



OCL Real Estate LLC DBA

American Home Inspectors Training

Home Inspection Training Courses Academic Catalog

Volume 5

January 1 – December 31, 2019

Corporate Office

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

Pennsylvania School Locations

AHIT conducts courses at:
ABC of Western Pennsylvania
2630 Venture Drive
Gibsonia, PA 15044

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.

Licensed by the
Pennsylvania State Board of
Private Licensed Schools
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333
717-783-6788

2019 Classes
March 1-3, 2019
November 1-3, 2019

TABLE OF CONTENTS

Topic	Page Number
AMERICAN HOME INSPECTORS TRAINING	3
ADMISSION REQUIREMENTS	4
PENNSYLVANIA REQUIREMENTS FOR HOME INSPECTORS	4
MEMBERSHIPS & AFFILIATIONS	5
COURSES	6
REGISTRATION & TUITION	11
ACADEMIC INFORMATION, ATTENDANCE, & STANDARDS OF PROGRESS	12
STUDENT SERVICES	14
RULES OF CONDUCT	15
UNRESOLVED DISPUTES	16
REFUND & CANCELLATION POLICIES	17
ADMINISTRATION & FACULTY	19
ADMINISTRATIVE OFFICE HOURS	19
DISCLOSURES	20

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.

Late Enrollment

There are no provisions for late enrollment.

AMERICAN HOME INSPECTORS TRAINING FACILITIES

American Home Inspectors Training holds training courses at Associated Builders and Contractors, Inc. (ABC) Western Pennsylvania Chapter. The facilities include a training room, lab area, lounge, and restrooms. All Courses are held in designated training areas on pre-scheduled dates.

PENNSYLVANIA 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.

Home inspectors in Pennsylvania do not need to be licensed, but they are governed by statute. Home inspectors are required to be full members in good standing of a national, non-profit home inspection association. According to 68 Pa.C.S. §7502(a)(3), a full member of a national home inspection association “has performed or participated in more than 100 home inspections and has passed a recognized or accredited examination testing knowledge of the proper procedures for conducting a home inspection.” Those who wish to practice in the city of Philadelphia, must submit an application. Information can be found here: <https://business.phila.gov/home-inspector-license/>.

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.

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)	\$1,295.00	Certificate of Completion

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 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

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.

Outline

- I. Introduction to Home Inspection
 - 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
 - A. Foundations
 - B. Framing
 - C. Roofs
- III. Exterior
 - A. Water Resistant Barrier
 - B. Siding/Wall Cladding
 - C. Windows
 - D. Trim
 - E. Exterior Structures
 - F. Garages
- IV. Roofing
 - 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
- V. Plumbing
 - A. Service Entrance Piping
 - B. Distribution Piping
 - C. Drain, Waste & Vent (DWV)
- VI. Heating
 - 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
 - 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
- VIII. Electrical
 - 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
- IX. Insulation
 - A. Materials
 - B. Vapor Retarders
- X. Ventilation
 - A. Attic
 - B. Crawl Space
- XI. Interiors
 - 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
 - A. Masonry Fireplaces
 - B. Factory-built Fireplaces
 - C. Inserts
 - D. Pellet Stoves
 - E. Flues and Chimneys
 - F. Clearances
- XIII. Pools and Spas
 - 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
 - A. State Requirements
 - B. Continuing Education
 - C. Trade Associations
- XV. Business Practices
 - A. Contracts
 - B. Payments
 - C. Recordkeeping
 - D. Insurance

3-Day Professional Home Inspection Blended Course

(online plus live)

147 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 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

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.

Daily Schedule

Day 1

Registration
Industry Introduction
Standards of Practice
Lunch
Inspection Agreement
State Laws

Day 2

Inspection #1
Lunch
Create of Inspection Report
Report Writing Video and Discussion

Day 3

Inspection #2
Review of Inspection
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 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

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 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	\$1,295.00	\$695 deposit due at enrollment, \$800.00 due 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.

Re-enrollment/Readmission

See "Leave of Absence."

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

* For students enrolled in the 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 classroom 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 main corporate offices in Wisconsin and will be retained for the minimum period as required by the state. 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

Employment assistance is provided but the school cannot guarantee job placement to graduates upon program/course completion or upon graduation.

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 academic 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.

Pennsylvania 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(s) was still not satisfactorily resolved, and then he/she may contact:

State Board of Private Licensed Schools
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333

REFUND AND CANCELLATION POLICIES

A full refund of all monies paid if the application is not accepted by the school.

All monies paid by the student, including administration fees, are refunded if s/he requests a refund within five (5) business days after signing this enrollment agreement. A request for cancellation which is not made in writing shall be confirmed in writing by the student within an additional period of five (5) calendar days. The school may retain all of the fee after five (5) calendar days or after ten (10) calendar days absent written confirmation, where required.

If a student terminates the training after five (5) business days and after receiving the texts but prior to class commencement, s/he has two options:

1. The student may retain the texts with a charge of \$245. The \$100 administration fee will be waived.
2. Return the texts in like new condition, with a \$35 restocking fee and \$100 administration fee, for a total charge of \$135.

If a student terminates training after class commencement, the following refunds apply:

<u>% of Course Completed</u>	<u>% of Allowed Refund</u>
First 10% of program	90% of tuition less the cost of program materials
After 10% but within first 25% of program	75% of tuition less the cost of program materials
After 25% but within first 50% of program	50% of tuition less the cost of program materials
After 50%	No refund

Refunds will be provided within 30 days of termination.

The official date of termination or withdrawal of a student shall be determined in the following manner:

1. The date on which the school receives notices of the student's intention to discontinue the training program,
OR
2. The date on which the student was last recorded attending.

The percentage of the program completed will be determined by comparing the number of completed lessons received for services by the school to the total number of lessons in the program.

VETERANS REFUND POLICY

The non-refundable portion of registration fees will not exceed \$10.00. All other charges to the student, including tuition, books and supplies issued by the school, registration fees in the excess of \$10.00, and other fees will not exceed the pro-rata portion of total charges that the length of the completed portion of the course bears to the total length of the course. This policy is in compliance with the requirements of 38 CFR 21.4255.

EXTENUATING CIRCUMSTANCES

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

Postponement of starting date: 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:

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

If the program 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 30 days of the deadline of the new start date set forth in this agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Licensed School Act of 1986.

ADMINISTRATION AND FACULTY

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

Leadership

Brian Swan, President and CEO

Instructors

Chris Chirafisi
John Coleman
Steve O'Donnell
Derik Pomaville
Jim Schumacher

School Operations

Brad Tusing – School 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
Memorial Day
Fourth of July
Labor Day

Thanksgiving
Day after Thanksgiving
Christmas Day
Christmas Eve Day
New Year's 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.