WASHINGTON
HOME INSPECTOR

Home Inspector
Examination
for Washington

Candidate Handbook

November 2011

Applied Measurement Professionals, Inc.

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QUESTIONS ABOUT LICENSING

Questions regarding license application or information concerning licensure requirements should be directed to:

Home Inspector Licensing
PO Box 9021
Olympia, WA 98507-9021
Phone: (360) 664-6487
Fax: (360) 586-0998
Web: *www.dol.wa.gov/business/homeinspectors*

HOW TO CONTACT AMP

For inquiries and general registration information write or call:

Candidate Support Center
Applied Measurement Professionals, Inc.
18000 W. 105th Street
Olathe, KS 66061-7543
Phone: (913) 895-4600
Fax: (913) 895-4650
Web: *www.goAMP.com*
Email: *info@goAMP.com*

Rev. 11/17/2011

INTRODUCTION

The Washington State Department of Licensing (DOL) has retained the services of Applied Measurement Professionals, Inc. (AMP) to assist with the administration, scoring and analysis of the Home Inspector Examination for Washington. As a full-service testing company, AMP provides expertise and support to associations, state credentialing agencies and private industry in examination development, administration, scoring and reporting of examinations.

The Home Inspector Examination is a home inspection competence assessment tool developed primarily by the Examination Board of Professional Home Inspectors (EBPHI) with additional Washington specific questions as noted in the content overview in this handbook. The examination evaluates the technical and professional qualifications of home inspectors and consists of questions covering topics derived from a formal role delineation study. The study determined the knowledge bases and skills necessary for competent practice in home inspection.

This handbook provides information that you will need to register for the Home Inspector Examination for Washington. Be sure to keep this handbook after you have registered for the examination; you may wish to refer to it later.

STATEMENT OF NONDISCRIMINATION

AMP does not discriminate among candidates on the basis of age, gender, race, religion, national origin, disability, marital status, sexual orientation or gender identification.

EXAMINATION INFORMATION

This handbook contains general information regarding the Home Inspector Examination developed by the EBPHI. The EBPHI is an independent examination organization whose objective is to promote excellence and exemplary practice within the home inspection profession and to serve the public through its quality assurance efforts. The examination is given in two sessions and must be taken on the same day.

EXAMINATION ELIGIBILITY

To sit for the Washington Home Inspector Examination, you must have completed an approved Fundamentals of Home Inspection course (120 clock hours) and have 40 hours of field training and be approved by the DOL.

HOW THE EXAMINATION IS ADMINISTERED

The Home Inspector Examination is administered by computer at the following AMP Assessment Centers in Washington. The examinations are administered by appointment only Monday through Saturday at 9:00 a.m. and 1:30 p.m.

Location 1: Seattle (Bellevue), Washington

H&R Block
15015 Main Street
Suite 111B
Bellevue, WA 98007

Directions: Exit 11 from Interstate 90 to 148th Street SE. Approximately two miles north to the intersection of Main and 148th Streets. Test center is in H&R Block office located in the Kelsey Creek Shopping Center.

Location 2: Seattle, Washington

H&R Block
113 1st Ave N
Seattle, WA 98109
Directions: From I-5 Northbound exit on Mercer Street toward Seattle Center. Turn right on Fairview Ave then turn left on Valley St. Follow Valley St. through 2 traffic lights, the street then becomes Broad St. (You will be following signs directing you toward Seattle Center.) Turn right on Denny Way, then turn right on 1st Ave North (one way heading North). H&R Block is on-half block North of Denny on the West (left) side of 1st Ave N. Paid street parking and paid parking lots are available nearby.

Location 3: Spokane, Washington

H&R Block
1601 N. Division
Suite I
Spokane, WA 99207

Directions: Located on the corner of Mission Street and Division Street.

Location 4: Tacoma, Washington

H&R Block
7626 S. Tacoma Way
Tacoma, WA 98409

Directions: From I-5 heading South – take Exit 129 toward So 72nd ST/ SO 84th ST. Take the SO. 74th ST. West ramp. Turn slight right onto S. 74th St. Turn Left on S. Tacoma Way. End at 7626 S. Tacoma Way on the right hand side of the road.

From I-5 heading North – take the So 72nd St. Exit 129. Turn left onto So. 72nd St. Turn Left on S. Tacoma Way. End at 7626 S. Tacoma Way on the right hand side of the road.

Location 5: Yakima, Washington

Farmers Insurance
1340 N. 16th Avenue, Suite A
Yakima, WA 98902

Directions: From I-82E/US-97S – Take exit 31A/B for N 1st Street/US-12W toward Naches. Keep right at the fork to continue and merge onto US-12 W. Take the 16th Ave exit and turn left. Drive about .3 miles and location should be on your right. Once you enter the office park, take the first left. Drive past the Farmers drive-up claims center and the office is located in the second building on the right.

From I-82W – Take a slight right at US-12 W (signs for US-12 W/Naches/white Pass). Take the 16th Ave exit and turn left. Drive about .3 miles and location should be on your right. Once you enter the office park, take the first left. Drive past the Farmers drive-up claims center and the office is located in the second building on the right.

Location 6: Everett, Washington

H&R Block
7010 Evergreen Way
Everett, WA 98203

Directions: From I-5 take exit 189 onto WA-526 toward Mukilteo/Whidbey Is. Take the Evergreen Way Exit, the first exit. Turn right onto Evergreen Way. Proceed north on Evergreen Way 1 mile to 7010 Evergreen Way on the left.

Location 7: Kennewick, Washington

H&R Block
4018 W. Clearwater Avenue
Kennewick, WA 99336

Directions: From 395 south turn right on Clearwater Avenue. The office is located on the right side next door to Les Schwab in the Sparks Plaza.

Location 8: East Wenatchee, Washington

H&R Block
636 Valley Mall Parkway, Suite A4
East Wenatchee, WA 98802

Directions: From Blewett or Snoqualmie Pass US-2 E/US-97 N – Slight right to merge onto US-2 E/US-97 N toward Okanogan/Spokane – 2.2 mi (do not go straight that will take you into Wenatchee. You want to cross over the Odebashien Bridge) Turn right at Sunset Hwy/WA-28 E – 3.7 mi Turn left at 9th St NE – 367 ft Take the 1st right onto N Valley Mall Pkwy. Destination will be on the right.

From Quincy Area West bound on Highway 28 Right turn at 9th St NE Take the 1st right onto N Valley Mall Pkwy. Destination will be on the right.

Location 9: Vancouver, Washington

Executive Center Northwest
10000 NE 7th Avenue, Suite 400
Vancouver, WA 98685

Directions: Southbound I-5: Take exit 5, stay right on the exit (turns into 99th). McDonalds and Columbia Credit Union are on the left. Take the 2nd right on NE 7th Ave (Chevron on the corner). It is the tall brick building with the green roof behind the Chevron. The site is on the 4th floor – suite 400.

Northbound I-5: Take exit 5, stay left. McDonalds and Columbia Credit Union are on the left. Take the 2nd right on NE 7th Ave (Chevron on the corner). It is the tall brick building with the green roof behind the Chevron. The site is on the 4th floor – suite 400.

HOLIDAYS

Examinations will not be offered on the following holidays:

New Year's Day
Martin Luther King Day
Presidents' Day
Good Friday
Memorial Day
Independence Day (July 4)
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day (and the following Friday)
Christmas Eve Day
Christmas Day
New Year's Eve Day

EXAMINATION FEE

Examination Fees:	
State Portion Only	$125
National Portion Only	$250
Both Portions	$300

Payment may be made by credit card (VISA, MasterCard, American Express or Discover), cashier's check, money order or personal check made payable to AMP. Payment by cash is not acceptable.

Credit card transactions that are declined and checks that are returned due to insufficient funds will be subject to a $25 handling fee. You must send a cashier's check or money order for the amount due, including the handling fee, to AMP to cover declined credit card transactions or returned checks.

Examination fees are valid for 12 months. Candidates who submit an examination fee and fail to schedule an examination appointment within 12 months will be required to submit the examination fee and reregister for the examination.

SCHEDULING AN EXAMINATION APPOINTMENT

When your eligibility has been confirmed by the DOL, you will receive an e-mail notification with instructions for scheduling your examination appointment. This confirmation notice will include your candidate identification number that begins with the prefix "WHI" followed by 6 numbers. You will need this identification number to schedule your examination.

1. **Online Scheduling:**
   - Go to ***www.goAMP.com*** and select "Candidates."
   - Follow the simple, step-by-step instructions to choose your examination program and register for the examination. Please have your credit card available for payment of examination fees.
2. **Telephone Scheduling:** Call AMP toll-free at (800) 345-6559 from 5:00 a.m. to 7:00 p.m. (Pacific Time) Monday through Thursday, 5:00 a.m. to 5:00 p.m. on Friday and 6:30 a.m. to 3:00 p.m. on Saturday. Please have your credit card available for payment of examination fees.
3. **Mail your registration form. This is a two-step process:**

   Complete the registration form included in this handbook and mail it to AMP with the examination fee (paid by cashier's check, money order or personal check) to the address indicated on the form. All sections of this form must be completed. This form will be returned, if it is incomplete, illegible or submitted with an incorrect fee.

   AMP will process the paper application and within approximately two weeks will send a confirmation notice including a website address and toll-free telephone number to contact AMP to schedule an examination appointment.

When you contact AMP to schedule your appointment, please be prepared to confirm a date and location for testing and to provide your name and candidate identification number assigned by the Department of Licensing. All individuals are scheduled on a first-come, first-served basis. Refer to the following chart.

If you contact AMP by 1:00 Pacific Time on…	Depending on availability, your examination may be scheduled as early as…
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday/Saturday
Friday	Monday

You will be notified of the date and time to report to the Assessment Center. You will only be allowed to take the examination type for which you have applied; no changes in examination type will be made at the Assessment Center. UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED to the Assessment Center.

Special Arrangements for Candidates with Disabilities

AMP complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability as defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment is deprived of the opportunity to take the examination solely by reason of that disability. AMP will provide reasonable accommodations for candidates with disabilities. Candidates requesting special accommodations must call AMP at (800) 345-6559 to schedule their examination.

1. Wheelchair access is available at all established Assessment Centers. Candidates must advise AMP at the time of scheduling that wheelchair access is necessary.
2. Candidates with visual, sensory, physical or learning disabilities that would prevent them from taking the examination under standard conditions may request special accommodations.

Verification of the disability and a statement of the specific type of assistance needed must be made in writing to AMP at least 45 calendar days prior to your desired examination date by completing the *Request for Special Examination Accommodations* and *Documentation of Disability-Related Needs* forms included in this handbook. AMP will contact you regarding your request for accommodations within 10 business days of receipt.

TELECOMMUNICATION DEVICES FOR THE DEAF

AMP is equipped with Telecommunication Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates. TDD calling is available 6:30 a.m. to 3:00 p.m. (Pacific Time) Monday-Friday at (913) 895-4637. This TDD phone option is for individuals equipped with compatible TDD machinery.

EXAMINATION APPOINTMENT CHANGES

You may reschedule your examination appointment at no charge once online at *www.goAMP.com* or by calling AMP at (800) 345-6559 at least **one business day prior to the scheduled testing session.** (See following table.)

If your examination is scheduled on...	You must contact AMP by 1:00 p.m. Pacific Time to reschedule your examination by the previous...
Monday	Friday
Tuesday	Monday
Wednesday	Tuesday
Thursday	Wednesday
Friday	Thursday

MISSED APPOINTMENTS AND CANCELLATIONS

You will forfeit the application and all fees paid to take the examination if you:

- wish to reschedule an examination but fail to contact AMP at least one business day prior to the scheduled testing session
- wish to reschedule a second time
- appear more than 15 minutes late for an examination
- fail to report for an examination appointment
- fail to provide the identification required and are denied admittance to the examination
- fail to provide a fingerprint scan

A complete application and examination fee are required to reapply for the examination. All fees for missed appointments must be paid before you can schedule a subsequent examination appointment.

INCLEMENT WEATHER, EMERGENCY OR POWER FAILURE

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the Assessment Center.

You may visit AMP's website at *www.goAMP.com* prior to the examination to determine if AMP has been advised that any Assessment Centers are closed.

Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to an Assessment Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact, but for security reasons the questions will be scrambled.

NO REFUNDS

If you fail to arrive at the Assessment Center on the date and time you are scheduled for your examination, you will not be refunded any portion of your examination fee and must reregister by contacting AMP; examination fees may NOT be transferred to another appointment.

If you arrive more than 15 minutes late for your appointment, you will not be admitted, will forfeit your examination fee, and must reregister for the examination online at *www.goAMP.com* or by contacting AMP.

EXAMINATION CONTENT

To begin your preparation in an informed and organized manner, you should know what to expect from the actual examination in terms of the content. Information regarding the content of the examination you will be taking is presented in the following sections.

The questions on the examination are designed to measure your ability to understand and apply the fundamental principles of Home Inspection and to demonstrate your knowledge of applicable laws and rules in Washington. The examination consists of two parts, a national and state portion. When taking both portions, the questions on the two portions will be intermixed and will not appear as separate sections. The full examination has 199 multiple-choice items plus 5 unscored pretest items. The total time allowed for the full examination is 4 hours.

If taken separately, the national portion consists of 175 multiple-choice questions plus 5 unscored pretest items. You will have 3 hours to complete the examination. The state portion consists of 24 multiple-choice questions, plus 5 unscored pretest questions. You will have 1 hour to complete the examination.

The national content outline is included in the back of this handbook.

Sample Questions

The following illustrate the type of questions used in the Washington Home Inspector Examination. These sample questions do not represent the full range of content or difficulty levels contained in the examinations. They are intended to help you become familiar with the types and formats of questions on the examination. Read each question and decide which answer is best. You may then check your answers with the answer key that follows.

1. A gas-fired clothes dryer exhaust vent

   A. must be at least a class B type vent.
   B. may vent into a vent or chimney used by a gas furnace.
   C. must be screened at the duct termination.
   D. must be vented to the outdoors.

2. When a central air conditioning compressor is operating properly

   A. the low pressure line is warm and the high pressure line is cold.
   B. the low pressure line is cold and the high pressure line is warm.
   C. cold air will be exhausted from the condensing unit.
   D. condensation will form on the high pressure line.

3. Most problems with concrete are caused at the time of installation. What single factor causes most of these?

   A. the concrete has insufficient thickness
   B. too much water is added
   C. too much portland cement is added
   D. too little portland cement is used

4. Which of the following BEST describes this report statement? “The gutters are pitted and it would be foolish to repair them. Replacement with copper gutters would be more prudent.”

   A. disclaimer of potential failing system
   B. appropriate recommendation
   C. implication of condition
   D. overstepping of inspector’s role

5. Metallic-sheathed cable, commonly called BX/Armored Cable

   A. may be used beneath covered decks and under exterior eaves.
   B. is the preferred wiring system for kitchen disposers.
   C. does not require a third copper grounding conductor.
   D. requires a bare copper grounding conductor.

6. Which of the following is NOT a function of roof expansion joints in low slope roofing?

   A. accommodate roof movement from thermal expansion
   B. help prevent membrane splits
   C. help prevent loss of mineral granules or gravel
   D. reduce ridging in roof membrane

ANSWER KEY

1.	D	4.	D
2.	B	5.	C
3.	B	6.	C

THE DAY OF THE EXAMINATION

Your examination will be given by computer at an AMP Assessment Center. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the Assessment Center no later than your scheduled testing time. Look for signs indicating AMP Assessment Center Check-in. IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME, YOU WILL NOT BE ADMITTED.

Identification

To gain admission to the Assessment Center you must present proper identification and provide a fingerprint scan prior to beginning your examination. You must present two forms of identification, one with a current photograph. Both forms of identification must be current (not expired) and include your current name and signature. You will be required to sign a roster for verification of identity.

Acceptable forms of photo identification include a current driver’s license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as the primary form of identification, but may be used as secondary identification if they include your name and signature. The name on your identification must match your name on the examination roster.

During your examination process, you will be required to provide biometric verification of your identity. Biometric identification may include photography, fingerprint scan, or other. Your examination session is also subject to video surveillance. If you do not agree to these conditions,

you will not be able to test and will be excused from the Assessment Center. Your examination fee will NOT be refunded.

YOU MUST HAVE PROPER IDENTIFICATION AND PROVIDE A VALID FINGERPRINT SCAN TO BEGIN THE EXAMINATION. Failure to provide appropriate identification and fingerprint scan at the time of the examination is considered a missed appointment. There will be no refund of your examination fee.

RULES FOR THE EXAMINATION

Security

AMP administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers or cellular phones are allowed in the testing room. Possession of a cellular phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- Only silent, non-programmable calculators without alpha keys or printing capabilities are allowed in the testing room.
- No guests, visitors or family members are allowed in the testing room or reception areas.

Personal Belongings

No personal items, valuables, or weapons should be brought to the Assessment Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- watches
- hats
- cell phones or personal communication devices

Once you have placed everything into the soft locker, you will be asked to pull your pockets out to ensure they are empty. If all personal items will not fit in the soft locker you will not be able to test. The site will not store any personal belongings.

If any personal items are observed in the testing room after the examination is started, the administration will be forfeited.

Examination Restrictions

- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive your score report.
- No documents or notes of any kind may be removed from the Assessment Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

Misconduct

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular phones, PDAs;
- talk or participate in conversation with other examination candidates;
- give or receive help or is suspected of doing so;
- leave the Assessment Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or
- are observed with notes, books or other aids without it being noted on the roster.

Copyrighted Examination Questions

All examination questions are copyrighted. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

Practice Examination

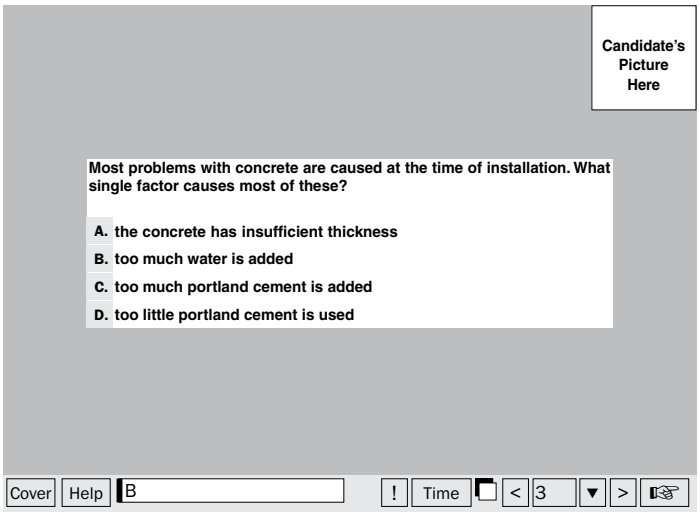
After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your candidate identification number and to provide a fingerprint scan. You will take your

photograph which will remain on screen throughout your examination session. This photograph will also print on your score report.

Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

Timed Examination

Following the practice examination, you will begin the actual examination.



The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the "Time" box in the lower right portion of the screen or select the Time key to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination questions are identified as A, B, C, or D. You must indicate your choice by either typing the letter in the response box in the lower left portion of the computer screen or clicking on the option using the mouse. To change your answer, enter a different option by pressing the A, B, C, or D key or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen or select the NEXT key. This action will move you forward through the examination question by question. If you wish to review any question, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the hand icon or select the NEXT key to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the hand icon or press the NEXT key. When the examination is completed, the number of questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

Candidate Comments

During the examination, comments may be provided for any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

FOLLOWING THE EXAMINATION

Your Score Report

After you have completed the examination, you will be instructed to report to the proctor to receive your score report. When you receive your score report, it will reflect either a "pass" or a "fail." Your pass/fail status is determined by whether you provided enough correct answers to meet or exceed the passing point for the examination. This passing point was established by a commonly accepted criterion referenced methodology that ensures that passing candidates have demonstrated an appropriate level of knowledge to warrant an inspector license in Washington.

If You Pass the Examination

If you pass the examination, you will receive a score report. Refer to the bottom section of your score report for instructions on how to apply for your license.

If You Fail the Examination

If you fail the examination, you will receive a diagnostic score report showing your total score on the national and state portions of the examination. Your score report will also show your scores on major content areas of the national examination. If you fail one portion (i.e., national or state) you need only retake the portion failed.

A total scaled score is reported to emphasize that although different versions (or "forms") of the examination may have slight differences in difficulty, the passing score for an examination is based on the amount of knowledge a "minimally competent practitioner" would likely demonstrate on the examination. A statistical procedure called equating is used to determine the raw scores (number of questions correct) required to pass each version of the examination. Then scaled scores are computed by setting the raw score required to pass equal to the scaled score required to pass (i.e., 70). The scaled score is not the same as a percentage. The number of correct answers required to pass could be higher or lower than 70 percent, depending on the difficulty of the items on the form. This process is used to ensure fairness to all candidates.

To reregister for the examination, visit ***www.goAMP.com***, call AMP at (800) 345-6559 or submit a new completed registration form (if payment is made by cashier's check, money order or personal check). There is no limit to the number of times you may take the examination within your six-month eligibility period.

Duplicate Score Report

You may purchase additional copies of your score report at a cost of $25 per copy. Requests must be submitted to AMP, in writing, within 12 months of taking the examination. Complete the request form included in this handbook and submit it with the required fee payable to AMP. Duplicate score reports will be processed and mailed within approximately two weeks following receipt of the request.

WASHINGTON HOME INSPECTOR EXAMINATION REGISTRATION FORM

Instructions for Completing the Examination Registration Form

The numbered items correspond to the numbered blanks on the registration form. PLEASE TYPE OR PRINT IN INK ALL INFORMATION.

1. **NAME:** Enter your last name, first name and middle initial exactly as they appear on your driver's license. Do not use nicknames.

2. **MAILING ADDRESS:** Abbreviate words like street, drive or road, and enter your zip code.

3. **TELEPHONE NUMBER:** Please provide telephone numbers as indicated.

4. **CANDIDATE IDENTIFICATION NUMBER:** Enter the candidate identification number assigned by the Department of Licensing. WE CANNOT PROCESS YOUR REGISTRATION WITHOUT IT!

5. **BIRTH DATE:** Enter the month, day and year of your birth.

6. **E-MAIL ADDRESS**: Please provide an e-mail address.

7. **EXAMINATION FEE:** The examination fee must be submitted with your registration form. Payment may be made by cashier's check, money order or personal check made payable to AMP, or by credit card. Visit ***www.goAMP.com*** or contact AMP at (800) 345-6559 if payment is to be made by credit card. *Payment by cash is not acceptable.* Examination fees are valid for 12 months.

8. **SIGNATURE AND DATE**: Read the statement and sign your name.

WASHINGTON HOME INSPECTOR EXAMINATION REGISTRATION FORM

To apply for the Home Inspector Examination for Washington, register online at ***www.goAMP.com*** or contact AMP toll-free at (800) 345-6559. If you are paying the examination by cashier's check, money order or personal check, complete this form and mail it to AMP, 18000 W. 105th Street, Olathe, KS 66061-7543.

Using the instructions on page 9, complete this form, and mail it with the appropriate examination fee to:

Examination Services
Applied Measurement Professionals, Inc.
18000 W. 105th Street
Olathe, KS 66061-7543

1. NAME _____
   Last Name First Name Middle Initial

2. MAILING ADDRESS _____
   Number, Street and Apartment Number

   _____
   City State Zip Code

3. TELEPHONE NUMBER (_____) _____ – _____
   Daytime Telephone

4. CANDIDATE IDENTIFICATION NUMBER _____

5. BIRTH DATE _____ – _____ – _____
   Month Day Year

6. E-MAIL ADDRESS _____

7. EXAMINATION FEE –

State Portion Only	$125
National Portion Only	$250
Both Portions	$300

Your examination fee must be submitted with your registration form. Payment may be made by cashier's check, money order or personal check made payable to AMP. Payment by cash is not acceptable. Examination fees are valid for 12 months.

8. SIGNATURE AND DATE

I have read and understand the information provided in the Candidate Handbook, and the information I have provided in this registration form is true and complete to the best of my knowledge.

Signature: _____ Date: _____

REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, **please complete this form and the Documentation of Disability-Related Needs on the reverse side and submit it with your application at least 45 days prior to your requested examination date.** The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

Candidate Information

Social Security #_____ - _____ - _____ Requested Assessment Center: _____

_____
Name (Last, First, Middle Initial, Former Name)

_____
Mailing Address

_____

_____
City State Zip Code

_____
Daytime Telephone Number

Special Accommodations

I request special accommodations for the _____ examination.

Please provide (check all that apply):

_____ Reader
_____ Extended testing time (time and a half)
_____ Reduced distraction environment
_____ Please specify below if other special accommodations are needed.

_____
_____
_____

Comments: _____
_____
_____

PLEASE READ AND SIGN:

I give my permission for my diagnosing professional to discuss with AMP staff my records and history as they relate to the requested accommodation.

Signature: _____ Date:_____

Return this form to:
Candidate Support Center, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543, Fax (913) 895-4650.
If you have questions, call the Candidate Support Center at (800) 345-6559.

DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (physician, psychologist, psychiatrist) to ensure that AMP is able to provide the required examination accommodations.

Professional Documentation

I have known _____ since _____ / _____ / _____ in my capacity as a
Candidate Name Date

_____.
Professional Title

The candidate discussed with me the nature of the examination to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

Description of Disability: _____

_____

_____

_____

_____

Signed:_____ Title:_____

Printed Name: _____

Address:_____

_____

Telephone Number:_____ E-mail Address:_____

Date: _____ License # (if applicable): _____

Return this form to:
Candidate Support Center, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543, Fax (913) 895-4650.
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DUPLICATE SCORE REPORT REQUEST FORM FOR WASHINGTON HOME INSPECTOR EXAMINATION

DIRECTIONS: Use this form to request a duplicate score report. Complete all requested information. This form must be received within one year of the examination date and include a check or money order payable to AMP for $25 per copy. Duplicate score reports will be mailed within approximately two weeks following receipt of the request.

Name:_____ Candidate Identification #: _____

Address:_____

_____ Daytime Phone:_____

Examination Date: _____ Assessment Center: _____

I hereby authorize AMP to send me a duplicate of my examination results.

Signature:_____ Date:_____

Applied Measurement Professionals, Inc.
18000 W. 105th Street
Olathe, KS 66061-7543

HOME INSPECTOR EXAMINATION CONTENT OUTLINE

The first three categories of this outline are based on a formal role delineation study conducted by the National Home Inspector Examination (NHIE) that defines the profession as practiced in the field. Home inspector subject matter experts from a variety of practice specialties and geographic areas contributed to the study, and home inspectors from throughout the nation then reviewed the study via a statistically valid survey. The resulting content areas and their associated knowledge and skill requirements serve as the "blueprint" for the NHIE. The percentage of questions on the exam for each content area is indicated below.

1. Building Science (34%)

Task 1: Site Conditions

Identify and inspect site conditions using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that can affect the building or people.

a. Vegetation, Grading, Drainage, and Retaining Walls
   1. Common retaining wall types, materials, applications, installation methods, construction techniques, and clearance requirements
   2. Common grading and drainage system types, materials, applications, installation methods, and construction techniques
   3. Typical defects (e.g., negative grade, vegetation effecting building)
   4. Typical vegetation, landscape conditions, maintenance practices, and how they affect the building
   5. Maintenance concerns and procedures
   6. Safety issues, applicable standards, and appropriate terminology

b. Driveways, Patios, and Walkways
   1. Common types, materials, applications, installation methods, and construction techniques
   2. Typical defects (e.g. root damage, trip hazards)
   3. Maintenance concerns and procedures
   4. Safety issues, applicable standards, and appropriate terminology

c. Decks, Balconies, Stoops, Stairs, Steps, Porches, and Applicable Railings
   1. Common types, materials, applications, installation methods, and construction techniques
   2. Typical defects (e.g., flashing, attachment issues, railings, decayed wood)
   3. Appropriate tools and their uses (e.g., probe, awl, moisture meter)
   4. Maintenance concerns and procedures
   5. Safety issues, applicable standards, and appropriate terminology

Task 2: Building Exterior

Identify and inspect building exterior components using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that can affect the performance of the building.

a. Wall Cladding, Flashing, Trim, Eaves, Soffits, and Fascia
   1. Common types (e.g., plywood, aluminum cladding, step flashing, composite siding, SIPs, EIFS)
   2. Typical defects (e.g., nailing, water infiltration, decayed wood)
   3. Appropriate tools and their uses (e.g., probe, awl, moisture meter)
   4. Maintenance concerns and procedures
   5. Safety issues, applicable standards, and appropriate terminology

b. Exterior Doors and Windows
   1. Common door and window types, materials, applications, installation methods, and construction techniques
   2. Typical defects (e.g., delaminating, decayed wood, thermal seal failure, cracked glass)
   3. Appropriate tools and their uses (e.g., probe, awl, moisture meter)
   4. Maintenance concerns and procedures
   5. Safety issues, applicable standards, appropriate terminology, and glazing requirements (e.g., egress requirements)

c. Roof Coverings
   1. Common roof-covering types, materials, applications, installation methods, construction techniques, and manufacturing requirements
   2. Typical roof covering repair methods and materials
   3. Typical defects (e.g., cracking, curling, deterioration, miscellaneous damage)
   4. Characteristics of different roofing materials
   5. Deck and sheathing requirements for different types of roof coverings
   6. Maintenance concerns and procedures
   7. Safety issues, applicable standards, and appropriate terminology

d. Roof Drainage Systems
    1. Common drainage system types, materials, applications, installation methods, and construction techniques
    2. Typical modifications, repairs, upgrades, and retrofits methods and materials
    3. Typical defects (e.g., ponding, improper slopes, disposal of water runoff)
    4. Maintenance concerns and procedures
    5. Safety issues, applicable standards, and appropriate terminology

e. Flashings
    1. Common types, materials, applications, installation methods, and construction techniques
    2. Typical defects (e.g., separation, corrosion, exposed nailing)
    3. Purpose of roof flashing
    4. Maintenance concerns and procedures
    5. Safety issues, applicable standards, and appropriate terminology

f. Skylights and Other Roof Penetrations
    1. Common skylight and other roof penetration types, materials, applications, installation methods, and construction techniques
    2. Typical defects (e.g., cracked glazing, faulty flashing)
    3. Maintenance concerns and procedures
    4. Safety issues, applicable standards, and appropriate terminology

Task 3: Structural System

Identify and inspect structural system elements using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that may affect the structural stability of the building.

a. Foundation
    1. Common foundation types, materials, applications, installation methods, and construction techniques
    2. Typical foundation system modifications, repairs, upgrades, and retrofits methods and materials
    3. Common foundation conditions and defects (e.g., cracks, settlement, decomposition) and their common causes and effects
    4. Soil types and conditions and how they affect foundation types
    5. Applied forces and how they affect foundation systems (e.g., wind, seismic, loads)
    6. Safety issues, applicable standards, and appropriate terminology

b. Floor Structure
    1. Common floor system types (e.g., trusses, concrete slabs), materials, applications, installation methods, and construction techniques
    2. Typical modifications, repairs, upgrades, and retrofits methods and materials
    3. Typical defects (e.g., improper cuts and notches in structural members)
    4. Limitations of framing materials (e.g., span)
    5. Applied forces and how they affect floor systems (e.g., wind, seismic, loads)
    6. Safety issues, applicable standards, and appropriate terminology

c. Walls and Vertical Support Structures
    1. Common types, materials, applications, installation methods, and construction techniques
    2. Typical modifications, repairs, upgrades, and retrofits methods and materials
    3. Typical defects (e.g., decayed wood, earth to wood contact)
    4. Seismic and wind-resistant construction methods and hardware
    5. Fire blocking
    6. Safety issues, applicable standards, and appropriate terminology

d. Roof and Ceiling Structures
    1. Common roof and ceiling structure types, materials, applications, installation methods, and construction techniques
    2. Typical roof structure modifications, repairs, upgrades, and retrofits methods and materials
    3. Acceptable truss and ceiling structural-member modifications, repairs, upgrades, and retrofits methods and materials
    4. Typical defects (e.g., moisture stains, sagging rafters, cut trusses, decayed framing)
    5. Limitations of framing materials (e.g., span)
    6. Applied forces and how they affect ceiling structures (e.g., wind, seismic, loads)
    7. Safety issues, applicable standards, and appropriate terminology
    8. Seismic and wind-resistant construction and hardware
    9. Applied forces and how they affect roof structures (e.g., wind, seismic, loads)
    10. Maintenance concerns and procedures

Task 4: Electrical System

Identify and inspect electrical system elements using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues.

a. Service Drop of Service Lateral, Service Equipment, and Service Grounding
    1. Common types, materials, applications, installation methods, and construction techniques
    2. Typical modifications, repairs, upgrades, and retrofits methods and materials
    3. Typical defects (e.g., water and ruse in panel equipment, height)
    4. Electrical service capacity
    5. Service grounding and bonding

6. Maintenance concerns and procedures
7. Safety issues, applicable standards, and appropriate terminology

b. Interior Components of Service Panels and Subpanels
   1. Common types, materials, applications, installation methods, and construction techniques
   2. Typical modifications, repairs, upgrades, and retrofits methods and materials
   3. Typical defects (e.g., floating subpanels, double-tapping, over-fusing)
   4. Main disconnects
   5. Panel grounding and subpanel neutral isolation
   6. Panel wiring
   7. Overcurrent protection devices
   8. Function of circuit breakers and fuses
   9. Maintenance concerns and procedures
   10. Inspection safety procedures
   11. Safety issues, applicable standards, and appropriate terminology

c. Wiring Systems
   1. Common types, materials, applications, and installation methods
   2. Typical modifications, repairs, upgrades, and retrofits methods and materials
   3. Typical defects (e.g., open splices, exposed romex)
   4. Problems with aluminum wire
   5. Obsolete electrical wiring system
   6. Maintenance concerns and procedures
   7. Safety issues, applicable standards, and appropriate terminology

d. Devices, Equipment, and Fixtures (e.g., switches, receptacles, lights)
   1. Common types, materials, applications, installation methods, and construction techniques
   2. Typical modifications, repairs, upgrades, and retrofits methods and materials
   3. Typical defects (e.g., reverse polarity, open grounds, faulty GFCIs)
   4. Equipment grounding
   5. Wiring, operation, location of typical devices and equipment (e.g., air conditioners, GFCI, arc fault)
   6. Maintenance concerns and procedures
   7. Safety issues, applicable standards, and appropriate terminology

Task t: Cooling Systems

Identify and inspect cooling systems using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that may affect the performance of the building.

a. Cooling
   1. Typical defects (e.g., cracked heat exchanger, low delta T)
   2. Theory of refrigerant cycle (latent and sensible heat)
   3. Theory of heat transfer
   4. Theory of equipment sizing
   5. Methods of testing the systems
   6. Performance parameters
   7. Condensate control and disposal
   8. Maintenance concerns and procedures
   9. Safety issues, applicable standards, and appropriate terminology

b. Distribution Systems
   1. Common distribution system types, materials, applications, installation methods, and construction techniques
   2. Typical defects (e.g., damaged ducts, insufficient air flow)
   3. Methods of testing the system
   4. Maintenance concerns and procedures (e.g., filter, humidifier)
   5. Safety issues, applicable standards, and appropriate terminology

c. Venting Systems
   1. Common venting system types, materials, applications, installation methods, and construction techniques
   2. Typical defects
   3. Theory of venting
   4. Equipment sizing
   5. Safety issues, applicable standards, and appropriate terminology

Task 6: Heating Systems

Identify and inspect heating systems using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that may affect the performance of the building.

a. Heating
   1. Typical defects (e.g., cracked heat exchanger, low delta T)
   2. Theory of refrigerant cycle (latent and sensible heat)
   3. Theory of heat transfer and how it takes place in different heating system types
   4. Theory of equipment sizing
   5. Methods of testing the systems
   6. Performance parameters
   7. Condensate control and disposal
   8. Byproducts of combustion, their generation, and how and when they become a safety hazard
   9. Maintenance concerns and procedures
   10. Safety issues, applicable standards, and appropriate terminology

b. Distribution Systems
   1. Common distribution system types, materials, applications, installation methods, and construction techniques
   2. Typical defects (e.g., damaged ducts, insufficient air flow)
   3. Methods of testing the system
   4. Maintenance concerns and procedures (e.g., filter, humidifier)

5. Safety issues, applicable standards, and appropriate terminology

c. Combustion Venting Systems
   1. Common venting system types, materials, applications, installation methods, and construction techniques
   2. Typical defects (e.g., separated flue, back-drafting, clearance to combustible materials)
   3. Theory of venting
   4. Equipment sizing
   5. Safety issues, applicable standards, and appropriate terminology

Task 7: Insulation and Attic/Crawl Space Ventilation Systems

Identify and inspect insulation and attic/crawl space ventilation systems using applicable standards for material selection and installation procedures to assess immediate condition and long-term safety and maintenance issues that may affect the performance of the building.

a. Thermal Insulation
   1. Common thermal insulation types, materials, applications, installation methods, and construction techniques
   2. Typical defects (e.g., lack of insulation, uneven insulation)
   3. Theory of heat transfer and energy conservation
   4. Performance parameters (e.g., R-value)
   5. Maintenance concerns and procedures
   6. Safety issues, applicable standards, and appropriate terminology

b. Moisture Management
   1. Common vapor retarder types, materials, applications, installation methods, and construction techniques
   2. Typical defects (e.g., inadequate ventilation, evidence of condensation)
   3. Theory of moisture generation and movement
   4. Performance parameters
   5. Vapor pressure and its effects
   6. Theory of relative humidity
   7. Effects of moisture on building components, occupants, and indoor air quality
   8. Moisture control systems
   9. Appearance or indications of excessive moisture
   10. Likely locations for condensation to occur
   11. Maintenance concerns and procedures
   12. Safety issues, applicable standards, and appropriate terminology

c. Ventilation Systems of Attics, Crawl Spaces, Roof Assemblies, and Interior Spaces
   1. Common types, materials, applications, installation methods and construction techniques
   2. Typical ventilation defects and how they affect buildings and people
   3. Theory of air movement
   4. Theory of relative humidity
   5. Air movement in building assemblies
   6. Interdependence of mechanical systems and ventilation systems
   7. Appliance vent systems requirements (e.g., clothes dryers, range hoods, bathroom exhausts)
   8. Screening, sizing, and location requirements for vent openings
   9. Maintenance concerns and procedures
   10. Safety issues, applicable standards, and appropriate terminology

Task 8: Plumbing Systems

Identify and inspect plumbing systems using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that may affect the performance of the building.

a. Water Supply Distribution System
   1. Common water distribution types, materials, applications, installation methods, and construction techniques
   2. Typical modifications, repairs, upgrades, and retrofits methods and materials
   3. Typical defects (e.g., cross-connection, back flow)
   4. Common water pressure/flow problems and how they affect the water distribution system (e.g., softeners, private well equipment, hard water build-up, old galvanized piping).
   5. Pipe deterioration issues (e.g., PVC, galvanized, brass)
   6. Maintenance concerns and procedures
   7. Safety issues, applicable standards, and appropriate terminology

b. Fixtures and Faucets
   1. Common fixture and faucet types, materials, applications, installation methods, and construction techniques
   2. Typical modifications, repairs, upgrades, and retrofits methods and materials
   3. Typical defects (e.g., cross-connection, back flow)
   4. Maintenance concerns and procedures
   5. Safety issues, applicable standards, and appropriate terminology

c. Drain, Waste, and Vent Systems
   1. Common types, materials, applications, installation methods, and construction techniques
   2. Typical modifications, repairs, upgrades, and retrofits methods and materials
   3. Typical defects (e.g., faulty installation, deterioration, leakage)
   4. Theory and usage of traps and vents
   5. Acceptable piping, materials, and applications
   6. Indications of defective venting or drain slope
   7. Identification of public or private disposal (when possible)
   8. Joining dissimilar pipe materials
   9. Proper support spacing

10. Maintenance concerns and procedures 11. Safety issues, applicable standards, and appropriate terminology

d. Water Heating Systems
   1. Common types, materials, applications, installation methods, and construction techniques (e.g., instant, tankless, indirectly heated)
   2. Typical water heater defects (e.g., improper vent/flue materials, condition, unsafe locations, connections)
   3. Accessory items (e.g., drain pans, seismic restraints)
   4. Connections to and controls for energy source
   5. Combustion air requirements
   6. Maintenance concerns and procedures
   7. Safety issues, applicable standards, and appropriate terminology

e. Fuel Storage and Fuel Distribution Systems
   1. Common types, materials, applications, installation methods, and construction techniques
   2. Typical defects (e.g., unprotected fuel lines, leaking fuel fittings)
   3. Defects in above-ground oil/gas storage tanks
   4. Fuel leak indications, repairs, and remediation methods
   5. Basic components of gas appliance valves and their functions
   6. Tank restraints and supports
   7. Underground storage tank indicators and reporting requirements
   8. Maintenance concerns and procedures

f. Safety issues, applicable standards, and appropriate terminology Drainage Sumps, Sump Pumps, Sewage Ejection Pumps, and Related Piping
   1. Common types, materials, applications, installation methods, and construction techniques
   2. Typical defects (e.g., inoperative sump pumps, improperly installed equipment)
   3. Sump pump location significance
   4. Pump discharge location significance
   5. Wiring installation methods
   6. Maintenance concerns and procedures
   7. Safety issues, applicable standards, and appropriate terminology

Task 9: Interior

Identify and inspect interior components using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that may affect the performance of the building.

a. Walls, Ceiling, Floors, Doors, and Windows
   1. Types of defects in interior surfaces not caused by defects in other systems
   2. Typical defects in interior surfaces caused by defects in other systems
   3. Safety issues, applicable standards, and appropriate terminology

b. Walls, Ceiling, Floors, Doors, Windows, and Related Fire/Life Safety Equipment
   1. Common wall, ceiling, floor, door, and window types, materials, applications, installation methods and construction techniques
   2. Typical defects (e.g., physical damage, water damage)
   3. Egress requirements
   4. Applicable fire/safety and occupancy separation requirements (e.g., smoke detectors, window bars, ladders, firewalls, fire doors, and penetrations)
   5. Operation of windows, doors, window bars, and other fire/life safety equipment and components
   6. Maintenance concerns and procedures
   7. Safety issues, applicable standards, and appropriate terminology

c. Steps, Stairways, Landings, and Railings
   1. Common step, stairway, landing, and railing types, materials, applications, installation methods, and construction techniques
   2. Typical defects
   3. Maintenance concerns and procedures
   4. Safety issues, applicable standards, and appropriate terminology

d. Installed Countertops and Cabinets
   1. Common cabinet and countertop types, materials, applications, installation methods, and construction techniques
   2. Typical defects
   3. Maintenance concerns and procedures
   4. Safety issues, applicable standards, and appropriate terminology

e. Garage Doors and Operators
   1. Common garage door and door operator types, materials, applications, installation methods, and construction techniques
   2. Typical defects
   3. Maintenance concerns and procedures
   4. Safety issues, applicable standards, and appropriate terminology

Task 10: Fireplace and Chimney Systems

Identify and inspect fireplace and chimney systems using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that may affect performance of the building.

a. Fireplaces, Solid-Fuel Burning Appliances, Chimneys, and Vents
   1. Common manufactured fireplaces and solid-fuel burning appliance types, materials, applications, installation methods, and construction techniques
   2. Common manufactured fireplaces and solid-fuel burning appliance chimney, vent connector, and vent types, materials, applications, installation methods and construction techniques of direct-vent and non-vented fireplaces

3. Common masonry fireplace types, materials, applications, installation methods, and construction techniques
4. Common direct-vent fireplace vent types, materials, applications, installation methods, and construction techniques
5. Chimney terminations (e.g., spark arrestors)
6. Chimney height and clearance requirements
7. Theory of heat transfer and fire safety fundamentals
8. Effects of moisture and excessive heat on fireplaces
9. Fuel types and combustion characteristics
10. Typical defects
11. Combustion air supply requirements
12. Operation of equipment, components, and accessories
13. Maintenance concerns and procedures
14. Safety issues, applicable standards, and appropriate terminology

Task 11: Common Permanently Installed Kitchen Appliances

Identify and inspect common permanently installed kitchen appliances to determine if the on-off controls operate.

a. Installation methods
b. Operating using normal controls
c. Typical defects
d. Maintenance concerns and procedures
e. Safety issues, applicable standards, and appropriate terminology

Task 12: Pool and Spa Systems

Identify and inspect pool and spa systems using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues.

a. Identify type of construction
b. Mechanical systems
c. Electrical system
d. Typical defects
e. Maintenance concerns and procedures
f. Safety issues, applicable standards, and appropriate terminology

Task 13: Lawn Irrigation Systems

Identify and inspect lawn irrigation systems using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that may affect the performance of the system and building.

a. Common water distribution types, materials, applications, installation methods, and construction techniques
b. Typical modifications, repairs, upgrades, and retrofits methods and materials
c. Typical defects (e.g., cross-connection, back flow)
d. Common water pressure/flow problems and how they affect the water distribution system
e. Pipe deterioration issues (e.g., PVC, galvanized, brass)
f. Maintenance concerns and procedures
g. Safety issues, applicable standards, and appropriate terminology

2. Analysis and Reporting (38%)

Task 1: Building Systems and Components

In the inspection report, identify building systems and components by their distinguishing characteristics (e.g., type, size, location) to inform the client what was inspected.

a. Minimum information required in an inspection report (e.g., property data, construction materials, installation techniques, locations of main system shut-offs)
b. Describing the type of systems and the location of system components
c. Correct technical terms to describe systems and components of the building

Task 2: Inspection Methods and Limitations

Describe inspection methods and limitations in the inspection report to inform the client what was not inspected.

a. Minimum and critical information required in an inspection report (e.g., weather conditions, inspection safety limitations, components not accessible)
b. Common methods used to inspect particular components (e.g., roofs, attics, sub-floor crawl spaces, mechanical components)

Task 3: Systems and Components Inspcted

Describe systems and components inspected that are not functioning properly or are otherwise defective in comparison to the accepted norm.

a. Common expected service life of building and mechanical components
b. Common safety hazards
c. Common test instruments and their proper use for qualitative analysis (e.g., moisture meters, CO meters, probes)

Task 4: Recommendations

List recommendations to correct deficiencies or items needing further evaluation.

a. Correct professional or tradesperson required to effect repairs or perform further evaluations
b. Common remedies for correction
c. Relationships between components in the building
d. When to immediately inform building occupants of a life-threatening safety hazard (e.g., gas leak, carbon monoxide accumulation)

3. Business Operations (20%)

Task 1: Elements

Identify the elements of the written inspection contract (e.g., scope, limitations, terms of services) to establish the rights and responsibilities of the inspector and client.

a. Purpose of a contract
b. Elements of a contract
c. Timing
d. Accepted standards of practice
e. Dispute resolution options

Task 2: Conflicts of Interest

Identify conflicts of interest to the client (e.g., inspector interest in the property, third-party stakeholders with financial interest in the outcome of the inspection).

a. Potential conflicts of interest involving parties other than the client
b. Potential conflicts between client and inspector
c. Relationships with other business professionals (e.g., engineers, contractors, building officials, realty agents, appraisers, lenders)

Task 3: Responsibilities

Identify responsibilities to the client in order to maintain the quality, integrity, reputation, and objectivity of the inspection process while protecting the client's interests

a. Fundamental legal concepts (e.g., fiduciary responsibility, contractual responsibility, liability, negligence, due diligence, consumer fraud)
b. Boundaries of personal expertise and professional scope of practice
c. Types of financial protection (e.g., general liability and riders, professional, E&O, automobile, bonding, warranties)
d. Accepted ethical and professional standards

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