the time of scheduling that wheelchair access is necessary.
2. Candidates with visual, sensory, physical or learning disabilities that would prevent them from taking the examination under standard conditions may request special accommodations.

Verification of the disability and a statement of the specific type of assistance needed must be made in writing to AMP at least 45 calendar days prior to your desired examination date by completing the *Request for Special Examination Accommodations* and *Documentation of Disability-Related Needs* forms included in this handbook. AMP will contact you regarding your request for accommodations within 10 business days of receipt.

TELECOMMUNICATION DEVICES FOR THE DEAF

AMP is equipped with Telecommunication Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates. TDD calling is available 6:30 a.m. to 3:00 p.m. (Pacific Time) Monday-Friday at 913-895-4637. This TDD phone option is for individuals equipped with compatible TDD machinery.

EXAMINATION APPOINTMENT CHANGES

You may reschedule your examination appointment at no charge once online at www.goAMP.com or by calling AMP at 800-345-6559 at least **one business day prior to the scheduled testing session.** (See following table.)

If your examination is scheduled on...	You must contact AMP by 1:00 p.m. Pacific Time to reschedule your examination by the previous...
Monday	Friday
Tuesday	Monday
Wednesday	Tuesday
Thursday	Wednesday
Friday	Thursday

MISSED APPOINTMENTS AND CANCELLATIONS

You will forfeit the application and all fees paid to take the examination if you:

- wish to reschedule an examination but fail to contact AMP at least one business day prior to the scheduled testing session
- wish to reschedule a second time
- appear more than 15 minutes late for an examination
- fail to report for an examination appointment
- fail to provide the identification required and are denied admittance to the examination
- fail to provide a fingerprint scan

A complete application and examination fee are required to reapply for the examination. All fees for missed appointments must be paid before you can schedule a subsequent examination appointment.

INCLEMENT WEATHER, EMERGENCY OR POWER FAILURE

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the Assessment Center.

You may visit AMP's website at www.goAMP.com prior to the examination to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to an Assessment Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact, but for security reasons the questions will be scrambled.

NO REFUNDS

If you fail to arrive at the Assessment Center on the date and time you are scheduled for your examination, you will not be refunded any portion of your examination fee and must reregister by contacting AMP; examination fees may NOT be transferred to another appointment.

If you arrive more than 15 minutes late for your appointment, you will not be admitted, will forfeit your examination fee, and must reregister for the examination online at www.goAMP.com or by contacting AMP.

EXAMINATION CONTENT

To begin your preparation in an informed and organized manner, you should know what to expect from the actual examination in terms of the content. Information regarding the content of the examination you will be taking is presented in the following sections.

The questions on the examination are designed to measure your ability to understand and apply the fundamental principles of Home Inspection and to demonstrate your knowledge of applicable laws and rules in Washington. The examination consists of two parts, a national and state portion. When taking both portions, the questions on

the two portions will be intermixed and will not appear as separate sections. The full examination has 199 multiple-choice items plus 5 unscored pretest items. The total time allowed for the full examination is 4 hours.

If taken separately, the national portion consists of 175 multiple-choice questions plus 5 unscored pretest items. You will have 3 hours to complete the examination. The state portion consists of 24 multiple-choice questions, plus 5 unscored pretest questions. You will have 1 hour to complete the examination.

The national content outline is included in the back of this handbook.

Sample Questions

The following illustrate the type of questions used in the Washington Home Inspector Examination. These sample questions do not represent the full range of content or difficulty levels contained in the examinations. They are intended to help you become familiar with the types and formats of questions on the examination. Read each question and decide which answer is best. You may then check your answers with the answer key that follows.

1. A gas-fired clothes dryer exhaust vent
 - A. must be at least a class B type vent.
 - B. may vent into a vent or chimney used by a gas furnace.
 - C. must be screened at the duct termination.
 - D. must be vented to the outdoors.
2. When a central air conditioning compressor is operating properly
 - A. the low pressure line is warm and the high pressure line is cold.
 - B. the low pressure line is cold and the high pressure line is warm.
 - C. cold air will be exhausted from the condensing unit.
 - D. condensation will form on the high pressure line.
3. Most problems with concrete are caused at the time of installation. What single factor causes most of these?
 - A. the concrete has insufficient thickness
 - B. too much water is added
 - C. too much portland cement is added
 - D. too little portland cement is used
4. Which of the following BEST describes this report statement? "The gutters are pitted and it would be foolish to repair them. Replacement with copper gutters would be more prudent."
 - A. disclaimer of potential failing system
 - B. appropriate recommendation
 - C. implication of condition
 - D. overstepping of inspector's role
5. Metallic-sheathed cable, commonly called BX/Armored Cable
 - A. may be used beneath covered decks and under exterior eaves.
 - B. is the preferred wiring system for kitchen disposers.
 - C. does not require a third copper grounding conductor.
 - D. requires a bare copper grounding conductor.
6. Which of the following is NOT a function of roof expansion joints in low slope roofing?
 - A. accommodate roof movement from thermal expansion
 - B. help prevent membrane splits
 - C. help prevent loss of mineral granules or gravel
 - D. reduce ridging in roof membrane

ANSWER KEY

- | | |
|------|------|
| 1. D | 4. D |
| 2. B | 5. C |
| 3. B | 6. C |

THE DAY OF THE EXAMINATION

Your examination will be given by computer at an AMP Assessment Center. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the Assessment Center no later than your scheduled testing time. Look for signs indicating AMP Assessment Center Check-in. **IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME, YOU WILL NOT BE ADMITTED.**

■ Identification

To gain admission to the assessment center, you must present two forms of identification. The primary form must be government issued, current and include your name, signature and photograph. No form of temporary identification will be accepted. You will also be required to sign a roster for verification of identity.

- Examples of valid primary forms of identification are: driver's license with photograph; state identification card with photograph; passport; military identification card with photograph.
- The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).
- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

During your examination process, you will be required to provide biometric verification of your identity. Biometric identification may include photography, fingerprint scan, or other. Your examination session is also subject to video surveillance. If you do not agree to these conditions, you will not be able to test and will be excused from the Assessment Center. Your examination fee will NOT be refunded.

YOU MUST HAVE PROPER IDENTIFICATION AND PROVIDE A VALID FINGERPRINT SCAN TO BEGIN THE EXAMINATION. Failure to provide appropriate identification and fingerprint scan at the time of the examination is considered a missed appointment. There will be no refund of your examination fee.

RULES FOR THE EXAMINATION

■ Security

AMP administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.

- Only silent, non-programmable calculators without alpha keys or printing capabilities are allowed in the testing room.
- No guests, visitors or family members are allowed in the testing room or reception areas.
- Candidates may be subjected to a metal detection scan upon entering the examination room.

■ Personal Belongings

No personal items, valuables, or weapons should be brought to the Assessment Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. The proctor will lock the soft locker prior to you entering the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- watches
- hats
- wallets
- keys

Once you have placed everything into the soft locker, you will be asked to pull your pockets out to ensure they are empty. If all personal items will not fit in the soft locker you will not be able to test. The site will not store any personal belongings.

If any personal items are observed or heard (e.g., cellular/smart phone, alarm) in the testing room after the examination is started, the administration will be forfeited.

■ Examination Restrictions

- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive your score report.
- No documents or notes of any kind may be removed from the Assessment Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

■ Misconduct

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular/smart phones;
- talk or participate in conversation with other examination candidates;
- give or receive help or is suspected of doing so;
- leave the Assessment Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or
- are observed with notes, books or other aids without it being noted on the roster.

■ Copyrighted Examination Questions

All examination questions are copyrighted. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

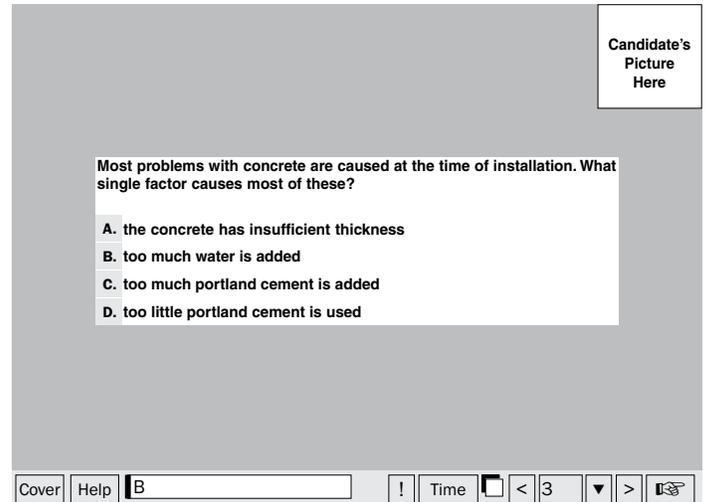
■ Practice Examination

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your candidate identification number and to provide a fingerprint scan. You will take your photograph which will remain on screen throughout your examination session. This photograph will also print on your score report.

Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

■ Timed Examination

Following the practice examination, you will begin the actual examination.



The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the "Time" box in the lower right portion of the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination questions are identified as A, B, C, or D. You must indicate your choice by either typing the letter in the response box in the lower left portion of the computer screen or clicking on the option using the mouse. To change your answer, enter a different option by pressing the A, B, C, or D key or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the hand icon to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the hand icon. When the examination is completed, the number of questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

■ Candidate Comments

During the examination, comments may be provided for any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

FOLLOWING THE EXAMINATION

■ Your Score Report

After you have completed the examination, you will be instructed to report to the proctor to receive your score report. When you receive your score report, it will reflect either a “pass” or a “fail.” Your pass/fail status is determined by whether you provided enough correct answers to meet or exceed the passing point for the examination. This passing point was established by a commonly accepted criterion referenced methodology that ensures that passing candidates have demonstrated an appropriate level of knowledge to warrant an inspector license in Washington.

■ If You Pass the Examination

If you pass the examination, you will receive a score report. Refer to the bottom section of your score report for instructions on how to apply for your license.

■ If You Fail the Examination

If you fail the examination, you will receive a diagnostic score report showing your total score on the national and state portions of the examination. Your score report will also show your scores on major content areas of the national examination. If you fail one portion (i.e., national or state) you need only retake the portion failed.

A total scaled score is reported to emphasize that although different versions (or “forms”) of the examination may have slight differences in difficulty, the passing score for an examination is based on the amount of knowledge a “minimally competent practitioner” would likely demonstrate on the examination. A statistical procedure called equating is used to determine the raw scores (number of questions correct) required to pass each version of the examination. Then scaled scores are computed by setting the raw score required to pass equal to the scaled score required to pass (i.e., 70). The scaled score is not the same as a percentage. The number of correct answers required to pass could be higher or lower than 70 percent, depending on the difficulty of the items on the form. This process is used to ensure fairness to all candidates.

To reregister for the examination, visit www.goAMP.com, call AMP at 800-345-6559 or submit a new completed registration form (if payment is made by cashier’s check, money order or personal check). There is no limit to the number of times you may take the examination within your six-month eligibility period.

■ Duplicate Score Report

You may purchase additional copies of your score report at a cost of \$25 per copy. Requests must be submitted to AMP, in writing, within 12 months of taking the examination. Complete the request form included in this handbook and submit it with the required fee payable to AMP. Duplicate score reports will be processed and mailed within approximately five business days following receipt of the request.

WASHINGTON HOME INSPECTOR EXAMINATION REGISTRATION FORM

Instructions for Completing the Examination Registration Form

The numbered items correspond to the numbered blanks on the registration form. PLEASE TYPE OR PRINT IN INK ALL INFORMATION.

1. **NAME:** Enter your last name, first name and middle initial exactly as they appear on your driver's license. Do not use nicknames.
2. **MAILING ADDRESS:** Abbreviate words like street, drive or road, and enter your zip code.
3. **TELEPHONE NUMBER:** Please provide telephone numbers as indicated.
4. **CANDIDATE IDENTIFICATION NUMBER:** Enter the candidate identification number assigned by the Department of Licensing. WE CANNOT PROCESS YOUR REGISTRATION WITHOUT IT!
5. **BIRTH DATE:** Enter the month, day and year of your birth.
6. **EMAIL ADDRESS:** Please provide an email address.
7. **EXAMINATION FEE:** The examination fee must be submitted with your registration form. Payment may be made by cashier's check, money order or personal check made payable to AMP, or by credit card. Visit www.goAMP.com or contact AMP at 800-345-6559 if payment is to be made by credit card. *Payment by cash is not acceptable.* Examination fees are valid for 12 months.
8. **SIGNATURE AND DATE:** Read the statement and sign your name.

WASHINGTON HOME INSPECTOR EXAMINATION REGISTRATION FORM

To apply for the Home Inspector Examination for Washington, register online at www.goAMP.com or contact AMP toll-free at 800-345-6559. If you are paying the examination by cashier's check, money order or personal check, complete this form and mail it to AMP, 18000 W. 105th St., Olathe, KS 66061-7543.

Using the instructions on page 9, complete this form, and mail it with the appropriate examination fee to:

Examination Services
Applied Measurement Professionals, Inc.
18000 W. 105th St.
Olathe, KS 66061-7543

1. NAME _____
Last Name First Name Middle Initial
2. MAILING ADDRESS _____
Number, Street and Apartment Number

City State Zip Code
3. TELEPHONE NUMBER (_____) _____ - _____
Daytime Telephone
4. CANDIDATE IDENTIFICATION NUMBER _____
5. BIRTH DATE _____ - _____ - _____
Month Day Year
6. EMAIL ADDRESS _____
7. EXAMINATION FEE – State Portion Only \$125
National Portion Only \$250
Both Portions \$300

Your examination fee must be submitted with your registration form. Payment may be made by cashier's check, money order or personal check made payable to AMP. Payment by cash is not acceptable. Examination fees are valid for 12 months.

8. SIGNATURE AND DATE

I have read and understand the information provided in the Candidate Handbook, and the information I have provided in this registration form is true and complete to the best of my knowledge.

Signature: _____ Date: _____



REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, **please complete this form and the Documentation of Disability-Related Needs on the reverse side and submit it with your application at least 45 days prior to your requested examination date.** The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

Candidate Information

Candidate ID # _____ Requested Assessment Center: _____

Name (Last, First, Middle Initial, Former Name)

Mailing Address

City State Zip Code

Daytime Telephone Number Email Address

Special Accommodations

I request special accommodations for the _____ examination.

Please provide (check all that apply):

- Reader
- Extended testing time (time and a half)
- Reduced distraction environment
- Please specify below if other special accommodations are needed.

Comments: _____

PLEASE READ AND SIGN:

I give my permission for my diagnosing professional to discuss with AMP staff my records and history as they relate to the requested accommodation.

Signature: _____ Date: _____

**Return this form with your examination application and fee to:
Examination Services, AMP, 18000 W. 105th St., Olathe, KS 66061-7543
If you have questions, call the Candidate Support Center at 800-345-6559.**



DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that AMP is able to provide the required accommodations.

Professional Documentation

I have known _____ since ____ / ____ / ____ in my capacity as a
Candidate Name Date

My Professional Title

The candidate discussed with me the nature of the test to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

Description of Disability: _____

Signed: _____ Title: _____

Printed Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

Date: _____ License # (if applicable): _____

**Return this form with your examination application and fee to:
Examination Services, AMP, 18000 W. 105th St., Olathe, KS 66061-7543
If you have questions, call the Candidate Support Center at 800-345-6559.**

DUPLICATE SCORE REPORT REQUEST FORM FOR WASHINGTON HOME INSPECTOR EXAMINATION

DIRECTIONS: Use this form to request a duplicate score report. Complete all requested information. This form must be received within one year of the examination date and include a check or money order payable to AMP for \$25 per copy. Duplicate score reports will be mailed within approximately five business days following receipt of the request.

Name: _____ Candidate Identification #: _____

Address: _____

_____ Daytime Phone: _____

Examination Date: _____ Assessment Center: _____

I hereby authorize AMP to send me a duplicate of my examination results.

Signature: _____ Date: _____

Applied Measurement Professionals, Inc.
18000 W. 105th St.
Olathe, KS 66061-7543

HOME INSPECTOR EXAMINATION CONTENT OUTLINE

The first three categories of this outline are based on a formal role delineation study conducted by the National Home Inspector Examination (NHIE) that defines the profession as practiced in the field. Home inspector subject matter experts from a variety of practice specialties and geographic areas contributed to the study, and home inspectors from throughout the nation then reviewed the study via a statistically valid survey. The resulting content areas and their associated knowledge

and skill requirements serve as the “blueprint” for the NHIE. The percentage of questions on the exam for each content area is indicated below.

PERFORMANCE DOMAIN I: BUILDING SCIENCE (64%)

Task 1: Identify and inspect site conditions using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that can affect the building or people. (4%).

- a. Vegetation, Grading, Drainage, and Retaining Walls
 1. Common retaining wall types, materials, applications, installation methods, construction techniques, and clearance requirements
 2. Common grading and drainage system types, materials, applications, installation methods, and construction techniques
 3. Typical defects (e.g., negative grade, site drainage problems)
 4. Typical vegetation and landscape conditions, maintenance practices, and how they affect the building
 5. Maintenance concerns and procedures
 6. Safety issues, applicable standards, and appropriate terminology
- b. Driveways, Patios, and Walkways
 1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical defects (e.g. root damage, trip hazards)
 3. Maintenance concerns and procedures
 4. Safety issues, applicable standards, and appropriate terminology
- c. Decks, Balconies, Stoops, Stairs, Steps, Porches, & Applicable Railings
 1. Common types, materials, applications, installation methods, and construction techniques
 2. Attachment methods (e.g., lag screws, bolts, web joists, tgi joists, cantilevered flooring)
 3. Deck load to grade transfer theory (e.g., deck to joist to girder to post to grade)
 4. Typical defects (e.g., flashing, railings, decayed wood, results of deferred maintenance)

5. Maintenance/design concerns and procedures
6. Safety issues, applicable standards, and appropriate terminology

Task 2: Identify and inspect building exterior components using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that can affect people or the performance of the building. (6%)

- a. Wall Cladding, Flashing, Trim, Eaves, Soffits, and Fascia
 1. Common types (e.g., stucco, composite siding, aluminium and vinyl cladding, SIPs, EIFS, step flashing)
 2. Typical defects (e.g., cracking, improper installation, water infiltration, decay)
 3. Maintenance concerns and procedures
 4. Safety issues, applicable standards, and appropriate terminology
- b. Exterior Doors and Windows
 1. Common door and window types, materials, applications, installation methods, and construction techniques
 2. Typical defects (e.g., delaminating, decayed wood, thermal seal failure, flashings, cracked glass)
 3. Maintenance concerns and procedures
 4. Safety issues, applicable standards, appropriate terminology, and glazing requirements (e.g., egress requirements, safety glazing, release for security bars)
- c. Roof Coverings
 1. Common roof-covering types, materials, applications, installation methods, construction techniques, and manufacturing requirements
 2. Typical roof covering repair methods and materials
 3. Typical defects (e.g., improper installation, cracking, curling, deterioration, damage)
 4. Characteristics of different roofing materials

5. Sheathing and underlayment requirements for different types of roof coverings
 6. Maintenance concerns and procedures
 7. Safety issues, applicable standards, and appropriate terminology
- d. Roof Drainage Systems
1. Common drainage system types, materials, applications, installation methods, and construction techniques (e.g., slope, gutters, roof drains, scuppers)
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects (e.g., ponding, improper slopes, clogging/leaking, disposal of roof water runoff)
 4. Maintenance concerns and procedures
 5. Safety issues, applicable standards, & appropriate terminology
- e. Flashings
1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical defects (e.g., separation, corrosion, improper installation, missing flashing)
 3. Maintenance concerns and procedures
 4. Safety issues, applicable standards, & appropriate terminology
- f. Skylights and Other Roof Penetrations
1. Common skylight and other roof penetration types, materials, applications, installation methods, & construction techniques
 2. Typical defects (e.g., cracked glazing, improper installation, deterioration, failure, faulty flashing)
 3. Maintenance concerns and procedures safety issues, applicable standards, and appropriate terminology

Task 3: Identify and inspect structural system elements using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that may affect people or the structural stability of the building. (7%)

- a. Foundation
1. Common foundation types, materials, applications, installation methods, and construction techniques
 2. Typical foundation system modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects (e.g., cracks, settlement, decomposition, failed damp-proofing) and their common causes and effects.
 4. Soil types & conditions and how they affect foundation types
 5. Applied forces and how they affect foundation systems (e.g., wind, seismic, loads)
 6. Safety issues, applicable standards, & appropriate terminology
 7. Water management (e.g., grading, foundation drains, sumps)

- b. Floor Structure
1. Common floor system types (e.g., trusses, concrete slabs), materials, applications, installation methods, and construction techniques
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects (e.g., improper cuts and notches in structural members, decayed or damaged structural members, effects of long-term loading and/or bearing & environmental exposure)
 4. Limitations of framing materials (e.g., span)
 5. Applied forces and how they affect floor systems (e.g., wind, seismic, loads)
 6. Safety issues, applicable standards, & appropriate terminology
- c. Walls and Vertical Support Structures
1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects (e.g., decayed or damaged structural members, earth to wood contact, structural deformation)
 4. Seismic and wind-resistant construction methods and hardware
 5. Fire blocking and fire walls
 6. Safety issues, applicable standards, & appropriate terminology
- d. Roof and Ceiling Structures
1. Common roof and ceiling structure types, materials, applications, installation methods, and construction techniques
 2. Typical roof structure modifications, repairs, upgrades, and retrofits methods and materials
 3. Acceptable truss and ceiling structural-member modifications, repairs, upgrades, and retrofits methods and materials
 4. Roof and ceiling structure conditions and defects (e.g., moisture stains, fungal/mold growth, sagging rafters, modified/damaged trusses, decayed or damaged structural members)
 5. Limitations of framing materials (e.g., span)
 6. Applied forces and how they affect roof/ceiling structures (e.g., wind, seismic, loads)
 7. Safety issues, applicable standards, and appropriate terminology
 8. Seismic and wind-resistant construction and hardware
 9. Maintenance concerns and procedures

Task 4: Identify and inspect electrical system elements using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues or affect people. (7%)

- a. Electrical Service: Service Entrance, Service Lateral, Service Conductors, Service Equipment, and Service Grounding

1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects (e.g., water and rust in panel equipment, height, deteriorated conductor sheathing)
 4. Electrical service capacity
 5. Service grounding and bonding
 6. Maintenance concerns and procedures
 7. Safety issues, applicable standards, and appropriate terminology
- b. Interior Components of Service Panels and Subpanels
1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects (e.g., un-bonded sub panels, double-tapping, over-fusing)
 4. Main disconnects
 5. Panel grounding and sub-panel neutral isolation
 6. Panel wiring
 7. Over-current protection devices
 8. Function of circuit breakers and fuses
 9. Maintenance concerns and procedures
 10. Inspection safety procedures
 11. Safety issues, applicable standards, & appropriate terminology
- c. Wiring Systems
1. Common types, materials, applications, & installation methods
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects (e.g., open splices, exposed non-metallic cable)
 4. Problems with aluminum wire
 5. Obsolete electrical wiring system (e.g., knob & tube wiring)
 6. Maintenance concerns and procedures
 7. Safety issues, applicable standards, and appropriate terminology
- d. Devices, Equipment, & Fixtures (e.g., switches, receptacles, lights)
1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects (e.g., reverse polarity, open grounds, faulty GFCIs)
 4. Equipment grounding
 5. Wiring, operation, location of typical devices and equipment (e.g., receptacles and lights, appliances, GFCI protection, arc fault protection)
 6. Maintenance concerns and procedures
 7. Safety issues, applicable standards, and appropriate terminology

Task 5: Identify and inspect cooling systems using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that may affect people or the performance of the building. (5%)

- a. Cooling
1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical defects (e.g., vacuum line insulation missing, condensation and/or rust on components, not cooling properly, un-level condenser, frost/ice formation on components, restriction of air flow at the condensing unit, location of condensing unit)
 3. Theory of refrigerant cycle (latent and sensible heat)
 4. Theory of heat transfer
 5. Theory of equipment sizing
 6. Methods of testing the systems
 7. Condensate control and disposal
 8. Maintenance concerns and procedures
 9. Safety issues, applicable standards, & appropriate terminology
- b. Distribution Systems
1. Common distribution system types, materials, applications, installation methods, and construction techniques
 2. Typical defects (damaged ducts, incorrect configuration/installation, insufficient air flow, condensation at supply registers, blower operation, and improper air temperature at register)
 3. Methods of testing the system
 4. Maintenance concerns and procedures (e.g., filter, condensation pump and lines)
 5. Safety issues, applicable standards, & appropriate terminology

Task 6: Identify and inspect heating systems using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that may affect people or the performance of the building. (6%)

- a. Heating
1. Common types, materials, applications, installation, methods, and construction techniques
 2. Typical defects (e.g., cracked heat exchanger, humidifier, dirty fan, improper fuel line installation/material)
 3. Theory of heat transfer and how it takes place in different heating system types
 4. Heating system types (e.g., forced draft, gravity, boiler, hydronic, heat pump, solid fuel)
 5. Theory of equipment sizing
 6. Methods of testing the systems
 7. Performance parameters
 8. Condensate control and disposal

9. By-products of combustion (e.g., H₂O, CO₂, CO, NO₂), their generation, & how & when they become a safety hazard
 10. Maintenance concerns and procedures
 11. Safety issues, applicable standards, and appropriate terminology
- b. Distribution Systems
1. Common distribution system types, materials, applications, installation methods, and construction techniques
 2. Typical defects (e.g., damaged ducts, incorrect configuration/installation, insufficient airflow, blower operation, and improper air temperature at register)
 3. Methods of testing the system
 4. Maintenance concerns and procedures (e.g., filter, humidifier)
 5. Safety issues, applicable standards, & appropriate terminology
- c. Flue and Venting Systems
1. Common venting system types, materials, applications, installation methods, and construction techniques
 2. Typical defects (e.g., separated flue, back drafting, clearance to combustible materials, proper slope, combustion make-up air vent sizing and configuration)
 3. Theory of venting and exhaust flues
 4. Equipment sizing
 5. Safety issues, applicable standards, & appropriate terminology
3. Theory of moisture generation and movement
 4. Performance parameters
 5. Vapor pressure and its effects
 6. Theory of relative humidity
 7. Effects of moisture on building components, occupants, and indoor air quality
 8. Moisture control systems
 9. Appearance or indications of excessive moisture and likely locations for condensation to occur
 10. Maintenance concerns and procedures
 11. Safety issues, applicable standards, & appropriate terminology
- c. Ventilation Systems of Attics, Crawl Spaces, and Roof Assemblies
1. Common types, materials, applications, installation methods and construction techniques
 2. Typical ventilation defects and how they affect buildings and people
 3. Theory of air movement in building assemblies (e.g., conditioned vs. unconditioned, draft stopping)
 4. Theory of relative humidity
 5. Interdependence of mechanical systems and ventilation systems
 6. Appliance vent systems requirements (e.g., clothes dryers, range hoods, bathroom exhausts)
 7. Screening, sizing, and location requirements for vent openings
 8. Maintenance concerns and procedures
 9. Safety issues, applicable standards, & appropriate terminology

Task 7: Identify and inspect insulation, moisture management systems, and attic/interior/crawl space ventilation systems in conditioned and unconditioned spaces using applicable standards for material selection and installation procedures to assess immediate condition and long-term safety and maintenance issues that may affect people or the performance of the building. (6%)

- a. Thermal Insulation
1. Common thermal insulation types, materials, applications, installation methods, and construction techniques
 2. Typical defects (e.g., lack of insulation, uneven insulation, damaged insulation, flame spread concerns, improper clearances and alignment)
 3. Theory of heat transfer and energy conservation
 4. Performance parameters (e.g., R-value)
 5. Maintenance concerns and procedures
 6. Safety issues, applicable standards, & appropriate terminology
- b. Moisture Management
1. Common vapor retarder types, materials, applications, installation methods, and construction techniques
 2. Typical defects (e.g., inadequate ventilation, evidence of condensation)

Task 8: Identify and inspect plumbing systems using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that may affect people or the performance of the building. (6%)

- a. Water Supply Distribution System
1. Common water distribution types, materials, applications, installation methods, and construction techniques
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects (e.g., cross-connection, back flow)
 4. Common water pressure/functional flow problems and how they affect the water distribution system (e.g., softeners, private well equipment, hard water build-up, old galvanized piping, pressure reducer valves, expansion tanks)
 5. Pipe defect/deterioration issues (e.g., PVC, galvanized, brass, polybutylene, PEX)
 6. Maintenance concerns and procedures
 7. Safety issues, applicable standards, and appropriate terminology (e.g., understanding of term “functional flow”)

- b. Fixtures and Faucets
 1. Common fixture and faucet types, materials, applications, installation methods, and construction techniques
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects (e.g., cross-connection/back-flow, fixture attachment)
 4. Maintenance concerns and procedures
 5. Safety issues, applicable standards, & appropriate terminology
 - c. Drain, Waste, and Vent Systems
 1. Common types, materials, applications, installation methods, and construction techniques (e.g., supports/spacing)
 2. Typical modifications, repairs, upgrades, & retrofits methods and materials (e.g., joining dissimilar piping materials)
 3. Theory and usage of traps and vents
 4. Identification of public or private disposal (when possible)
 5. Typical defects (e.g., faulty installation, deterioration, leakage, defective venting or drain slope)
 6. Maintenance concerns and procedures
 7. Safety issues, applicable standards, and appropriate terminology (e.g., understanding of term “functional drainage”)
 - d. Water Heating Systems
 1. Common types, materials, applications, installation methods, and construction techniques (e.g., conventional, instant, tank less, indirectly heated, atmospheric/gravity/induced draft)
 2. Typical water heater defects (e.g., improper vent/flue materials and configuration, condition, unsafe locations, connections, compatible to fuel type, temperature and pressure relief system problems)
 3. Accessory items (e.g., drain pans, seismic restraints, expansion tanks, recirculation systems)
 4. Connections to and controls for energy source
 5. Combustion, make-up, and dilution air requirements
 6. Maintenance concerns and procedures
 7. Safety issues, applicable standards, and appropriate terminology
 - e. Fuel Storage and Fuel Distribution Systems
 1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical defects (e.g., piping supports/spacing, shut-off requirements, unprotected fuel lines, leaking fuel fittings)
 3. Defects in above-ground oil/gas storage tanks
 4. Fuel leak indications, repairs, and remediation methods
 - 5. Basic components of gas appliance valves & their functions
 - 6. Tank restraints and supports
 - 7. Underground storage tank indicators and reporting requirements
 - 8. Maintenance concerns and procedures
 - f. Safety issues, applicable standards, appropriate terminology, drainage sumps, sump pumps, sewage ejection pumps, related valves and piping
 1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical defects (e.g., inoperative sump pumps, improperly installed/designed equipment and systems, alarms, lid seals)
 3. Sump pump location significance
 4. Pump discharge location significance
 5. Maintenance concerns and procedures
 6. Safety issues, applicable standards, & appropriate terminology
- Task 9:** Identify and inspect interior components using applicable standards for material selection, installation procedures, and maintenance to assess immediate and long-term safety issues as they may affect people or the performance of the building. (5%)
- a. Walls, Ceiling, Floors, Doors, and Windows, and other Interior System Components
 1. Types of defects in interior surfaces not caused by defects in other systems (e.g., attachment defects, damage)
 2. Typical defects in interior surfaces caused by defects in other systems (e.g., structural movement, moisture stains)
 3. Common wall, ceiling, floor, door, and window type, materials, applications, installation methods and construction techniques
 4. Egress requirements (e.g., window security bar release, basement windows, opening size, sill height, and ladders)
 5. Applicable fire/safety and occupancy separation requirements (e.g., fire barriers, fire walls, fire rated doors, & penetrations)
 6. Operation of windows or doors
 7. Fire and life safety equipment (e.g., smoke/CO detectors inoperative or missing)
 8. Maintenance concerns and procedures
 9. Safety issues, applicable standards, and appropriate terminology of common wall, ceiling, floor, door, and window types, materials, applications, installation methods, and construction techniques
 - b. Steps, Stairways, Landings, and Railings
 1. Common step, stairway, landing, and railing types, materials, applications, installation methods, & construction techniques
 2. Maintenance concerns and procedures
 3. Typical defects (e.g., loose/damage elements, improper rise/run, inadequate/omitted handrails)

4. Safety issues, applicable standards, & appropriate terminology
- c. Garage Vehicle Doors and Operators
 1. Common garage vehicle doors and door operator types, materials, applications, installation methods, and construction techniques
 2. Typical defects (e.g., damaged components, safety considerations, spring retention, opener adjustment)
 3. Maintenance concerns and procedures
 4. Safety issues, applicable standards, & appropriate terminology

Task 10: Identify and inspect fireplace and chimney systems using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that may affect people or the performance of the building. (6%)

- a. Fireplaces, Solid-Fuel Burning Appliances, Chimneys, & Vents
 1. Common manufactured fireplaces (e.g., vented, direct vent, non-vented) & solid-fuel burning appliance types, materials, applications, installation methods, & construction techniques
 2. Common manufactured fireplaces and solid-fuel burning appliance chimney, vent connector, and vent types, materials, applications, installation methods and construction techniques of direct-vent and non-vented fireplaces
 3. Common masonry fireplace types, masonry flues, materials, applications, installation methods, & construction techniques
 4. Chimney terminations (e.g., spark arrestors, chimney cap)
 5. Chimney foundation, height and clearance requirements
 6. Theory of heat transfer
 7. Effects of moisture and excessive heat on fireplaces
 8. Fuel types and combustion characteristics, air supply, and combustion air requirements
 9. Typical defects (e.g., hearth defects, clearance requirements, firebox damage, damper problems, smoke chamber and flue issues, shared flue considerations)
 10. Operation of equipment, components, and accessories
 11. Maintenance concerns and procedures
 12. Safety issues, fire safety fundamentals, applicable standards, and appropriate terminology

Task 11: Identify and inspect common permanently installed kitchen appliances for proper condition and operation. (3%)

- a. Installation
- b. Operating using normal controls
- c. Typical defects (e.g., appliance not anchored/leveled, rusting racks, leaking unit, missing air gap)

- d. Maintenance concerns and procedures
- e. Safety issues, applicable standards, manufacturer's specifications, and appropriate terminology

Task 12: Identify and inspect pool and spa systems using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues. (2%)

- a. Types of construction
 1. Perimeter coping and water level finish
 2. Shell interior finish (e.g., plaster, vinyl, pebble/synthetic)
 3. Entrapment prevention (e.g., dual drains, anti-vortex lid)
 4. Permanently installed handrails and ladders
- b. Mechanical systems
 1. Pump, motors, blowers, skimmer, filter, drains, gauges
 2. Piping and valves
 3. Cleaning systems (e.g., in-floor heads, pool sweeps)
 4. Heating (e.g., gas, electric, solar)
- c. Electrical systems
 1. Lighting and GFCI protection
 2. Timers and controls
 3. External bonding (e.g., pump motors, blowers, heater shell)
- d. Typical defects (e.g., inoperative equipment, piping leaks, damage/deterioration of components)
- e. Maintenance concerns and procedures
- f. Safety issues (e.g., child-safe barriers or components), applicable standards, and appropriate terminology

Task 13: Identify and inspect lawn irrigation systems using applicable standards for material selection and installation procedures and to assess immediate and long-term safety and maintenance issues that may affect the performance of the system and building. (1%)

- a. Common material types, applications, installation methods, and construction techniques
 1. Typical modifications, repairs, upgrades, and retrofits methods and materials
 2. Timers and controls (e.g., timing device, manual valves)
 3. Typical defects (e.g., leaks, poor adjustment, inoperative components, cross-connection/back flow, proximity and possible effects on building)
 4. Common water pressure/flow problems and how they affect the water distribution system
 5. Visible and accessible pipe deterioration issues (e.g., PVC, galvanized, brass)
 6. Maintenance concerns and procedures
 7. Safety issues, applicable standards, and appropriate terminology

PERFORMANCE DOMAIN II: ANALYSIS AND REPORTING (24%)

Task 1: In the inspection report, identify building systems and components by their distinguishing characteristics (e.g., purpose, type, size, location) to inform the client what was inspected. (6%)

- a. Minimum information required in an inspection report (e.g., property data, construction materials, installation techniques and procedures, locations of main system shutoffs)
- b. Describing the type of systems & the location of system components
- c. Correct technical terms to describe systems and components of the building

Task 2: Describe inspection methods and limitations in the inspection report to inform the client what was inspected and what was not inspected and the reason why it was not inspected. (6%)

- a. Minimum and critical information required in an inspection report (e.g., weather conditions, inspection safety limitations, components not accessible)
- b. Common methods used to inspect particular components (e.g., roofs, attics, sub-floor crawl spaces, mechanical components)

Task 3: Describe systems and components inspected that are not functioning properly or are defective. (7%)

- a. Common expected service life of building & mechanical components
- b. Common indicators of potential failure (e.g., rust & corrosion, unusual noise, excessive vibration, and/or lack of routine maintenance)
- c. Common safety hazards
- d. Common test instruments and their proper use for qualitative analysis (e.g., moisture meters, CO meters, probes)

Task 4: List recommendations to correct deficiencies or items needing further evaluation. (5%)

- a. Correct professional or tradesperson required to effect repairs or perform further evaluations
- b. Common remedies for correction
- c. Relationships between components in the building
- d. When to immediately inform building occupants of a life-threatening safety hazard (e.g., gas leak, carbon monoxide accumulation)

PERFORMANCE DOMAIN III: BUSINESS OPERATIONS (12%)

Task 1: Identify the elements of the written inspection contract (e.g., scope, limitations, terms of services) to establish the rights and responsibilities of the inspector and client. (6%)

- a. Purpose of a contract
- b. Elements of a contract (e.g., names of parties, scope of inspection, terms of service, exclusions and limitations, address, date and times of inspection, limits of liability, dispute resolution, and understanding State specific elements)
- c. Timing of delivery and signing contract

Task 2: Identify responsibilities to the client in order to maintain the quality, integrity, reputation, and objectivity of the inspection process while protecting the client's interests. (6%)

- a. Fundamental legal concepts (e.g., fiduciary responsibility, contractual responsibility, liability, negligence, due diligence, consumer fraud, knowledge of licensing requirements)
- b. Identify conflicts of interest to the client (e.g., inspector interest in the property, third-party stakeholders with financial interest in the outcome of the inspection)
- c. Boundaries of personal expertise and professional scope of practice (e.g., don't exceed your area of expertise)
- d. Understand the types and purpose of financial protection (e.g., general liability, professional E&O, bonding, and warranties)



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