



OCL Real Estate LLC dba
American Home Inspectors Training

Home Inspection Training Courses Academic Catalog

Volume 14
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Corporate Office

20225 Water Tower Boulevard, 4th Floor
Brookfield, WI 53045
www.ahit.com
admin@oncourselearning.com
800-441-9411 Toll Free
262-347-0776 FAX

School Locations

Courtyard Atlanta Airport North
3399 International Blvd
Hapeville, GA 30354

Courtyard Atlanta Decatur
Downtown/Emory
130 Clairemont Ave
Decatur, GA 30030

Courtyard Atlanta Windy
Hill/Ballpark
2045 South Park Place
Atlanta, GA 30339

Postsecondary School Locations

Arizona, Colorado, Georgia, Kansas, Kentucky, Minnesota,
Ohio, Pennsylvania, Tennessee, Wisconsin

OCL 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.

Georgia
605 West Oglethorpe Ave.
Savannah, GA 31401

Authorized for operation by:
Georgia Nonpublic Postsecondary Education
Commission
<https://gnpec.georgia.gov/>
2082 E Exchange Place, Suite 220
Tucker, GA 30084-5334
770-414-3300
#702

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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 REQUIREMENTS

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

APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS

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

REQUIRED SOFTWARE/HARDWARE

BM PC SYSTEM REQUIREMENTS

Microsoft® Windows™ 98 or later
Pentium or higher processor
64 MB RAM (128 MB recommended)
Internet connection to access online course books, tutorials, and online exams.
Email account to receive exam and course login and notifications
Speakers and sound card required for narrated supplemental tutorials

Macromedia Flash Player version 6 or greater (for supplemental tutorials)

Adobe Acrobat Reader version 5 or greater (for online Course Books)

One of the following web browsers:

Internet Explorer 9+ (Internet Explorer 6 recommended)
Google Chrome
Firefox 8+

NOTE:

Javascript & the ability to accept cookies must be enabled in the browser you use.

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.

MACINTOSH SYSTEM REQUIREMENTS

Macintosh PowerPC
128 MB RAM
OS 9.1 or later
Internet connection to access online course books, tutorials, and online exams
Email account to receive exam and course notifications
Speakers required for narrated supplemental Flash tutorials

Macromedia Flash Player version 6 or greater (for supplemental tutorials)

Adobe Acrobat Reader version 5 or greater (for online Course Books)

Only the browsers below have been tested for Macintosh:

Netscape 7+
Internet Explorer 5.1+

NOTE:

Javascript & the ability to accept cookies must be enabled in the browser you use.

Language of Training

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

Transfer of Granting of Credit

No life experience, credit through challenge exams, or previous training may be applied to any Course. There is no guarantee that home inspection courses can be transferred to other schools. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Alternative Funding

American Home Inspectors Training does not participate in federal or state financial aid programs, nor does it offer institutional scholarship aware plan or institutional grants.

Late Enrollment

There are no provisions for late enrollment.

DRAFT

GEORGIA 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. There are currently no requirements for the state of Georgia.

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. An interactive bulletin board is also available to students to communicate with instructors and other students/ inspectors as well.

Facilities

American Home Inspectors Training's facilities in Georgia include a technologically equipped classroom. 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 of Completion
3-Day Professional Home Inspection Blended Course	3 Days + Online	147 Hours (27 live + 120 online)	\$1,495.00	Certificate of Completion
5-Day Professional Home Inspection Blended Course	5 Days + Online	165 Hours (45 live + 120 online)	\$1,845.00	Certificate of Completion

2019 Training Schedule

- Professional Home Inspection Online Course: Ongoing
- 5-Day Professional Home Inspection Blended Course:
 - April 24-28, 2019
 - June 5-9, 2019
 - August 21-25, 2019
 - October 18-20, 2019
 - December 4-8, 2019
- 3-Day Professional Home Inspection Blended Course:
 - October 18-20, 2019

Professional Home Inspection Online Course

online only

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 book, a sample inspection report, 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. 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 Course¹

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

Outline

- | | | |
|--|---|---|
| <p>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</p> <p>II. Structural – 8 hours
(Learn the structural components of a house and how to inspect.)
A. Foundations
B. Framing
C. Roofs</p> <p>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</p> <p>IV. Roofing – 10 hours
(Learn the components of a house’s roofing system and how to</p> | <p>inspect.)
A. Asphalt Shingles
B. Wood Shingles/Shakes
C. Concrete/Clay Tile
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</p> <p>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)</p> <p>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</p> | <p>I. Heat Pumps
J. Ductwork
K. Piping</p> <p>VII. Cooling – 10 hours
(Learn the types of cooling systems in a house and how to inspect.)
A. Refrigeration Cycle
B. Split Systems
C. Package Units
D. Cooling Only
E. Heat Pumps
F. Standalone Systems
G. Ductless Mini-splits
H. Evaporative Coolers</p> <p>VIII. Electrical – 10 hours
(Learn the electrical 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. Grounding
H. Branch Circuit Wiring
I. Fixtures/Receptacles, and Switches</p> <p>IX. Insulation – 8 hours</p> |
|--|---|---|

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.

(Learn about types of insulation in a house and how to inspect.)

- A. Materials
- B. Vapor Retarders

X. Ventilation – 8 hours

(Learn about types of ventilation in a house and how to inspect.)

- A. Attic
- B. Crawl Space

XI. Interiors – 8 hours

(Learn about various interior components in a house and how to inspect.)

- A. Walls and Ceilings
- B. Floors
- C. Windows and Doors
- D. Stairs and Railings
- E. 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 Fireplaces
- B. Factory-built Fireplaces
- C. Inserts
- D. Pellet Stoves
- E. Flues and Chimneys
- F. Clearances

XIII. Pools and Spas – 6 hours

(Learn about the components of pools and spas at/in a house and how to inspect.)

- A. Liners
- B. Finishes
- C. Filters
- D. Pumps
- E. Skimmers
- F. Self-fill Mechanisms
- G. Pop-up heads
- H. 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 Requirements
- B. Continuing Education
- C. Trade Associations

XV. Business Practices – 6 hours

(Learn about successful business practices for various types of ownership or employment within a company.)

- A. Contracts
- B. Payments
- C. Recordkeeping
- D. Insurance

3-Day Professional Home Inspection Blended Course

147 Hours

Clock Hours

One clock hour is a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

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 on page seven 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 3-Day Professional Home Inspection Blended Course²

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

Professional Home Inspection Online Course + 3 days of live training (Learn about content learned in online training and perform home inspections. Although it is recommended that student complete the online class prior to live training, it is not required.)

Daily Schedule

Day 1	Day 2
Registration	Instructor-led Home Inspection and Report Review
Industry Introduction	Lunch
Virtual Home Inspection	Virtual Home Inspection
Lunch	Lecture
Virtual Home Inspection	Day 3
	Instructor-led Home Inspection and Report Review
	Lunch
	Review
	Final Exam

5-Day Professional Home Inspection Blended Course

165 Hours

Clock Hours

One clock hour us a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

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.

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 Course³

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

³ 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.

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 for the online course or by phone (800-441-9411) for live training. To complete registration, students must sign an Enrollment Agreement and Student Disclosure form 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
3-Day Professional Home Inspection Blended Course:	\$695.00
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 the first day of the live 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.

Students who meet the following qualifications are eligible for tuition discounts:

- Students enrolling as part of a group
- Students enrolling under the same course schedule where discounts are available to all students

American Home Inspectors Training does not offer scholarships or loans. 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.
3-Day Professional Home Inspection Blended Course	\$1,495.00	\$695 deposit due at enrollment, \$800.00 due two weeks before first day of class.
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.

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**

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. If a student stops attending classes and is placed on a leave of absence in lieu of a withdrawal from school, the school must document the nature of the leave of absence and the date the leave of absence ends. No leave of absence may exceed six months unless otherwise approved in writing by the board. A student who fails to return to school at the end of a leave of absence shall be formally withdrawn from the school and any refund of tuition and fees shall be issued in accordance with the last date of a student's attendance in class or participation in an academic activity.

Re-enrollment/Readmission

See "Leave of Absence."

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

* For students enrolled in 3-Day and 5-Day Professional Home Inspection Blended Course.

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. A passing grade is 75% or higher. All students must score a 75% or higher on the exam.

Exams

Students are allowed up to four attempts to pass the exam, with no additional fee. After the fourth attempt, with a score of less than 75%, the exam will be locked. The student must then contact the customer service team, who will put them in contact with an instructor who will review the course materials with the student. There is no additional fee for tutoring with an instructor or for taking the exam multiple times. Students have a choice to withdraw from the course or continuing until passing the exam.

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

The AHIT distance learning course is a go at your own pace course. In general, if a few hours per day is dedicated to studying, the course can be completed in 4-6 weeks for most individuals. Students will receive a certificate upon satisfactory completion of all course requirements including minimum grades and attendance.

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

Records

All student records are maintained at the corporate office in Wisconsin. 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

Academic Advising

Admissions team members are trained in academic advising, assisting students what course options would be the best for them based up prior experience, time commitments, etc.

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.

Financial Advising

Admissions team members are trained in financing options for students, including pre-payment, down-payments, and TCF loans.

Housing

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

Library

The use of a library is not required to complete any training Courses. Students have both electronic and physical access to the required books for the course. In addition, students are able to access free online dictionaries, thesauri, and industry specific texts, such as the International Residential Code Book.

Placement

AHIT offers every student a lifetime of support. Students are encouraged to contact instructors throughout their career for advice ranging from employment to specifics of a home inspection. 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.

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.

- Not complying with school rules and regulations.
- Unprofessional conduct.
- Unsatisfactory academic progress.
- Failure to pay fees when due.
- Cheating or falsifying records.

- Breach of enrollment agreement.
- Entering school site while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- Carrying a concealed or potentially dangerous weapon.
- Sexual harassment.
- Harassment of any kind including intimidation and discrimination.

Dismissal/Readmission

Students who have been dismissed or terminated must submit, in writing, a request to be admitted to the school. Decisions to be readmitted at the school director's discretion. All fees must be paid in order to proceed.

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 school director. 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 director of the school, the student may contact the licensing board for the state where the school is located. See details below.

Georgia Unresolved Disputes

A review of the complaint will be documented in the student file and in the Complaint Log and an attempt at a satisfactory resolution put in place. The results of the meeting will also be documented. Should the student believe the problem was still not satisfactorily resolved, and then he/she may contact:

Georgia Nonpublic Postsecondary Education Commission
2082 E Exchange Place, Suite 220
Tucker, GA 30084-5334
770-414-3300
<https://gnpec.georgia.gov/>

REFUND AND CANCELLATION POLICIES

If a student is not accepted by the school, a refund of all monies paid shall be refunded to the student. This Enrollment Agreement or application to school may be cancelled within three calendar days after the date of signing if the school is notified of the cancellation in writing. The school will promptly refund, in full, all tuition and fees paid no later than thirty days after the cancellation. This does not apply if the student has already started class.

All deposits or down payments are credited as tuition payments unless clearly identified on receipt by the institution as application or other fees.

A student may cancel and receive a full-refund (including any non-refundable application fees), if the student requests a refund within three (3) business days after signing a contract OR no contract is signed and prior to classes beginning the student requests a refund within three (3) business days after making a payment.

Students cancelling class after the commencement of class are to send written notice to the Director, including the last date of attendance and signature. For students who are on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.

Refunds are determined based upon the proration of tuition and percentage of program completed at withdrawal. Tuition charges for the time period will be determined based upon the last date of attendance by the student (or the last date of academically significant interaction for online programs of study). The percentage of the

enrollment period completed is determined by dividing the total number of clock hours elapsed from the student's start date to the last day of attendance, by the total number of hours in the enrollment period. If a student withdraws after completing 50% or more of the program, no refund of tuition will be given.

Refunds will be provided within thirty (30) days of course termination. The school will make a "good faith" effort to make a refund if necessary, by sending certified mail to student's permanent address.

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.

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a) Whether the postponement is for the convenience of the school or student, and:
- b) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within thirty (30) days of the deadline of the new start date set forth in this agreement, determined in accordance with the school's refund policy.

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.

American Home Inspectors Training is not an accredited institution, but is licensed as a nonpublic postsecondary institution by the Georgia Nonpublic Postsecondary Education Commission. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Leadership

Brain Swan, CEO

Instructors

Chris Chirafisi - AHIT Certified; 11 years experience

John Coleman - AHIT Certified; 16 years experience

Kyle Griffin - AHIT Certified; 8 years experience

Chris Kjeldsen - AHIT Certified; BS, Accounting - U of No CO

Steve O'Donnell - AHIT Certified; BS, Zoology/Chemistry - U of Mich.

James Schumacher – AHIT Certified; 14 years experience

James “Mike” Williams - AHIT Certified; BA, Business - U of GA

School Operations

Brad Tusing – 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 Year's Day

Fourth of July

Thanksgiving

Christmas Eve Day

New Year's Eve Day

Memorial Day

Labor Day

Day after Thanksgiving

Christmas 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.