



Dear Applicant:

Enclosed is your 'Application for Registration'. When submitting your Application please be sure to include the Application Fee of **\$252.00** (\$225.00 plus HST). You may pay this fee by cheque, money order, Visa or Master Card. ***Please note that this is a non-refundable fee for processing your application.***

**Your application fee provides for:**

- A Comprehensive Application Package
- Administrative Services and Assistance
- A Full Academic Review of Credentials and Experience
- An Upgrading Program if applicable
- An Ethics Exam and Professionalism in Practice Self-Study Module
- Copies of Act, Regulations, Code of Ethics and Practice Guidelines
- A Certificate of Registration

Before completing your Application for Registration, please read carefully the instructions on the Application and the 'Education & Experience Requirements for Certification' bulletin. In order to ensure your Application is processed in the most expeditious manner, please ensure that all the requested information is provided and is submitted in the format suggested. The application process normally takes three to four months to complete; most often delays are due to the required documentation not being submitted with your application.

All applications are reviewed by and recommendations made by the ASTTBC Board of Examiners who convene meetings five times per year.

If you have any questions please feel free to call ASTTBC at 604-585-2788.

*House Inspectors Application Cover Letter  
June 28, 2010*



# House / Property Inspector Application for Certification

10767 – 148th Street, Surrey, B.C. Canada V3R 0S4  
Telephone: (604) 585-2788 • Facsimile: (604) 585-2790  
E-mail: techinfo@asttbc.org • Web Site: www.asttbc.org

**A non-refundable Application Fee must accompany this application. Please see enclosed cover letter.**

**THIS INFORMATION IS CONFIDENTIAL EXCEPT AS REQUIRED BY LAW OR FOR INTERNAL ADMINISTRATIVE PURPOSES.**

PLEASE PRINT OR TYPE

**Name**

Mr.  Mrs.  ..... (LEGAL FAMILY NAME – REQUIRED) ..... (LEGAL GIVEN NAMES – REQUIRED)  
 Ms.  Miss  .....  
 ..... (PREFERRED NAME – OPTIONAL)

**Contact Information**

Address ..... Postal Code .....

Home # ( ) ..... Work # ( ) .....

Fax # ( ) ..... Cell # ( ) .....

Email: ..... Pager # ( ) .....

Birthdate (yyyy/mm/dd) ..... Birthplace ..... Citizenship:  Canadian  Permanent Resident

**Copies of identification enclosed:**

- Canadian Passport and Birth Certificate **or**
- Provincial Driver's License and Birth Certificate **or**
- Other government photo identification and Birth Certificate

*If permanent resident please include a copy of Landed Immigrant Status documentation 'Record of Landing'.*

**References (See Questions and Answers bulletin)**

Give names and addresses of four persons: CPI, CHI, ASCT, CTech, PEng, MAIBC or other acceptable references, who have a good knowledge of your capabilities and work experience. These individuals will be required to complete a reference questionnaire. Where practical one reference should be your current immediate supervisor and one reference should be from a registered professional outside your current place of employment.

Name (include professional designation if applicable)	Address (full mailing address including postal code)
1. ....	.....
2. ....	.....
3. ....	.....
4. ....	.....

**Office use only**

Date received: ..... Receipt No. ....

**Education (see Questions and Answers bulletin)**

**Note:** Clearly document all courses taken, credits received and diplomas/certificates granted. A copy of your diploma, certificate, degree or transcript of marks **must be submitted** as confirmation. A detailed syllabus (course outline) should be submitted for all courses unless you have graduated from recognized courses. Certified English translations must be submitted with foreign documents. Use a separate sheet if there is insufficient space on this page.

**Full-Time Education**

Name/location of High School, Institute, College or University	Years in Attendance		Diploma, Certificate or Degree
	From	To	

**Continuing Professional Development & Part-Time Education**

**Specify Type:** Correspondence, Night School, Employer Sponsored, Special Courses, etc.

**Technical Courses**

Name of School	Location	Subject and Type	Dates From/To	Hours of Instruction	Supervised Exams	
					Yes	No

**Other Courses (e.g. Management or those related to personal pursuits)**


List all courses to ensure full consideration of your application.



## Professional/Technical Associations

1. ASTTBC member status:  ASCT  Graduate Technician **ASTTBC Member #** .....
- CTech  Graduate Technologist
- Associate Member

2. Other:

Association	Member Classification	Member Number
.....	.....	.....
.....	.....	.....

## Additional Information

How did you first learn about this certification program? (Check one only)

- |   |   |
|---|---|
| <input type="checkbox"/> Through your employer or supervisor                          | <input type="checkbox"/> From ASTT News   |
| <input type="checkbox"/> Through a fellow worker or acquaintance                      | <input type="checkbox"/> From Association literature or advertising; Association name(s): ..... |
| <input type="checkbox"/> Through an educational institute (college) or instructor     | .....   |
| <input type="checkbox"/> Through a building official, inspector or other professional | .....   |
| <input type="checkbox"/> Other (please specify) .....                                 | .....   |

**Payment:**  VISA  MasterCard  Cheque (payable to ASTTBC)

**In making application for certification, I also agree to abide by the ASTT Act, Regulations (By-Laws), Code of Ethics, Practice Standards and disciplinary policies as established from time to time by the Council of ASTTBC.**

.....  
Signature of Applicant

.....  
Date

**My signature above testifies that the information given on this form is true to the best of my knowledge.**

## Final Check List

Before mailing your application, please review the following as a final check. The Certification Board (responsible for assessing qualifications) cannot provide maximum consideration of your application unless all documentation is submitted.

- |   |  |
|---|--|
| <input type="checkbox"/> Have you read the 'Questions and Answers' bulletin enclosed with this package of information?  | <input type="checkbox"/> Have you provided certified English translations along with copies of all your foreign academic qualifications? |
| <input type="checkbox"/> Does your name on your application correspond with your name on all documentation submitted? If not, please enclose a change of name certificate (ie. marriage certificate, etc.).   | <input type="checkbox"/> Have you provided sufficient detail on your current experience in a clear and legible manner?                   |
| <input type="checkbox"/> Have you provided your ASTTBC member number?   | <input type="checkbox"/> Have you attached a separate sheet which chronologically lists each position previously held, in detail?        |
| <input type="checkbox"/> Have you submitted four reference names with complete and accurate mailing addresses?  | <input type="checkbox"/> Have you and your supervisor signed the application in the appropriate areas on the form?                       |
| <input type="checkbox"/> Have you provided documentation (proof) as confirmation of all your full-time and part-time education (ie. copies of diplomas, certificates, and transcripts of marks)? If you are a graduate from a program outside of B.C. or Canada, have you included a detailed syllabus (course outline) of the educational program completed? | <input type="checkbox"/> Have you enclosed your payment? ( <b>see cover letter</b> )   |
|   | <input type="checkbox"/> Still have questions or need additional assistance?   |

Call ASTTBC at **585-2788** or Fax 585-2790 or **techinfo@asttbc.org**

**If you have not complied with these directions your application will be delayed.**



## **PRIVACY STATEMENT...**

ASTTBC safeguards all information provided to the Association by applicants and members. This information is confidential except as required by law.

Details that are solely related to determining certification level (eg. Educational qualifications, employment history, references) will be used for internal administrative purposes and assessment of qualifications.

ASTTBC uses contact information to send registrants information that, in our opinion, could be beneficial to a significant portion of the membership (e.g. professional practice, recognition, careers and group services for members). ASTTBC does **not** sell or trade the mailing list of registrants. Information on member services that are offered by third parties is only sent from ASTTBC pre-approved affinity partners and only with prior permission from ASTTBC and is done under terms of strict confidentiality.

ASTTBC posts to our web site registrant information that in past years was published in our annual directory. The publication of at least this minimum of information for all registrants is a requirement of the ASTT Act.

You may choose to opt out of receiving information from ASTTBC, except that information directly relating to your registration. Examples would be your Annual Invoice, Notice of the Annual General Meeting or other information directly relating to your certification and responsibilities under the ASTT Act & Regulations. Opting out may require you to proactively visit [www.asttbc.org](http://www.asttbc.org) for other information concerning Association business. In the meantime please indicate your preference to the options listed below.

### **Please check the appropriate box if you wish to be excluded from receiving the following:**

- No 3<sup>rd</sup> Party Mailings
- No Broadcast Emails
- No E-News (ASTTBC Newsletter)

If you have any questions or concerns, please visit the ASTTBC website at [www.asttbc.org](http://www.asttbc.org) or e-mail: [privacy@asttbc.org](mailto:privacy@asttbc.org).

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***I have read and understood ASTTBC's privacy policy and wish to receive all Association correspondence.***

Name (In Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**MEMO**

Dear Applicant:

Please enclose the following information with your application for certification:

- the attached Declaration of Inspections Completed (please fill in '0' if no inspections have been completed).
- a Log documenting your most current inspections completed. This Log should include client name, address and date of the inspection.
- an electronic copy of at least two (2) completed house inspection reports on a CD. These reports will remain confidential.

If you have any questions, please call the Registration Department at 604-585-2788.

Thank you.

Kathy Rozek  
Coordinator, Technical Specialist Registrations

**DECLARATION OF INSPECTIONS COMPLETED**

I have been conducting residential and/or commercial property inspections for a period of \_\_\_\_\_ year(s).

I confirm I have completed the following number of property inspections:

\_\_\_\_\_ Single Family Residences

\_\_\_\_\_ Multiple Family Residences

\_\_\_\_\_ Commercial

These inspections were completed during the period \_\_\_\_\_  
and \_\_\_\_\_, 20\_\_\_\_

NAME: (Print) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Appendix 'A' - September 30, 2010

### EDUCATION & EXPERIENCE REQUIREMENTS FOR CERTIFICATION AS A HOUSE/PROPERTY INSPECTOR (CHI / CPI) OR TRAINEE (IIT)

#### 1. Inspector-in-Training

- 1.1 An Inspector-in-Training (IIT) is a registrant who has satisfied the ASTTBC Board of Examiners (Board), that he or she through substantiated documentation, has the requisite background such as, but not limited to, building trades or building design that in the opinion of the Board, meets the basic requirements to pursue a career as a Certified House Inspector (CHI) or Certified Property Inspector (CPI). An IIT must maintain a Career Log (ASTTBC Career Log recommended). An IIT is not approved for government licensing and therefore cannot offer services to the public. No title or designation is awarded until the applicant has achieved certification as a certified member.
- 1.2 An IIT is a temporary classification during which the registrant is refining his/her competency and capability. An IIT must become a **Provisional Certified House Inspector (CHI(P))** prior to being granted full certification as a CHI. To be considered by the Board for *provisional* certification, an IIT must have completed the following:
  - 1.2.1 *House Inspection 1 OR equivalent AND,*
  - 1.2.2 *BC Building Code Part 9 Course (BLDC 1500) OR equivalent AND,*
  - 1.2.3 *House Inspection 2 OR equivalent AND,*
  - 1.2.4 *House Inspection 3, Communication and Report Writing OR equivalent AND,*
  - 1.2.5 *House Inspection 4, Basic Field Experience in House Inspection, OR if acceptable with the Board, 'apprentice' with a CHI or CPI mentor, OR have other field experience acceptable to the Board, documented in a Career Log, AND*
  - 1.2.6 *A minimum of three Field Training Exercises on a variety of building configurations under the supervision and instruction of a CHI or CPI Mentor/Field Trainer, AND*
  - 1.2.7 *A minimum of two Inspection Assessments under the direct oversight of a CHI or CPI Inspection Assessor on a variety of building configurations. For purposes of Inspection Assessments for IITs, the Mentor/Field Trainer may also be the Inspection Assessor, AND*
  - 1.2.8 *Successfully completed ASTTBC Professional Practice & Ethics Requirements.*

#### 2. Certified House Inspector (CHI)

Prior to a CHI(P) being granted full certification as a CHI, the applicant must successfully complete the following **within the period of one year (1) from the time CHI(P) certification is granted:**

Three (3) Inspection Assessments, through a direct on-sight review, by a CHI or CPI Inspection Assessor. The original Mentor/Field Trainer should not serve as the Inspection Assessor nor can the same Assessor be used for more than two of the three required Assessments. All Assessments must comply with the applicable **British Columbia Institute of Property Inspectors (BCIPI) Standards of Inspection.**

Should the CHI(P) fail to successfully complete three Inspection Assessments within the one year period; the Board, at it's discretion, would normally order and require an additional number of Inspection Assessments to be successfully completed or reclassify the member back to IIT status.

3. **Fees**

The fee charged by a Field Trainer (Mentor) or Inspection Assessor for services provided in the Metro Vancouver, Lower Mainland, Metro Victoria or Greater Victoria Regional District areas will be annually set by the Board of the British Columbia Institute of Property Inspectors (BCIPI). These fees may change from time to time to reflect market fluctuations. All mentoring and assessment fees must be paid directly to ASTTBC prior to participation in either of these activities.

***(BCIPI advises that the current rate for these services is \$350.00 each.)***

Field Trainer/Mentor or Inspection Assessor fees charged by CHIs or CPIs for individuals outside of those areas may be negotiated with the applicant. Fees charged for group sessions, 3 or more, maximum 5 per group, anywhere within the province are also subject to negotiation but not less than \$300.00 each.

4. **Certified Property Inspector (CPI)**

The CPI designation is normally only granted to qualified individuals holding an AScT or CTech designation in the Building, Civil, Electrical or Mechanical disciplines.

Prior to being considered by the Board for Certified Property Inspector status, an applicant must have been a CHI for a minimum of 6 months and have completed the following:

- 4.1 Commercial Inspection 1 (BLDG 2965) OR equivalent AND
- 4.2 Commercial Inspection 2 (BLDG 2975) OR equivalent AND
- 4.3 A multi unit and small buildings code course (BLDG 1825) OR equivalent
- 4.4 A *minimum* of 25 additional inspections that demonstrate diversity & relevance, substantiated by a detailed career log and declaration. Any or all of these inspections may be subject to review by the Board *AND*
- 4.5 Satisfactorily complete a minimum of 2 Inspection Assessments with a CPI Peer Assessor.

**IMPORTANT NOTES:**

- 1. *House 1, 2, 3, 4, BC Building Code courses, and Commercial Inspection 1 and 2 courses are offered at BCIT as part-time studies. For those out of town applicants who are unable to attend BCIT, the Board is willing to accept alternate home study programs as approved by ASTTBC. However, the applicant must complete House Inspection 4 at BCIT or mentor with a CHI or CPI for a minimum of 5 inspections or 40 hours training on a variety of building configurations. Note: A 'variety' is defined as including, but not limited to a; single family (detached), townhouse, patio home, duplex and/or condominium.*

2. *The Board, at its discretion, may not deem any required course to be successfully completed if the pass mark is less than 70%.*
3. *Any course equivalency or exemption will be determined by the Board of Examiners.*
4. *The Board retains the option of requiring the applicant to complete other requirements for certification if it is not convinced of the competency of the applicant to perform inspections.*
5. *The number of Field Training Exercises and Inspection Assessments specified are the minimum that are required to be successfully completed. Additional Exercises and Assessments may be recommended by the Mentor/Field Trainer or be required by the Board of Examiners.*
6. *There is a fee for the services of CHI/CPI Mentor/Field Trainer and Inspection Assessors.*
7. *All inspections must be completed to the minimum requirements of the applicable **BCIPI Inspection Standards** or better.*
8. *At the exclusive discretion of the Board those candidates with exceptional experience and qualifications may be afforded special consideration.*
9. *ASTTBC Career Logs are available from ASTTBC.*
10. *Registrants are consistently referred to the ASTTBC Code of Ethics & Practice Guidelines and specifically in the matter of financial protection for their clients in the event of their errors and omissions; ASTTBC requires that **“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 errors and omissions”.***



## House/Property Inspectors

### COMPLETION OF APPLICATION:

If you are an ASTTBC member and wish to apply for Special Certification in House/Property Inspection, you may give written permission to ASTTBC to copy the reference questionnaires, work history and academics from your ASTTBC file, provided the information was received within the last two (2) years. However, you must document all these on your application for certification as a Technical Specialist in House/Property Inspection, as well as document and submit copies of any additional work experience and academics taken since you became a member with ASTTBC. Please complete the information below and mail in with your Application for Certification.

Please contact us if you have any questions regarding this.

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To:           ASTTBC Board of Examiners

Please accept this as my permission to access information from my ASTTBC member file to help complete my application for certification as a Technical Specialist in House/Property Inspection.

ASTTBC Member Number: \_\_\_\_\_

Certification:    AScT  
                          CTech  
                          Associate

Name: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_