



American Home Inspectors Training

Volume 8

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THE AHIT TEAM

Gary Weiss	Chief Executive Officer
Daniel Harris	President and Chief Revenue Officer
Mike Matoush	Senior Vice President of Education and Learner Experience
Rebecca Piltingsrud	Vice President of Compliance
Nichol Andler	Compliance Director
Jennifer Pingrey	Vice President of Marketing
Bobby DeSpain	Vice President of Sales
Diane Atkinson	Director of Customer Success
Christopher Kjeldsen	Home Inspection Instructor

MISSION STATEMENT

To ignite your full potential and continuously guide your career through innovative thinking, evolved technology, and valuable learning.

ENROLLMENT SCHEDULE

Course scheduling for asynchronous courses is continuous in nature. Available sessions for synchronous courses are presented to students during the enrollment process.

HOLIDAY CALENDAR

New Year's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
Black Friday
Christmas Eve
Christmas Day

FACILITIES AND EQUIPMENT

AHIT courses are delivered through a secure and proprietary Learning Management System (LMS). An internet connection is required (high speed is recommended, but not required). Please refer to our FAQ page at <https://www.ahit.com/faq/> for a full list of requirements. AHIT's facilities include technologically equipped classrooms. All live training courses are held in designated training areas on pre-scheduled dates.

PRIOR TRAINING CREDIT POLICY

Credits from another institution cannot be combined with those earned through AHIT. AHIT does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

ADMISSION POLICY

Enrollments are accepted online via <http://www.ahit.com/> or by phone at 800.441.9411. Admission is open to any person who meets the below qualifications. No qualified person may be excluded from enrollment on the basis of race, color, religion, gender, gender identity and/or expression, national origin, disability, marital status, sexual orientation, or military status.

Applicants Must Meet the Following Requirements

1. Be at least 18 years of age;
2. Submit any required forms (Enrollment Agreements, etc.) as required by state regulations;
3. Have access to internet-compatible devices;
4. Possess base-level computer skills, including ability to read text on screens, click through course material, and take exams online; and
5. Pay appropriate fees.

Rescheduling Live Classes and Field Training

CHANGES MADE BY THE SCHOOL

If the school cancels a live class (for any reason), then you may transfer into another session of your choice at no expense. If the school is unable to make alternative arrangements that are satisfactory, then the school will refund all monies paid. The school is not responsible for any travel expenses (e.g., air, hotel, car rental, etc.) incurred.

ATTENDANCE

Attendance is strictly monitored. Attendance information is recorded and retained in the class files. Students are expected to attend all classes within the time the course is scheduled and actively participate in order to receive a completion certificate. For virtual courses, you agree to log in individually and remain on camera, where applicable, for the entire duration. If you are absent from camera for more than 15 minutes, arrive late, leave early, or miss more than one day, you may be removed from the course and lose course credit or be required to re-enroll with associated fees. Breaks will be included as needed.

Missed class time can be made up at the discretion of the school. If more than one day of class is missed, student may be subject to re-enrollment and any associated fees.

FINANCIAL AID

Financial aid is not available for any courses.

JOB PLACEMENT AND ASSISTANCE

AHIT does not offer job placement services. AHIT makes no representations except as expressly set forth in this catalog, and under no circumstances does AHIT make any claim, promise, or guarantee for employment.

CRIMINAL HISTORY

A criminal history may make you ineligible for the license you are seeking. For questions or information, please contact the licensing agency in the state for which you are interested in becoming licensed.

PROGRESS POLICY

Students must complete 100% of the learning material presented in a course and demonstrate understanding of the material by passing all quizzes and the final exam (where required by the regulatory entity) to receive credit hours for the course. Students who do not complete 100% of the material will not be issued a certificate of completion and will not receive credit hours for the course.

For courses that require monitored seat time or limit credit hours in a 24-hour period, our online course delivery system manages this requirement.

All course enrollment and completion times are recorded in Central Standard Time (CST). AHIT does not have a probation policy in place for courses.

Student Identity Verification

In addition to utilizing a unique username and password to access student profiles and course materials, each student is required to complete a digital signature at the end of the course attesting to his/her identity. Student accounts cannot be shared.

SHARING OF USERNAME AND PASSWORDS

To avoid the potential of a breach of your personal data, AHIT requires all students to maintain the confidentiality of their student account login information and not provide that information to any third party for any reason.

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 twelve (12) months. Students must complete the online training within twelve (12) months. If students are unable to complete the course during the scheduled session, or fail to meet AHIT standards for satisfactory progress or completion, repurchase is required. A discounted fee of fifty percent (50%) of the current retail price will be charged.

GRADING

Students are graded on a pass/fail system. Those who attend live training must be present for all class time. The expectation is that students will engage fully, ask questions, and where required during field training, complete inspection reports of acceptable quality. Students may receive feedback about their skills and knowledge based on in-class participation, fieldwork, and completion of reports. If satisfactory progress is not made during class, AHIT reserves the right

to require that the student re-enroll. See “Leave of Absence.” A fee may apply.

Students will receive a completion certificate upon satisfactory completion of all course requirements including minimum grades, attendance, and any other requirements. Certificates of completion are also available for download from the student’s AHIT account.

EDUCATIONAL PROGRAMS

Professional Home Inspection Online Course

The professional AHIT Home Inspection online course is the industry's most comprehensive home inspection training available. This course contains all the information you need to launch your home inspector career. The course addresses the entire home inspection process using instructor presentations, GoPro video footage of actual inspections and other supportive materials. The proven step-by-step training approach is taught in small segments to make learning easier. The course covers 14 key components of a home inspection.

Starter Package \$699.00

Professional Home Inspector Online Course

A Practical Guide to Home Inspection eTextbook*

Home Inspector Exam Prep*

15 Bonus Courses on marketing, business, and technical training*

*not approved by the Department of Labor and Economic Opportunity for credit toward licensure

Advanced Package \$899.00

Professional Home Inspector Online Course

A Practical Guide to Home Inspection eTextbook*

Home Inspector Exam Prep*

15 Bonus Courses on marketing, business, and technical training*

NHIE Prep eTextbook Manuals*

Marketing and Operating a Profitable Home Inspection Business eTextbook*

*not approved by the Department of Labor and Economic Opportunity for credit toward licensure

Expert Package \$1399.00

Professional Home Inspector Online Course

A Practical Guide to Home Inspection eTextbook*

Home Inspector Exam Prep*

15 Bonus Courses on marketing, business, and technical training*

NHIE Prep eTextbook Manuals*

Marketing and Operating a Profitable Home Inspection Business eTextbook*

Online Mold Certification Course*

Online Radon Certification Course*

*not approved by the Department of Labor and Economic Opportunity for credit toward licensure

DISCRIMINATION AND CONDUCT POLICY

AHIT does not discriminate on the basis of race, color, religion, gender, gender identity and/or expression, national origin, disability, marital status, sexual orientation, or military status in the establishment of fees, entrance qualifications, or standards for successful completion of any course. It is expected that students will conduct themselves in a professional manner and demonstrate respect for their instructors and fellow classmates. The school reserves the right to terminate a student on any of the grounds listed below. Termination notice will be in writing citing the reasons for termination. Tuition will be refunded according to the applicable refund policy.

Possible reasons for termination can include but are not limited to:

- Failure to comply with school rules, policies, 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

Sexual Harassment and Hazing Policy

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, sexual orientation, or disability, will not be tolerated. This includes any kind of intimidation or discrimination. Investigation into 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 dismissal or termination.

Dismissal

Violation of any AHIT policies may result in permanent dismissal from the school. After review of all pertinent facts and information, the President of The CE Shop LLC dba American Home Inspectors Training will make the final determination in regard to dismissal and/or re-admittance.

REFUND POLICY

American Home Inspectors Training is committed to student satisfaction. If you are unsatisfied for any reason, American Home Inspectors Training will refund the purchase price of any course if the refund request is submitted within thirty (30) days of purchase, prior to course expiration, and

the course is not more than fifty percent (50%) complete.

Regarding Exam Prep Edge, American Home Inspectors Training will refund the purchase price of any Exam Prep Edge product if the refund request is submitted within thirty (30) days of purchase and if the initial assessment has not been completed.

American Home Inspectors Training does not offer price adjustments on previously purchased items.

Live Classroom and Live Online Course Policies

By enrolling in a live classroom or live online course, you agree to attend all scheduled sessions in full.

Refunds are only available if requested within 30 days of purchase. Refunds will only be issued if the course is not more than 50% complete.

Rescheduling a course is permitted up to 15 calendar days prior to the course scheduled date. One course reschedule is permitted at no cost. Additional course reschedules will be charged 50% of the current retail price.

You must participate in all required activities (quizzes, polls, discussions, etc.), verify your identity, and use an approved device (desktop, laptop, or mobile device with a stable internet connection and camera). Disruptive behavior or non-compliance may result in removal from the course without refund.

RECORDS

Student records are retained for the minimum time required by state regulations. Online student files are maintained online in our cloud-based servers, and paper files are held at AHIT's corporate offices. 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, family members, or other schools unless a written request has been made by the student. Please visit our website to view our FERPA policy.

STUDENT GRIEVANCE PROCEDURE

Students who have a grievance with the school are encouraged to resolve the matter with their instructor. If still unsatisfied, the grievance may be addressed to the School Director or President of The CE Shop LLC dba American Home Inspectors Training (The CE Shop) at The CE Shop, 5670 Greenwood Plaza Blvd, Suite 340W, Greenwood Village, Colorado 80111, Telephone: 888-850-0889. A student may be dismissed for any violation of the school rules, policies, and/or regulations as set forth herein. The President of The CE Shop, after consultation with all parties involved, makes the final decision. Where appropriate, the President of The CE Shop will review each case and decide whether to grant re-admittance.

Attempting to resolve any issue with the School first is strongly encouraged. To file a complaint with the Michigan Post-Secondary Schools unit (PSS) within the Department of Labor and Economic Opportunity, Office of Employment and Training, submit a completed "Statement of Complaint" by mail to:

State of Michigan
Department of Labor and Economic Opportunity
Employment & Training, Post-Secondary Schools
P.O. Box 30726
Lansing, MI 48907

The "Statement of Complaint" form can be found on the website:
<https://www.michigan.gov/leo/bureaus-agencies/wd/pss>