



## American Home Inspectors Training Catalog

### Volume 26

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Mbition LLC dba American Home Inspectors Training

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Greenwood Village, Colorado 80111

Phone: 800.441.9411

[www.ahit.com](http://www.ahit.com)

Mbition LLC dba American Home Inspectors Training (AHIT) is a private (not public) training institution that is a registered LLC in the state of Delaware, and owned by The CE Shop LLC

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## **SCHOOL INFORMATION**

### **Mission**

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

### **Purpose**

Our best-in-class, comprehensive home inspection training, coupled with our marketing and technical support services, will set you up for success in your new home inspection career.

### **Administration**

Gary Weiss	Chief Operating Officer
Mike Matoush	Senior Vice President of Education and Learner Experience
Rebecca Piltingsrud	VP of Compliance
Nichol Andler	Director of Compliance
Bobby Despain	VP of Sales
Jennifer Pingrey	VP Marketing
Chris Kjeldsen	Instructor

### **Facilities**

The American Home Inspectors Training corporate offices are located at 5670 Greenwood Plaza Blvd, Suite 340W, Greenwood Village, Colorado 80111. Courses are delivered through a secure and proprietary Learning Management System (LMS). The LMS is accessible online through common internet browsers (Chrome, Firefox, Microsoft Edge, and Safari). An internet connection is required (high speed is recommended but not required). Training facilities include technologically equipped classrooms. All live training courses are held in designated training areas on pre-scheduled dates.

### **Registration**

Students may register via the website or by calling 800.441.9411. Certain states require a signed Enrollment Agreement and other disclosures to complete registration.

### **Holiday Calendar**

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

Christmas Eve  
Christmas Day

## Admission Requirements

Admission is open to any person meeting 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:

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

## Technical System Requirements

Courses are delivered through a secure and proprietary Learning Management System (LMS). An internet connection is required (high speed is recommended, but not required).

## Student Technical Support

Students can contact our customer support team for technical and administrative support by email, phone, and online chat. Normal business hours are 7:00 am to 8:00 pm CT Monday through Friday. 9:00 am to 3:30 pm CT Saturday. Closed Sunday.

## Disclosures

American Home Inspectors Training is not an accredited institution.

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. The information contained in this catalog is true and correct to the best of our knowledge.

Due to the tax law which mandates that online businesses must collect sales tax in certain states, if your state requires sales tax to be collected, it will automatically be added to the total amount due at checkout minus any donation made to The CE Shop Foundation. In addition, if you choose

to set-up a payment plan, sales tax will be added to each monthly payment plan total. For questions, please contact The CE Shop at 1.888.827.0777 or Support@TheCEShop.com.

## **ADMINISTRATIVE POLICIES**

### **Enrollment Procedure**

Enrollments are accepted via our school website at [www.ahit.com](http://www.ahit.com) or by phone at 800.441.9411.

AHIT partners with Environmental Consultants and Affiliates Network (ECAN LLC) to provide radon and mold course content. When a student enrolls in one of these courses, they will be directed to ECAN for access to the course, and by accessing the course, agrees to ECAN's enrollment and school policies.

### **Rescheduling Courses**

Within five (5) business days of the date of purchase, you may reschedule live class dates at no additional cost, if it is more than fifteen (15) business days prior to the start of class. You may request a one-time reschedule of your selected class dates for a fee of fifteen percent (15%) of the current retail cost, paid in full at the time the request is made. All rescheduling requests must be received at least fifteen (15) business days prior to the start date of scheduled class. Rescheduling requests less than fifteen (15) business days of the start date result in forfeiture of tuition and you can be re-enrolled in a new upcoming class at a discounted fee of fifty percent (50%) of the current retail cost.

If AHIT cancels a live class (for any reason), then a student may transfer into another session of his or her choice at no expense to the student. AHIT is not responsible for any travel expenses (e.g., air, hotel, car rental, etc.) the student incurs. If the school is unable to make alternative arrangements that are satisfactory to the student, then the school will refund all monies paid by the student of the class, if the regulatory agency only allows live training.

### **Expiration and Course Extensions**

Courses and in person/field training must be completed within 12 months of enrollment date. If you are unable to complete your course within the initial 12-month period, then you may extend your course access for a fee, when allowed by the regulatory body. American Home Inspectors Training will charge the student 20% of the current retail price of the course for each 30-day extension or partial 30-day extension in the event that the course expires prior to the end of the final 30-day extension. Students must contact AHIT 30 days prior to expiration to obtain an extension. Access to the course after 30 days from initial expiration requires re-enrollment. A discounted fee of 50% of the current retail price will be charged for re-enrollment in the course and no progress will be kept.

## **Credit for Previous Training, Education, or Experience**

Credits earned from another institution cannot be combined with those earned through American Home Inspectors Training. American Home Inspectors Training does not guarantee the transferability of its credits to any other institution unless a written agreement exists with another institution.

## **Records**

The school will permanently maintain student academic records. Students are entitled to receive a copy of their course completion certificate and/or school transcript if requested. Quiz and exam results display immediately after submission, within the course, and all results are accessible at any time through the course navigation feature of the course.

## **Job Placement**

American Home Inspectors Training does not offer job placement services. 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.

## **Reasonable Accommodation Policy**

American Home Inspectors Training provides reasonable accommodations for disabilities. Students must provide 10 to 14 business days' notice in order for their accommodation to be properly processed.

## **Student Conduct Policy**

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

## **Tuition and Pricing Policy**

Students enrolled in the same program may pay different tuition based upon effective dates of promotions. Tuition at the time of enrollment is final. 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
- Military personnel

American Home Inspectors Training does not offer scholarships or loans. Financial aid is not available for any courses. Financing is available to qualified students. Students should contact a customer service representative for details.

## **Refund and Cancellation Policy**

AHIT is committed to student satisfaction. If you are unsatisfied for any reason, AHIT will refund the purchase price of any course if the refund request is submitted within thirty (30) days of purchase, prior to course expiration, the course is not more than 50% completed, and the live class hasn't started, minus \$150 cost of materials and books, and any sales tax charged. No refunds will be issued if online training is more than 50% complete or if live classes have started.

Live (synchronous) courses are refundable up to three (3) weeks (fifteen (15) business days) prior to the scheduled start date of class. No refunds will be issued if online training is more than fifty percent (50%) complete or if the live class has started.

If one or more items in your order has an extended ship date or your class has started, your loan payment(s), including interest, may be due before the merchant ships all of the items. Please note that you may not receive a rebate of any interest that may have already accrued on an amount that later gets refunded.

## **Grievance Policy**

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 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 CEO of The CE Shop, after consultation with all parties involved, makes the final decision. Where appropriate, the CEO of The CE Shop will review each case and decide whether to grant re-admittance.

## Ohio 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 the Ohio State Board of Career Colleges and Schools. 30 East Broad Street, Suite 2481, Columbus, OH 43215. 877-275-4219.

## **ACADEMIC POLICIES**

### **Progress, Completion, and Attendance Requirements**

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 not completing 100% of the material will not be issued a certificate of completion and will not receive credit hours for the course.

#### **ATTENDANCE**

Attendance in live classes 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 classes within the time the course is scheduled to receive a completion certificate. Paid tuition will be refunded according to the applicable refund policy.

#### **ABSENCE**

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

#### **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 12 months. Students must complete the online training within 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, re-enrollment is required. A discounted fee of 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. 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.

Depending on your state's requirements, a completion certificate will be available within 72

hours of completing all requirements.

## Course Completion

Students will receive a completion certificate upon satisfactory completion of all course requirements including minimum grades, attendance, and any other requirements.

Once all required coursework has been completed, students must certify that they were the student/licensee who completed the coursework. This is accomplished at the end of each course, within our LMS. A course and instructor evaluation is also presented at this time to the student. Once certification has taken place, the student's certificate of completion is sent to the student via an automated email and is also stored in the student's online account for a minimum of five years unless otherwise stated. Any exceptions to these rules will be provided to the student in the requirement details on the web page, email instructions, and/or course orientation and completion slides.

## Educational Program

### PROFESSIONAL HOME INSPECTION ONLINE COURSE - 120 HOURS

#### COURSE OBJECTIVE

Upon completion, students will be able to conduct a thorough home inspection from the first contact with the customer to submitting a completed report.

#### COURSE DESCRIPTION

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. 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.

Students are given 500 review questions throughout the course. A 100-question final exam at the end of the course must be passed with a minimum score of 75%. Upon successful completion of the course, 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.

#### COURSE OUTLINE

##### **I. Introduction to Home Inspection**

A. An Overview

##### **VI. Heating**

A. Combustion Appliances

##### **X. Ventilation**

A. Attic

- 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)

- 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

- 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 Woodburning 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

## **COURSE PRICING**

Tax - Due to the tax law which mandates that online businesses must collect sales tax in certain

states, if your state requires sales tax to be collected, it will automatically be added to the total amount due at checkout minus any donation made to The CE Shop Foundation.

Professional Home Inspection Starter Package \$1599.00

- Professional Home Inspection Online Course
- A Practical Guide to Home Inspection eBook
- Home Inspector Exam Prep
- 15 Bonus Marketing, Business, and Technical Courses

Professional Home Inspection Advanced Package \$1799.00

- Professional Home Inspection Online Course
- A Practical Guide to Home Inspection eBook
- Home Inspector Exam Prep
- 15 Bonus Marketing, Business, and Technical Courses
- Two NHIE Prep eBooks from the Exam Creators
- Marketing and Operating a Profitable Home Inspection Business eBook

Professional Home Inspection Expert Package \$2299.00

- Professional Home Inspection Online Course
- A Practical Guide to Home Inspection eBook
- Home Inspector Exam Prep
- 15 Bonus Marketing, Business, and Technical Courses
- Two NHIE Prep eBooks from the Exam Creators
- Marketing and Operating a Profitable Home Inspection Business eBook
- Online Mold Certification Course
- Online Radon Certification Course

Ohio Curriculum of Experience 40 hours

Clock Hours

One clock hour equals 60 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. 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 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, Ohio Standards of Practice, Ohio home inspector laws, heating and cooling, interiors, and insulation and ventilation. Teaching techniques include hands-on exercises, live experience (field), 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.

## Ohio Peer Review

Peer review starts at 8 am and concludes at 6 pm. Students complete a Peer Review with one of AHIT's Ohio approved instructors. Completion of the Peer Review is completed in compliance with Ohio Administrative Code 1301:17-1-15.

Ohio Home Inspector Live Class Training

\$1000.00

No Discounts Allowed

Ohio 40-Hour Curriculum of Experience 2023

Ohio Peer Review

Classroom Practice Reports

Hands-on practice in 13 local homes