



American Home Inspectors Training Catalog

Volume 10

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Mbition LLC dba American Home Inspectors Training

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American Home Inspectors Training (AHIT) is authorized by the Tennessee Higher Education Commission. This authorization is based on an evaluation of minimum standards concerning the provision of education, ethical business practices, and fiscal responsibility

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SCHOOL INFORMATION

ADMINISTRATION

Gary Weiss	Chief Operating Officer
Dan Harris	President and Chief Revenue Officer
Mike Matoush	VP of Education and Learner Experience
Rebecca Piltingsrud	Compliance Supervisor
Nichol Andler	School Director/Director of Compliance
Bobby Despain	Vice President of Sales
Jennifer Pingrey	Vice President of Marketing
Diane Atkinson	Customer Success Manager
Chris Kjeldsen	Instructor

SCHOOL CALENDAR

American Home Inspectors Training (AHIT) does not run in terms of semesters or quarters.

HOLIDAY CALENDAR

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

ENROLLMENT

Enrollments are accepted via our school website <https://www.ahit.com/> or by phone at 1.855.919.1414. 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:

1. Be at least 18 years of age.
2. Submit any required forms (Enrollment Agreements, etc.) as required by state postsecondary 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.
5. Pay appropriate fees.

Students may register via the website or by calling 855.919.1414. Certain states require a signed Enrollment Agreement and other disclosures to complete registration.

ACADEMIC INFORMATION, ATTENDANCE, AND STANDARDS OF PROGRESS

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 and actively participate in order to receive a completion certificate. Paid tuition will be refunded according to the applicable refund policy.

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.

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. 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 seventy-two (72) hours of completing all requirements.

SATISFACTORY PROGRESS

Students may receive feedback about their skills and knowledge based on in-class participation, fieldwork, and completion of reports.

COMPLETION

Students will receive a completion certificate upon satisfactory completion of all course requirements including minimum grades, attendance, and any other requirements including, but not limited to, affidavit and course/instructor survey.

DISCRIMINATION AND CONDUCT POLICY

American Home Inspectors Training 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

American Home Inspectors Training 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 American Home Inspectors Training 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.

TUITION AND PRICING POLICIES

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. Financing is available to qualified students. Students should contact a customer service representative for details.

EDUCATIONAL PROGRAM

PROFESSIONAL HOME INSPECTION ONLINE COURSE - 90 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
- 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

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

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 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

- 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)

- 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

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

Professional Home Inspection Starter Package \$699.00

- 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 Starter + Live* Package \$1299.00

- 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
- Live Field Training*

Professional Home Inspection Expert Package \$1399.00

- 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

**Live Field Training is a non-credit supplement and for professional development only. You will not receive any credit hours for completing the live portion of the Starter + Live course package.*

STUDENT SERVICES

No student services provided, such as placement assistance.

FACILITIES

American Home Inspectors Training's facilities include technologically equipped classrooms. All live training courses are held in designated training areas on pre-scheduled dates.

SOFTWARE

AHIT students receive a trial of home inspection software with enrollment in a pre-license course. AHIT students may also purchase home inspection software separately. As a user of that software, you agree to their terms and conditions.

PREVIOUS CREDITS

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.

CREDITS EARNED AT THIS INSTITUTION

Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

REFUND POLICY

- a. If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student for the period of enrollment for which the student was charged, less an administrative fee of one hundred dollars (\$100.00);
- b. A student who withdraws at any time is entitled to a full refund of any fee, regardless of whether the fee is included in tuition, paid to the institution for tangible goods or services not delivered to or fully provided to the student;
- c. In addition to subparagraph (4)(b) of this rule, if after classes have commenced and before expiration of ten percent (10%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the twenty-five percent (25%) the student owes the institution, less administrative fee of one hundred dollars (\$100.00);

- d. In addition to subparagraph (4)(b) of this rule, if after expiration of ten percent (10%) of the period of enrollment for which the student was charged, and before expiration of twenty-five percent (25%) of the period, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal twenty-five percent (25%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the seventy-five percent (75%) the student owes the institution, less administrative fee of one hundred dollars (\$100.00); or
- e. In addition to subparagraph (4)(b) of this rule, if after expiration of twenty-five percent (25%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the tuition and other fees charged by the institution.
- f. For a student who cannot complete one or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fees paid and, if the student has institutional loans, forgive the amounts owed by the student.

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 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.

Tennessee Unresolved Disputes

Every attempt at a satisfactory resolution will be made. If the complaint cannot be resolved after meeting with the school, the student may contact:

Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
Phone: 615-741-3605

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization after exhausting the grievance process at the institution.