

OCL Real Estate LLC DBA

American Home Inspectors Training

Home Inspection Training Courses Academic Catalog

Volume 1

January 31st, 2019 - December 31st, 2019

## Corporate Office

20225 Watertower Blvd., 4th Floor
Brookfield, WI 53045

www.ahit.com

questions@ahit.com

800-441-9411 Toll Free

**Tennessee School Locations**

Courtyard by Marriott- Vanderbilt/West End
1901 West End Ave., Nashville, TN 37203

**Postsecondary School Locations**

Arizona, Colorado, Georgia, Kansas, Kentucky, Minnesota,

Ohio, Pennsylvania, Tennessee, Wisconsin

OLC Real Estate LLC DBA American Home Inspectors Training (AHIT) is a private (not public) training institution that is a registered LLC in the state of Delaware.

American Home Inspectors Training is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning the quality of education, ethical business practices, and fiscal responsibility.

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AMERICAN HOME INSPECTORS TRAINING

American Home Inspectors Training is the largest home inspection training company in North America. We continue to expand our presence to serve you and with American Home Inspectors Training’s industry leading, live class room, online and home study courses, we are committed to providing you the fastest way to achieve success in the home inspection industry.

MISSION

Our mission is to train and provide ongoing support to individuals to enable them to start and operate their own successful home inspection business or to be a significant contributor in an established home inspection company. Our step-by-step training, coupled with our marketing and technical support services, deliver immediately applicable business methodologies to perpetuate the growth and continual development of your home inspection business. We strive to assist you in realizing your full potential in the home inspection industry by providing you straightforward, honest and helpful guidance with respect and accountability to your needs. Our Company’s values include purposeful service, innovative offerings, challenging work, personal achievement, value creation, respectful interaction and fun/rewarding work.

WHAT A HOME INSPECTOR DOES

The job of a home inspector is to inspect buildings by walking through each area, sometimes crawling into small spaces such as attics, checking rooftops, and cellars, plumbing, electricity and appliances. Then they write a detailed report outlining the condition of the property, areas where repair or replacement may be needed, and specify any potential safety concerns.

Anyone can train to become a home inspector although typically prospective students are already involved in the real estate or construction fields. The physical ability to navigate through a building is required. In general this means that the prospective student should have the physical abilities to do so.

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment based on sex, race, ethnic origin or religion.

ADMISSION REQUIREMENTS

*APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS*

1. Submit a signed Enrollment Agreement for classes to be taken through American Home Inspectors Training.
2. Pay appropriate fees. See Tuition and Payment Plans Policy.
3. Be at least 18 years of age.

*Students with Special Needs*

We train a number of students with special needs and/or disabilities. Students should contact their admission counselor for assistance with requests. People who work as a home inspector must have certain physical abilities to visually inspect buildings and structures, navigate throughout the building including on the roof, the ability to write inspection reports, and communicate with clients.

*Language of Training*

All Courses are offered only in English. American Home Inspectors Training does not offer English as a Second Language instruction.

*Transfer or Granting of Credit*

No life experience, credit through challenge exams, or previous training may be applied to any Course. AHIT is a special purpose institution. That purpose is to train home inspectors. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to deter to what extent, if any, credit hours can be transferred.

*Late Enrollment*

Admissions are rolling, however there are no provisions for late enrollment of live training.

TENNESSEE REQUIREMENTS FOR HOME INSPECTORS

In some states licensing is required to inspect work as a home inspector. States are increasingly introducing legislation regarding the home inspection industry. Prospective home inspectors therefore need to contact the proper state agencies regarding requirements in their states.

Requirement**:** Complete 90 hours of board approved education

Contact: State of Tennessee

Department of Commerce of Insurance

Home Inspector Licensing Program

500 James Robertson Parkway

Nashville, Tennessee 37243-1166

Phone (615) 741-1831

<http://www.tn.gov/regboards/hic/index.shtml>

MEMBERSHIPS & AFFILIATIONS

ASHI®

CREIA

InterNACHI

FABI

Professionalism is important and membership in related organizations is encouraged. These organizations have their own requirements. Some administer exams; others require a certain amount of experience.

Membership is voluntary in any professional organization and does not mean state certification or licensure nor does it guarantee employment.

American Home Inspectors Training belongs to the above organizations and offers approved pre and continuing education courses. American Home Inspectors Training is also a member of the Better Business Bureau.

COURSES

*Standards*

All of our courses are taught per ASHI®, CREIA, and state-specific standards of practice. Our students and graduates receive initial support when in the field.

*Facilities*

American Home Inspectors Training’s facilities include technologically equipped classrooms. All live training Courses are held in designated training areas on pre-scheduled dates.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE****TITLE** | **LENGTH OF** **COURSE DAYS**  | **ACTUAL CONTACT HOURS PER COURSE** | **TOTAL COST OF COURSE** | **CREDENTIAL** **OFFERED** |
|  |  |
| Professional Home Inspection Online Course | Not more than 12 months | 120 Hours | $695.00 | Certificate ofCompletion |
| 5-Day Professional Home Inspection Blended Course | 5 Days + Online | 165 Hours (45 live + 120 online) | $1,845.00 | Certificate ofCompletion |

**Professional Home Inspection Online Course 120 Hours**

The Professional Home Inspection Online Course is offered to students in a home study format. This Course provides graduates with the skills necessary to obtain employment as a home inspector, set up a home inspection company or add home inspection services to their current offerings. Students will receive an online user ID and password, study and photo books, a sample inspection report, videos and tools. The Course includes information on marketing and operating a business. The students receive all the learning material in one initial shipment. Students must successfully complete an exam at the end of each unit. There are a total of 3 exams that cover 8 technical topics. These exams may be completed online for instant correction or mailed/faxed in for correction. The student must pass each exam with at least a 75% to proceed to the next unit and complete the Course. Upon successful completion of all of the exams graduates receive a certificate of completion. A toll-free number allows students to call instructional staff to discuss topics, tests, and projects; to request additional learning information; and to talk about the home inspection field.

*Retail Value of Materials Received in Professional Home Inspection Online Course [[1]](#footnote-1)*

|  |  |  |  |
| --- | --- | --- | --- |
| *Marketing and Operating a Profitable Home Inspection Business* | $99.00 | Home Maintenance Manual |  $4.00 |
| *The Practical Guide to Home Inspection* | $245.00 | Tools | $30.00 |
| *Professional Home Inspection Online Course Workbook* | $25.00 | Handouts | $10.00 |
| Standard Inspection Report | $12.50 | **TOTAL** | $425.50  |

*Outline*

I. Introduction to Home Inspection – 6 hours
(Introduction to the home inspection industry.)
A. An Overview
B. Home Inspection Content
C. The Home Inspection Process
D. The Inspection Report
E. The Real Estate Transaction
F. Standards of Practice
G. About the Course

II. Structural – 8 hours
(Learn the structural components of a house and how to inspect.)
A. Foundations
B. Framing
C. Roofs

III. Exterior – 8 hours
(Learn the components of a house’s exterior and how to inspect.)
A. Water Resistant Barrier
B. Siding/Wall Cladding
C. Windows
D. Trim
E. Exterior Structures
F. Garages

IV. Roofing – 10 hours
(Learn the components of a house’s roofing system and how to inspect.)
A. Asphalt Shingles
B. Wood Shingles/Shakes
C. Concrete/Clay Title
D. Slate
E. Asbestos Cement
F. Metal
G. Roll Roofing
H. Built-up/Tar & Gravel/Hot-mop
I. Membranes
J. Flashing
K. Chimneys
L. Roof Drainage

V. Plumbing – 8 hours
(Learn the plumbing system of a house and how to inspect.)
A. Service Entrance Piping
B. Distribution Piping
C. Drain, Waste & Vent (DWV)

VI. Heating – 10 hours
(Learn the types of heating systems in a house and how to inspect.)
A. Combustion Appliances
B. Electric Appliances
C. Thermostats
D. Furnaces
E. Boilers
F. Wall Furnaces
G. Floor Furnaces
H. Hydro-Air Systems
I. Heat Pumps
J. Ductwork
K. Piping

## VII. Cooling – 10 hours(Learn the types of cooling systems in a house and how to inspect.)A. Refrigeration CycleB. Split SystemsC. Package UnitsD. Cooling OnlyE. Heat PumpsF. Standalone SystemsG. Ductless Mini-splitsH. Evaporative CoolersVIII. Electrical – 10 hours

## (Learn the electronical components of a house and how to inspect.) A. Principles of Electricity

## B. Overhead / Underground Service

## C. Clearances

## D. Main Panels

## E. Sub-Panels

## F. Fuses vs. Breakers

## G. GroundingH. Branch Circuit WiringI. Fixtures/Receptacles, and SwitchesIX. Insulation – 8 hours(Learn about types of insulation in a house and how to inspect.)A. MaterialsB. Vapor RetardersX. Ventilation – 8 hours(Learn about types of ventilation in a house and how to inspect.)A. AtticB. Crawl SpaceXI. Interiors– 8 hours(Learn about various interior components in a house and how to inspect.) A. Walls and CeilingsB. FloorsC. Windows and DoorsD. Stairs and RailingsE. Room-by-Room Inspection XII. Fireplaces and Wood-burning Appliances – 6 hours (Learn about fireplaces and various wood-burning appliances in a house and how to inspect.)A. Masonry FireplacesB. Factory-built FireplacesC. InsertsD. Pellet StovesE. Flues and ChimneysF. ClearancesXIII. Pools and Spas – 6 hours

## (Learn about the components of pools and spas at/in a house and how to inspect.)A. LinersB. FinishesC. FiltersD. PumpsE. SkimmersF. Self-fill MechanismsG. Pop-up headsH. Vacuums/Cleaners

## XIV. Standards of Practice & Code of Ethics– 8 hours

## (Learn state specific SOPs/CoEs as well as industry standards. Understand need for CE and membership with a trade association.)A. State RequirementsB. Continuing EducationC. Trade AssociationsXV. Business Practives – 6 hours

## (Learn about successful business practices for various types of ownership or employment within a company.)A. ContractsB. PaymentsC. RecordkeepingD. Insurance

**5-Day Professional Home Inspection Blended Course 165 Hours**

*Clock Hours*

One clock hour equals 50 minutes of classroom, lab, or field time.

*Student/ Teacher Ratio*

The maximum students in any class are 25 with one instructor. The average student-teacher ratio for labs and fieldwork is 13:1.

*Classroom Format and Schedule*

Classes start at 8 am and conclude by 6 pm each day. There is one lunch break for 40 minutes and two rest breaks during the day of 10 minutes each. To successfully complete each course students must attend all classes, complete all hours as indicated, attain a minimum grade of 75% on all tests, and satisfactorily complete all projects. Course start dates are listed at the end of this catalog. Courses are short and intense. The nature of the courses encourages students to work collaboratively and study together. No formal study groups are arranged outside of the classroom.

*Overview*

Through a combination of online videos, live lectures, and field training, students are provided with the skills necessary to obtain employment as a home inspector, set up a home inspection company, or add home inspection services to their current offerings. Designed by AHIT’s team of certified and extensively experienced home inspection instructors, students learn about structures, exteriors, roofing, electrical, plumbing, heating and cooling, interiors, and insulation and ventilation. In addition, students will learn what skills it takes to run a business. Teaching techniques include hands-on exercises, live inspections, report writing, and on-site equipment evaluation/testing. Students will learn how to conduct a thorough home inspection from the first contact with the customer to submitting a completed report.

Students will receive all the learning material in one initial shipment. A toll-free number allows students to call instructional staff to discuss topics, tests, and projects, to request additional learning information, and to talk about the home inspection field prior to and after class completion. Students must successfully complete a final examination with at least a score of 75% to receive a certificate of completion.

*Retail Value of Materials Received in 5-Day Professional Home Inspection Blended Course[[2]](#footnote-2)*

|  |  |  |  |
| --- | --- | --- | --- |
| *Marketing and Operating a Profitable Home Inspection Business* | $99.00 | Home Maintenance Manual | $4.00 |
| *The Practical Guide to Home Inspection* | $245.00 | Tools |  $30.00 |
| *Professional Home Inspection Online Course Workbook* | $25.00 | Handouts | $10.00 |
| Standard Inspection Report | $12.50 | **TOTAL** | $425.50  |

*Outline*

*Professional Online Course Outline +*

*Day 1*
Industry Introduction
Standards of Practice
Lunch
Inspection Agreement
State Laws (if applicable)

*Day 2*Instructor-led Home Inspection and Report Review
Lunch
Input inspection into software
Report Writing Video (optional if time available)

*Day 3* Instructor-led Home Inspection and Report Review
Lunch
Electrical Review

*Day 4*Instructor-led Home Inspection and Report Review
Lunch
HVAC Review

*Day 5*
Instructor-led Home Inspection and Report Review
Lunch
Business & Marketing

REGISTRATION & TUITION

Students may register for class through [www.ahit.com](http://www.ahit.com) for the online course or by phone (800-441-9411) for live training. To complete registration, students must sign an Enrollment Agreement for classes to be taken through American Home Inspectors Training.

A deposit is required at the time of registration as follows:

Professional Home Inspection Online Course: Full Payment

5-Day Professional Home Inspection Blended Course: $695.00

A deposit will hold a space in class. The balance must be paid in full prior to or on the first day of class. Students will not be permitted to attend class unless tuition is paid in full.

*Tuition and Pricing Policies*

Students enrolled in the same program may pay different tuition and fees if a published notice of a program price change specifies an effective date for all students enrolling in the program on or after that date. Students who modify a program or service in a manner which will reduce or increase tuition may also pay a different price than other students.

American Home Inspectors Training does not offer scholarships, loans or financing. Financing is available to students through TFC Tuition Financing. Students should contact their admission counselor with questions.

*Payment Schedules*

|  |  |  |
| --- | --- | --- |
| **COURSE****TITLE** | **Tuition** | **Payment Options** |
|  |  |
| Professional Home Inspection Online Course | $695.00 | Payment due in full at time of enrollment. |
| 5-Day Professional Home Inspection Blended Course | $1,845.00  | $695 deposit due at enrollment, $1150.00 due two weeks before first day of class. |

ACADEMIC INFORMATION, ATTENDANCE, & STANDARDS OF PROGRESS

*Syllabus*

Students receive a copy of the course outlines with their shipment of texts and materials.

*Attendance*

Attendance is taken twice daily, during the morning session and again in the afternoon. Students are asked to sign/initial for each class attended. Attendance information is recorded and retained in the class files.

Students are expected to attend all of the classes within the time the Course is scheduled in order to receive a certificate of completion. Students may request withdrawal and make up the missed classes during the next scheduled course. Paid tuition will be refunded according to the applicable refund policy less the registration fee.

*Absence*

Students are responsible to attend every hour of each training Course. If personal emergencies occur, students may speak with the instructor to arrange ways to make-up missed sections. Students must satisfactorily complete Course requirements in order to graduate and receive a certificate of completion.

*Late Arrival/Early Departure/Make-up Work*

Students who are absent due to late arrival or early departure should consult with the instructor to schedule required make-up time.

*Leave of Absence/Withdrawal[[3]](#footnote-3)\**

Students may request a leave of absence for extenuating circumstances. Arrangements may be made to re-enter the next available Course or other upcoming classes. Students must complete the live coursework within one year. Students must complete the online training within 12 months.

*Re-enrollment/Readmission*

See “Leave of Absence.”

Students who have been absent during class make arrangements for another class.

*Grading*

Students are graded on a pass/fail system. Those who attend the 3-Day Professional Home Inspection Blended Course must be present for all class time. All students must score a 75% or higher on the exam.

A certificate of completion is issued via U.S. mail following the satisfactory completion of the Course.

*Satisfactory Progress*

Students receive feedback about their skills and knowledge based on in-class participation, fieldwork, and completion of reports.

*Unsatisfactory Progress*

Should a student receive a grade of less than 75% he/she will be notified in writing immediately after the test is taken and graded. Ways to raise the grade will be determined with the manager of school administration and/or instructor. If the student is not able to achieve a score of 75%or higher, he/she will be requested to take the exam at another time.

*Probation*

There are no probationary periods because the lengths of the Courses are short. Students have the choice to withdraw if there is no satisfactory progress or re-enroll the next time the Course is offered. Students are notified in writing of their choices and may consult with the school director about their options.

*Completion*

Students will receive a certificate of completion upon satisfactory completion of all Course requirements including minimum grades and attendance.

*Records*

Student records are maintained at the corporate offices in Wisconsin. Computer records are backed up frequently. Student records may be requested in writing by the student at any time. Student records are confidential. No records will be made available to employers, prospective employers, or other schools unless a written request has been made by the student.

STUDENT SERVICES

*Housing*

Students are expected to make their own housing arrangements during the class.

*Family Educational Rights and Privacy Act*

American Home Inspectors Training complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, Section 438. All student records are confidential.

*Placement*

AHIT does not offer placement services. Business and marketing skills are included in some Course curriculum to enable graduates to become self-employed. When requests for building/home inspectors are made to the school, the school director advises graduates.

*Library*

The use of a library is not required to complete any training Courses. Industry texts and journals are available for student use at the training facilities.

RULES OF CONDUCT

It is expected that students will conduct themselves in a professional manner and demonstrate respect for their instructors and fellow classmates. The school administration reserves the right to terminate a student on any of the following grounds. Termination notice will be in writing citing the reasons for termination. Tuition will be refunded according to the applicable refund policy.

1. Not complying with school rules and regulations.
2. Unprofessional conduct.
3. Unsatisfactory academic progress.
4. Excessive absence or lateness.
5. Failure to pay fees when due.
6. Cheating or falsifying records.
7. Breach of enrollment agreement.
8. Entering school site while under the influence or effects of alcohol, drugs, or narcotics of any kind.
9. Carrying a concealed or potentially dangerous weapon.
10. Sexual harassment.
11. Harassment of any kind including intimidation and discrimination.

*Dismissal/Readmission*

Students who have been dismissed or terminated may be readmitted at the school director’s discretion.

*Dress Code*

Dress is casual and neat. Some days include work on actual inspection sites where work clothes are appropriate. Students will need an extra pair of clean shoes to be worn at field training sites.

*Drug Free School and Workplace*

No student, instructor, or employee may be on the school premises or field/lab site under the influence or in the possession of any controlled substance. As a drug and alcohol free environment, individuals under the influence or in the possession of any controlled substance will be subject to immediate dismissal/removal. Individuals may request counseling for substance abuse and will be referred to community resources.

*Smoking*

There is no smoking within the schools, labs, or offices. Smokers may smoke outside. There is no smoking at the field sites. Smokers may smoke during break across from the site.

*Sexual Harassment and Hazing Policy*

The administration of AHIT takes the issue of sexual harassment very seriously. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among students and staff. Sexual harassment or harassment because of age, race, color, religion, national origin, or disability, will not be tolerated. This includes any kind of intimidation or discrimination. Investigation of such concerns will be undertaken promptly and handled confidentially. Behavior that

denigrates the integrity of another student (hazing) will not be tolerated. If a student or employee feels that he or she has suffered a form of discrimination or harassment, the individual should immediately contact a supervisor or school director. Students or staff involved may be subject to termination.

UNRESOLVED DISPUTES

*Grievance Procedure*

Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment by phone to see the manager of school administration, Rachella Bennett, 800-441-9411. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student file. Every attempt at a satisfactory resolution will be made. If the complaint cannot be resolved after meeting with the school, the student may contact:

Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
615-741-3605

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

REFUND AND CANCELLATION POLICIES

Should an applicant/student cancel or is terminated for any reason, all refunds will be made according to the following policy and schedule:

1. A full refund of all monies will be paid if the application is not accepted by the school.
2. If a student withdraws form the institution on or before the first day of class – live or online – or fails to begin classes, the refund shall equal the sum of all refundable fees paid, less an administrative fee of $100.
3. A student terminating training is entitled to a refund based upon the chart below:

**Termination Time Refund**

Prior to commencement of course 100% of tuition less a $100 administrative fee

Within first 10% of Course 75% of tuition less a $100 administrative fee

After 10% but within first 25% of Course 25% of tuition less a $100 administrative fee

After 25% of Course No refund

A full refund will be provided if education service is discontinued by the school, with the exception that the school ceases operation.

The termination date for refund purposes is the last date of recorded attendance, or date the student notifies the school if sooner. If the school cancels a course then the student will receive a full refund of monies paid when materials are returned to school in re-saleable condition.

Refunds must be calculated from the last date of recorded attendance or notification to the school based upon contact hours attended. The policy of the granting of credit for previous training shall not impact on the refund policy. There is no granting of credit for previous training.

Refunds are made within 30 calendar days after the school has determined that the student has withdrawn and returned all materials.

*Extenuating Circumstances*

In the case of extenuating circumstances the school director will consider a settlement that is reasonable and fair to the student and the school.

*Changes Made by the School*

If the school cancels or changes a course of study or location in such a way that the student who has started is unable to complete training, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the course who is affected by the cancellation or change. If the school is unable to make alternative arrangements that are satisfactory to both parties, the school will refund all monies paid by the student of the course.

ADMINISTRATION AND FACULTY

OCL Real Estate LLC is owner of American Home Inspectors Training (AHIT) and OnCourse Learning Real Estate.

*Leadership*

Brian Swan, CEO

*Instructors* *School Operations*

 Bill Ross Brad Tusing – Institutional Director

ADMINISTRATIVE OFFICE HOURS

Please note that administrative offices are open Monday through Friday and are available to provide full student and graduate support during the hours of 7:30 a.m. to 6:00 p.m. (Central time). The administrative offices are closed Saturdays and Sundays.

Students enrolled in classes held over the weekends and during times not reflected above have access to trainer/trainers for support and other questions that may arise.

American Home Inspectors Training observes the following holidays each year and administrative offices will be closed in observance:

New Years Day
Memorial Day

Fourth of July
Labor Day

Thanksgiving
Day after Thanksgiving

Christmas Eve Day
Christmas
New Years Eve Day

**Disclosures**

American Home Inspectors Training makes no representations except as expressly set forth in this catalog, and under no circumstances does American Home Inspectors Training make any claim, promise, or guarantee for employment or state licensure.

American Home Inspectors Training reserves the right to change Courses, start dates, tuition, and to cancel Courses. Any changes will be made in accordance with State Board rules and regulations and will be attached to this catalog. Not all Courses listed in this catalog are approved or offered in every state. The information contained in this catalog is true and correct to the best of American Home Inspectors Training’s knowledge.

1. All books and learning materials needed for successful completion of each Course are provided to students at no additional charge. A professional home inspector needs tools to be in business for themselves or work for others. [↑](#footnote-ref-1)
2. All books and learning materials needed for successful completion of each Course are provided to students at no additional charge. All tools and equipment needed are available during training. A professional home inspector needs tools to be in business for themselves or work for others. [↑](#footnote-ref-2)
3. \* For students enrolled in the 5-Day Professional Home Inspection Blended Courses. [↑](#footnote-ref-3)