



OCL Real Estate LLC DBA

# American Home Inspectors Training

## Home Inspection Training Courses Academic Catalog

Volume 5

January 1st, 2019 - December 31st, 2019

### Corporate Office

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

### School Locations

Fairfield Inn & Suites by Marriott Louisville East  
1220 Kentucky Mills Drive  
Louisville, Kentucky 40299

Courtyard by Marriott Lexington  
3100 Wall Street  
Lexington, KY 40513

### Postsecondary School Locations

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

### Kentucky Approving Boards

Kentucky Commission on Proprietary Education  
Capital Plaza Tower, Room 302  
500 Metro Street  
Frankfort, KY 40601  
(502) 564-4185

Kentucky Board of Home Inspectors  
911 Leawood Drive  
Frankfort, KY 40601  
(502) 564-3296

### 2019 Classes

March 16 – 22, 2019  
April 6 – 13, 2019  
July 20 – 26, 2019  
August 10 – 17, 2019  
September 28 – October 4, 2019  
December 7 – 14, 2019

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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. 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 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. The receiving institution solely controls transfer decisions.

### *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.

## KENTUCKY 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. The following are requirements for the state of Kentucky:

- \* 64 hours of pre-licensing education
- \* 3 UNPAID home inspections
- \* Pass the National Home Inspector Exam
- \* Application and other requirements at [bhi.ky.gov](http://bhi.ky.gov)

## 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 Kentucky include 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
Kentucky Home Inspection Course	7 days	65 hours	\$1945.00	Certificate of Completion

*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 approximately 30 minutes to an hour 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 live lectures and lab/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, insulation and ventilation manufactured homes, and Kentucky laws/standards of practice according the guidelines set forth by the Kentucky Board of Home Inspectors. 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 Kentucky Home Inspection Course<sup>1</sup>*

<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	<b>TOTAL</b>	<b>\$425.50</b>

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<sup>1</sup> 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.

## Daily Schedule

<b>Day 1</b>		<b>9 hours</b>
8a-1p	Standards of practice, etc	5 hours
1p-2p	Lunch	
2p-6p	Standards of practice, etc	4 hours
<b>Day 2</b>		<b>9.5 hours</b>
8a-1p	General Res Construction	3 hours
	Manufactured homes	2 hours
1p-1:30p	Lunch	
1:30p-6p	Manufactured homes	1 hour
	HVAC	2.5 hours
	Lab	1 hour
<b>Day 3</b>		<b>9.5 hours</b>
8a-1p	HVAC	3.5 hours
	Exteriors, etc	1.5 hours
1p-1:30p	Lunch	
1:30p-6p	Exteriors, etc	4.5 hours
<b>Day 4</b>		<b>9 hours</b>
8a-1p	Structure & Interiors	5 hours
1p-2p	Lunch	
2p-6p	Structure & Interiors	4 hours
<b>Day 5</b>		<b>9.5 hours</b>
8a-1:30p	Electrical/Plumbing	5.5 hours
1:30p -2p	Lunch	
2p-6p	Live Inspections	4 hours
<b>Day 6</b>		<b>9.5 hours</b>
8a-12:30p	Electrical/Plumbing	3.5 hours
	Env Hazards, etc.	1 hour
12:30p-1p	Lunch	
1p-6p	Live Inspections	5 hours
<b>Day 7</b>		<b>8 hours</b>
8a-1p	Live Inspections	5 hours
1p-2p	Lunch	
2p-5p	Standards of practice, etc	2 hours
	Lab	1 hour

## REGISTRATION & TUITION

Students may register for class by phone at (800) 441-9411. To complete registration, students must sign an Enrollment Agreement for classes to be taken through American Home Inspectors Training.

A \$695.00 deposit for the Kentucky Home Inspection Course is required at the time of registration.

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.

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, loans or financing. Financing is available to students through TFC Tuition Financing. Students should contact their admission counselor with questions.

### *Payment Schedule*

<b>COURSE TITLE</b>	<b>Tuition</b>	<b>Payment Options</b>
Kentucky Home Inspection Course	\$1945.00	\$695.00 deposit due at enrollment, \$1250.00 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 6 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.

### *Grading*

Students are graded on a pass/fail system. Those who attend the Kentucky Home Inspection 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, which includes the completion and review of 3 UNPAID inspections completed outside of class.

### *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 main 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.

### *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.

- Not complying with school rules and regulations.
- Unprofessional conduct.
- Unsatisfactory 13 progress.
- Excessive absence or lateness.
- 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 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 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.

### *KENTUCKY 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. Students may also contact the Kentucky Commission on Proprietary Education via mail, phone, or online:

Kentucky Commission on Proprietary Education  
Capital Plaza Tower, Room 302  
500 Mero Street  
Frankfurt, KY 46010  
(502) 564-4185  
<http://kcpe.ky.gov/forms/FormtoFileaComplaint.pdf>

### *STUDENT PROTECTION FUND*

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary Education to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund". This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

## REFUND AND CANCELLATION POLICIES

### *REFUND AND CANCELLATION POLICY*

A full refund of all monies paid will be given to any student who pays for services/items they did not receive.

All advanced monies paid by the student, other than an initial, nonrefundable registration fee, will be refunded if the student submits a written request for refund within three (3) days after signing this enrollment agreement and making initial payment. By signing this enrollment agreement the student acknowledges they are aware of the nonrefundable registration fees listed on page one (1) of this agreement.

Refunds will be calculated on an hourly, pro-ratio basis for students who withdraw during a course. The official termination date and percentage of course completed will be based upon the last date of student attendance. All refunds will be paid to student within sixty (60) days of termination.

### *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.

### *POSTPONEMENT OF START DATE*

Postponement of a starting date, whether at the request of the school or the student, may delay the start of the course until the next scheduled course. The school may request a postponement of start if the course enrollment is low. If the student is unable to attend the postponed course, a full refund will be issued to the student including the nonrefundable registration fee.

### *OTHER TERMS AND CONDITIONS*

A refund for the textbook(s) in the amount shown in the catalog will be made if the textbook(s) is returned sealed and in its original packing less a \$35 re-stocking fee.

A student may be dismissed for creating a safety hazard to other students, disobedient or disrespectful behavior to faculty or other students, unsatisfactory academic progress, poor attendance, unprofessional conduct, excessive absence or lateness, failure to pay fees when due, cheating, falsifying records, breach of enrollment agreement, entering school site while under the influence or effects of alcohol, drugs, or narcotics, of any kind, or carrying a concealed or potentially dangerous weapon.

The School may provide its graduates with assistance and job leads upon graduation, but cannot guarantee job placement or employment.

## ADMINISTRATION AND FACULTY

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

Brian Swan, CEO

### *Instructors*

Derek Pomaville  
James Schumacher  
John Coleman  
Steve O'Donnell  
William Ross

### *School Operations*

Brad Tusing

## 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 Day
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.