

**THE APPLIED SCIENCE TECHNOLOGISTS & TECHNICIANS
OF BRITISH COLUMBIA**

(ASTTBC)

**2011 PROPERTY INSPECTION CERTIFICATION
POLICY**

DISCLAIMER

This policy, prescribed by the Council of ASTTBC is issued to the ASTTBC Board of Examiners as its operational document. The Policy is also provided on our website for the general information of all registrants, the public and potential applicants.

ASTTBC staff are available, upon request, to provide guidance and general explanation of the Policy. In the instance that further clarification is required, such interpretation will be made by the Board or ultimately through special decisions of the Council of ASTTBC.

Constructive suggestions are welcomed and will be forwarded to the Board.

PROPERTY INSPECTION CERTIFICATION POLICY

September, 2011

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Policy Revisions Approved by Council:

July, 1998 – ‘Registration’ changed to ‘Certification’, ‘Registered’ changed to ‘Certified’

January, 1999 – revised 1.0, 1.1, 1.2.4, 1.3, 1.4.2, 2.0, 4.0, 6.0, 7.0, addition of 11.3, 12.0

Revisions approved Feb. 1, 2001.

Revisions approved March 7, 2002

January 23, 2003 – Certification responsibility to Board of Examiners

January, 2004 – clarification of intent concerning allowable period as an Associate Inspector

January, 2005 – 5.1; 9.0

February, 2006 – approved by ASTTBC Council

May 22, 2008 – approved by ASTTBC Council

No revisions required February, 2009

No revisions required January, 2010

No revisions required February, 2011

Additions approved September 29, 2011 – 3.5; 4.9.1

1.0 Definition of House and Property Inspection

The practice of house and property inspection is the visual inspection, collection of information, objective reporting and consultation, performed to provide the client with a description of the condition of a building.

2.0 Profile

A House or Property Inspector is a person who has met the required standards for certification and offers house or property inspection services within an accepted Standard of Practice and Code of Ethics.

By resolution of ASTTBC Council, all members who provide services directly to the public or perform work as independent contractors have a duty of care to ensure adequate financial protection to their clients in the event of their error or omission. The Council of ASTTBC may also from time-to-time specifically name certain registrants (practicing), who then become obliged under the ASTT Act, to carry errors and omission insurance.

For details of certification requirements refer to attached Appendix 'A'.

3.0 Levels of Certification

3.1 Certified Property Inspector - CPI

3.2 Certified House Inspector - CHI

3.3 Provisional Certified House Inspector - CHI(P)

3.4 Inspector-in-Training

3.5 A 'Retired' Member or Registrant is defined as a current Member or Registrant in good standing with ASTTBC, who has reached the age of 55 or older, and has decided to become non-practicing or provide limited works and services per Council approved policy for 'Retired' status. The Member or Registrant must commit in writing not to engage in engineering or applied science technology or a scope of practice beyond the practice limits established by ASTTBC Council policy.

A 'Retired' Member or Registrant is permitted to volunteer, without remuneration, as a mentor or trainer in the field of engineering and applied science technology or carrying out no more than 100 hours of work per year for compensation. In all activities the 'Retired' Member must abide by the ASTT Act & Regulations and ASTTBC Council policies (including Code of Ethics and Continuing Professional Development requirements) regarding practice guidelines, standards and processes.

While a 'Retired Member or Registrant will be shown on the ASTTBC Registry as having 'Retired' status, the member or Registrant is not required to show '(Retired)' after their certified designation. 'Retired' members and Registrants are required to inform potential clients or employers of their practice limitations.

4.0 Eligibility for Certification

4.1 General Requirements

The Board of Examiners shall approve the certification of an applicant who proves to the satisfaction of the Board that they have:

- (a) completed in the proper manner the application form prescribed by the Board,

- (b) demonstrated good character and reputation,
- (c) documented Canadian citizenship or permanent residency of Canada,
- (d) met minimum age for certification, which is 19 years or older,
- (e) by education and experience, satisfied the requirements of the Board and
- (f) for CPI certification, obtained certification as a certified AScT or CTech member of ASTTBC.

All members registered under this policy will be provided with and must maintain membership in the British Columbia Institute of Property Inspectors (BCIPI).

The Board of Examiners must approve the certification of an applicant unless there is insufficient documentation to substantiate the certification requirements. In the event of a refusal under 4.1(b) the matter must be in writing, recognized by the Chair and immediately referred to the Registrar for consideration by the Practice Review Board.

The titles Provisional Certified House Inspector, Certified House Inspector and Certified Property Inspector with the respective designations CHI(P), CHI and CPI cannot be used by any other person and are not transferable. These titles are awarded to individuals not companies.

4.2 Education & Experience

The minimum academic and experience requirements for all categories of certification are defined in Appendix 'A'.

4.3 Documented Evidence of Academics

The Board of Examiners shall grant credit for only those academics which are documented and substantiated with official evidence such as diplomas, certificates, transcripts of marks, etc. Original documentation is required from all educational sources not recognized by the Board. Copies of originals may be accepted if notarized or endorsed by a recognized professional (Section 5.0).

4.4 Special Consideration

Special Consideration may be granted to an applicant at the discretion of the Board of Examiners. An applicant under this regulation may be required to submit to interview or provide an extended, advanced report indicative of a technology professional, detailed portfolio or any other submission, acceptable to the Board. The burden of proof upon such applicants shall be stringent. They must be able to demonstrate broad technical competence and capability and provide evidence of having extensive work experience at the level of registration which they seek.

- (a) Applicants to be considered for special consideration must be functioning as a CPI for CPI Special Consideration or CHI for CHI Special Consideration and by any reasonable measure be considered to be a leading professional in their field. Some of the following criteria may be considered as guides when identifying applicants for Special Consideration:
 - May be recognized by their peers as authorities in their field.
 - May have developed a successful business based on applied science.
 - May have written books or articles as authorities in their field.
 - May be instructing at the college/institute level.
 - May have invented or developed special processes.

- May hold a B.Sc. or similar qualification in a science or technology discipline
 - May exhibit other attributes demonstrating professional excellence, acceptable to the Board.
- (b) Typically, a candidate for Special Consideration should have progressive experience acceptable to the Board as either a; CPI for CPI Special Consideration or CHI for CHI Special Consideration. This experience should clearly show increasing responsibility and technical development in major competency areas.
- (c) The applicant will be recognized for special consideration by the Board, exclusively at its discretion.
- (d) As deemed appropriate by the Board the candidate for Special Consideration shall complete a submission as:
- (i) A comprehensive portfolio submission as outlined in the submission guide for special consideration candidates.
 - (ii) An extended, advanced and detailed technical report on a topic acceptable to the Board, conclusively demonstrating the competencies and capabilities required for appropriate registration in a discipline.
 - (iii) An example of current, major project work and/or extensive professional development may also be acceptable to the Board.
- The Board may at their discretion require additional substantiation of the above by a registered professional.
- (e) The applicant may also be required to submit to interview by an appointee(s) of the Board.
- (f) The applicant may also be required to pass an examination in professional practice.
- (g) The Board reserves the right to commission an ‘on-site’ work audit of any applicant for special consideration. This service is subject to fees, payable by the applicant, as may be approved by Council from time-to-time.
- (h) The Board may exercise reasonable discretion in all matters relating to ‘Special Consideration’.

4.5 High School Equivalency

- 4.5.1 High school graduation (BC) is a basic academic requirement for certification. Documentary evidence must be submitted to substantiate this qualification.
- 4.5.2 The following will be considered as being equivalent to high school graduation:
- (a) Provincial High School Equivalency Certificate; or
 - (b) Academic achievement at a higher level than high school graduation. This academic achievement will be granted the appropriate credit towards certification and will normally include one of Math, Physics or English. Technological and trade courses will be considered in the absence of one of the four.

4.6 Equivalency

All academics must be evaluated and offered full equivalency where appropriate.

4.7 Notification of Upgrading Requirements

The Board of Examiners shall advise an applicant of the academic and experience requirements for progression to Provisional Certified House Inspector, Certified House Inspector or Certified Property Inspector status if certification is not achieved.

4.8 Candidate Exams

Where an examination is used as one criterion for certification, a 'failing mark' may not generally be used as the single criteria for a refusal of certification.

4.9 Language Proficiency

English is the accepted working language in British Columbia and, as such, each applicant for certification must demonstrate, to the satisfaction of the Board, a proficiency (written and spoken) in the English language before being certified.

4.9.1 Application Abeyance

Applicant files will be put into abeyance if the applicant has failed to meet application file completion requirements within a period of two years. The Registrar is required to notify affected applicants of the status of their file and permit a request for file reactivation, provided that the applicant satisfies the Registrar that the outstanding application requirements will be fulfilled within a period of six months. Failure to notify the Registrar for an extension request, or to meet the six-month requirement, will result in the application file being put into permanent abeyance. Files put into permanent abeyance will require an applicant to re-submit a new application should they wish to apply at a future time.

5.0 References

An applicant will provide names and addresses of four persons who are in a position to provide a personal assessment of the applicant's technical abilities, judgment, work accuracy, attitude, personal characteristics and general professional outlook. The reference should also be in a position to provide information on the positions held by the applicant complete with approximate dates, duties involved and degree of responsibility. The references will be received and kept in strict confidence except as required by law or for administrative purposes.

The Board will consider the applicant for registration or certification based upon three satisfactory references.

An applicant should include his/her immediate supervisor or manager as a reference. A self-employed applicant may provide references from clients who can verify contract work performed.

If an applicant is working in an environment where there are no professionals to act as references, the Board may accept other references at their discretion.

For the purpose of determining acceptable references, registered professionals will normally include those preferred by the ASTTBC Board of Examiners.

6.0 Cancellation of Certification

The Practice Review Board may *only* initiate the process to cancel the certification if the certification was made in error, under false pretenses or if the applicant becomes ineligible for full certification.

7.0 Associate Membership Transition

With adoption of this policy, all Associate members certified and registered under the previous policy will be automatically be reclassified to CHI(P) status. As CHI(P) members, they will be required to complete all the requirements identified for this category of membership for reclassification to full CHI status.

8.0 Board of Examiners and Property Inspection File Reviewers

8.1 Process

Annually, the British Columbia Institute of Property Inspectors (BCIPI) will recommend to the Registrar a Property Inspection File Reviewer for appointment to the ASTTBC Board of Examiners (Board). The Registrar may also select a suitable candidate as a File Reviewer.

The candidate should be an experienced registrant of the special certification group and a certified member of ASTTBC.

This individual may be recommended by the Registrar to ASTTBC Council for appointment to the ASTTBC Board of Examiners.

In the event that a suitable individual cannot be identified, the Chair of the Board of Examiners or his designate will perform file reviews in cooperation with senior registrants from the specialization.

File Reviewers, Board of Examiners' members or any appointed members may choose to seek guidance from staff or other Board of Examiners' members, but must at all times adhere to the ASTTBC Confidentiality Policy and are bound by the ASTTBC Code of Ethics.

8.2 Responsibilities of the File Reviewer and Board of Examiners (Board)

8.2.1 The File Reviewer shall consider applications for certification and make recommendations to the Board who may:

- (a) approve the application
- (b) refuse the application, or
- (c) defer the approval of the application until it is satisfied that the applicant has complied with a requirement made under this section.

8.2.2 The Board may, at its discretion, require an applicant for certification:

- (a) to pass one or more examinations set by the Board
- (b) to obtain more experience of a kind satisfactory to the Board for a period set by the Board, or
- (c) to pass one or more examinations and obtain more experience before approving the certification

8.2.3 The Board shall send a written notice of any decision made by it to the applicant. If the decision made by the Board is to refuse or defer certification

of the applicant, reasons for the decision shall be sent in writing to the applicant.

- 8.2.4 Subject to the approval of the ASTTBC Council, the Board shall establish and implement policies and procedures relating to:
- (a) Certification;
 - (b) Standards for Certification;
 - (c) Examinations; and
 - (d) Levels of Certification;

and such other matters as may be determined by ASTTBC Council. The Board shall regularly review its policies and methods and recommend changes to ASTTBC Council as required.

- 8.2.5 To meet its obligations, the Board shall have the power to appoint *other* File Reviewers to assess whether applicants for certification satisfy the requirements. The Board shall have the responsibility for the consistency of recommendations made by appointed reviewers.

9.0 Mentoring and Field Training of IITs

A Mentor/Field Trainer may be described as a counselor, guide, tutor or coach for an Inspector-In-Training (IIT). A Mentor/Field Trainer must also assume responsibility for the work being mentored or reviewed, as provided by the IIT, while being mentored and provided to a third party. The purpose of mentoring and field training is to provide direction to IITs in achieving the required experience for Registration as a CHI(P).

IITs must be mentored or field trained by a qualified member as defined in the Appendix 'C' Guidelines for Mentors/Field Trainers.

Mentors/Field Trainers must accept direct responsibility for all work conducted by and under their supervision and adhere to the requirements as defined under the Guidelines of Appendix 'C'.

9.1 Requirements of Mentors/Field Trainers:

- Ensure IIT Trainees are registered with ASTTBC
- Ensure that IIT Trainees being mentored have a safe place to work and are properly equipped
- Provide supervision per Appendix 'C' Guidelines
- Ensure IIT Trainees receive and have read the ASTTBC Property Inspection Certification Policy and Appendices
- Review and verify accuracy of Career Log entries made, which directly relate to their supervision, and to discuss plans for completing experience requirements
- Upon request, provide a complete and unbiased reference for CHI(P) registration or reclassification.

9.2 Requirements of IITs while being mentored or field trained:

Mentored or field trained individuals are required to keep a Career Log or portfolio of all their training and experience. This documentation may be used by the Board of

Examiners to assist in their determination of the merits of certification or by the Board of the British Columbia Institute of Property Inspectors for assessing Continuing Professional Development. The IIT Career Log should be appropriately signed for each logged entry (verifying/certifying the log entry) by the Mentor/Field Trainer who has provided the oversight. To simplify the Log entries, only sufficient information needs to be recorded to verify the experience or training received.

10.0 Continuing Professional Development

The public and government expect that house and property inspection professionals will continue to operate at an established high level of knowledge and expertise. In the interests of protecting public health and safety, the environment and economy, it is essential that CHIs and CPIs engage in lifelong learning. The ASTT Act and the Code of Ethics already imposes on registrants a duty to consistently pursue such self-directed Continuing Professional Development (CPD) as may be required to ensure their continuing competence. CHIs and CPIs, as technical specialists, are accountable to the public and their profession. As a professional regulatory body, ASTTBC is required to assure the public that members continue to meet the high standards set for registration; and that the CPD Policy provides a guide for members as they consider their continuing education needs. The ASTTBC Policy for CPD is per Appendix 'B' and CHIs and CPIs are required to voluntarily record their CPD activities for the year 2008. In 2009, members may be required to provide their log of CPD activities to the Board of the British Columbia Institute of Property Inspectors for review. By 2010, CPD activities will be mandatory, according to the guidelines set out in the ASTTBC CPD Policy of Appendix 'B'.

11.0 Appeal Process

The Process for an Appeal is:

- (a) Within 30 days of notification of classification an applicant may request a second review of the file by an alternate File Reviewer.
- (b) An applicant whose applications for registration have been refused by the Board of Examiners may, within 30 days of receiving a notice of final refusal, request the Council to review the application by serving on the Registrar a written request for a review by the Council setting out the reasons why, in his/her opinion, his/her registration as a member should be approved.
- (c) Where an applicant or registrant has applied to Council for leave to appeal a decision of the Board of Examiners and the Council may, in its sole discretion, decide either to deny leave to appeal or, alternatively, to grant leave to appeal in which latter case it shall hear such appeal at a time of its choosing. In either case, the applicant or registrant shall be advised forthwith by the Registrar of Council's decision concerning leave.
- (d) An appeal, including an application for leave to appeal, shall be commenced by a written notice of appeal that shall describe the decision appealed from and state the specific reasons for appeal and shall be served upon the Registrar not more than thirty (30) days after the date that the decision of the Board of Examiners was communicated to the investigated person.
- (e) In a timely manner the Council, on receiving a written notice of an appeal from the Registrar, shall have served on the applicant or registrant a notice of its willingness or not to hearing of an appeal, (stating the date, time and place on and at which Council will seek to hear the appeal).
- (f) Any member of Council who has participated in any way in the decisions of the Board of Examiners which gave rise to the decision being appealed shall not participate in any deliberations or in any appeal before Council.
- (g) In a timely manner, Council on receiving a written notice of an appeal may do any or all of the following:
 - i) decide if an appeal is warranted and grant or deny leave to appeal

- ii) as it sees fit make any adjournment of the proceedings
 - iii) refer the matter to an Appeals Committee for further consideration and a timely report, to be convened and conducted at the discretion of the Registrar
 - iv) receive further evidence in any manner it deems fits from and of the parties involved in the decision appeal
 - v) make a decision that ought to have been made by the Board of Examiners
 - vi) quash, verify or confirm the decision of the Board of Examiners or substitute or make a decision of its own.
- (h) An investigated person may appeal on any questions of law, fact or both, from a decision or direction of the Council to the court at any time within thirty (30) clear days from the date of the decision or direction.

12.0 Reinstatement of Registration

Previous registrants applying to reinstate their registration must...

- (a) Complete a reinstatement application form.
- (b) Provide two copies of legal identification (e.g. Canadian Passport and Canadian Birth Certificate or Provincial Driver's License and Citizenship Card or Passport OR other Canadian/Provincial Government photo identification and Birth Certificate).
- (c) Successfully complete a Professional Practice and Ethics Exam.
- (d) Complete the Canadian Technology Human Resources Board (CTHRB) Professionalism in Practice Module.
- (e) Sign ASTTBC's Privacy Policy declaration.
- (f) Supply a resume which includes details of continuing education and additional work history acquired since original registration granted.
- (g) Provide two (2) technical references at the discretion of the Registrar.
- (h) Because archived files are eventually purged, an applicant may be required to supply additional information to ensure the application is complete and current before being considered for reinstatement.
- (i) There is no time limitation in which an application for reinstatement must be made, i.e. from the time the applicant ceased being registered to the time of the application for reinstatement.
- (j) Submit with the Application the current required ASTTBC Reinstatement Fee
- (k) Pro-rated dues for the current year will be due and payable upon acceptance for reinstatement. There is no requirement to pay dues from the last year in which the applicant was registered.
- (l) The Registrar may waive or vary any or all of the foregoing.
- (m) All Applications for Reinstatement will be considered by the Board of Examiners.

13.0 Storage of Files

The Registrar shall maintain the complete file of all certified registrants who are struck, resigned or deceased.

Five (5) years following the member being struck, having resigned or becoming deceased the Registrar will remove and destroy by shredding all information from the file except for the following:

- (1) Application forms
- (2) Board Reviewers' Examiner Report forms
- (3) Registrar's letters of acceptance
- (4) Registrar's letters with respect to cancellation of registration

- (5) Any other significant correspondence

The Registrar will then place these files into long term storage.

(It is desirable and requested that staff retain information for as long as is reasonably practical.)

14.0 Freedom of Information

- (a) Applicant's files are treated as confidential documents insofar as is practical. Access to them is privileged to ASTTBC Registration Staff, the Board and designated File Reviewers, or others as may be reasonably authorized by the Registrar. In exceptional circumstances the file may be disclosed, on a confidential basis, to external audit teams.
- (b) An applicant, or registrant, may apply to the Registrar for an appointment to view their file (excluding references) during regular office hours. If refused, they have the right of appeal, within 30 days, to the Council of ASTTBC.

Note: Based on advice from ASTT Legal Counsel, ASTT Council passed the following Motion on February 25, 1999:

- That ASTTBC Council authorizes the release of files for review by the applicant or registrant during working hours. If the Registrar has cause to refuse, the matter shall be referred to Council.

kathy/pi/policy approved September, 2011