

**Application to Home Inspectors Association for Candidate Membership
and Canadian Home Inspection Exam (CHIE) Application**

Applicant Information			
Full Name:		Birthdate:	
<i>First</i>	<i>Last</i>	<i>M.I.</i>	<i>yr/month/date</i>
Address:			
<i>Street Address</i>		<i>Apartment/Unit #</i>	
<i>City</i>		<i>Prov.</i>	<i>Postal Code</i>
Contact Phone:			
E-mail Address:			
Have you applied to or have you been a member of HIABC or another Home Inspect Association?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If Yes, when and which Association?

Education			
Please provide details of the Home and Property Inspections courses you have taken to date and PASSED and attach photocopies of course and/or program completion certificates. At course completion the program must total a minimum of 150 hrs.			
Course/Program Name	Course/Program Provider	No. of training hours	Year Completed

**CONDITIONS FOR HOME INSPECTOR ASSOCIATION BC
CANDIDATE FOR MEMBERSHIP**

1. Candidates for Membership must provide proof of at least 150 hours of academic training from a post secondary institution or a registered or accredited private post secondary institution home inspection program.
2. Candidates for Membership are not HIABC members and CANNOT advertise using the HIABC logo, name or initials verbally or in writing.
3. Candidates for Membership are required to comply with, and are subject to Home Inspectors Association BC's existing and ongoing policies, regulations, rules, and bylaws, including the Code of Ethics and Standards of Practice.
4. The Candidate for Membership shall not be actively engaged as a broker or agent in the sale, purchase or listing of Real Estate.
5. From the time of Application, the Candidate for Membership has twelve months to pass all seven exams or both their Candidate status and examination results will be forfeited.
6. The Candidate for Membership must complete a minimum of 50 hours of Field Training with qualified HIABC members; successfully complete report review to the HIA Scope of Inspection and a Peer Review Inspection, within 3 months of passing all the Canadian Home Inspector Exams (CHIE).
7. The Candidate authorizes Home Inspectors Association BC to retain my personal information in accordance with PIPA and HIABC's Privacy Policy located on their website at www.hiabc.ca.

I hereby agree to these Conditions and apply for Home Inspectors Association BC Candidate for Membership and certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____

Candidate Membership Fee	\$ 100.00
Examination Fee for 7 CHIE Exams	<u>400.00</u>
	+ 5% GST = \$ 525.00

** Proctor fees are payable by the Candidate directly to the Proctor at time of exam(s). No proctor fee is charged to write the exam(s) in Kelowna at the HIABC office.

Payment by: Cheque payable to HIABC or Visa or Mastercard

Credit Card Number _____ Expiry _____ / _____

Name on card _____

Signature: _____

Please remit this Application, with payment, to:
Home Inspectors Association BC
5 3304 Appaloosa Rd Kelowna BC V1V 2W5
Phone 1.800.610.5665 or 250.491.3979
Email: htbarton@hiabc.ca

**Canadian Home Inspection Exam (CHIE)
Exam Registration**

Name: _____

Thank you for registering for the CHIE home inspection exams. Please complete the Candidate Membership Application form above.

Each of the 7 exams is one hour in length. If you are writing all 7 exams at one time it is recommended they be taken over a 2-day period.

Exam Subjects include: Structure, Electrical, Heating/Cooling, Plumbing, Interior/Insulation/Ventilation, Exterior/Roofing, Business Practices/Standards of Practice

Indicate which date(s) you would like to have the exam(s) proctored (Monday to Friday, 9:00 – 4:00 pm)

Indicate the area where you live and we will make every effort to have the exam proctored at a venue as near to you as possible.

The completed Candidate for Membership application form with payment in full must accompany this registration or be received prior to booking exams.

Login information will be sent to your Proctor once payment has been processed. This login information will allow you access to the exam login only between the dates in this form. Please allow sufficient time for Home Inspectors Association BC to process your application.

Examination Information:

1. The exam period is 1 hour. This time is set on the exam and is to be kept by the proctor.
2. The Candidate will be required to provide valid government photo ID to the proctor. Misrepresentation of identity will be treated as academic dishonesty.
3. The exam is divided into a total of 50 multiple choice questions.
4. Answers may be skipped or changed as many times as needed.
5. Please be aware that once the submit button has been pressed at the end of the exam the Candidate will be unable to return to the exam.
6. A failed exam (75% pass score) can be rewritten only one time during the first sitting at a cost of \$50 + GST = \$52.50. An exam failed twice cannot be rewritten a third time on the same day.
7. Proctor fees are payable by the Candidate directly to the Proctor at time of exam(s). No proctor fee is charged to write the exam(s) at the Home Inspectors Association BC office in Kelowna.

Proctor Commits to:

1. Ensuring the Candidate sitting the exam is supervised at all times and ensuring they do not have access to any materials or aids that might assist them in passing the exam. This includes accessible smart or mobile phones, visible textbooks/notes or programmable calculators.
2. Ensuring that the Candidate will not save or reproduce any written, printed, or electronic copies of any part of the exam.
3. Not providing aid or assistance in answering questions on the exam the Candidate is writing.
4. Ensuring that the Candidate sits the exam on a computer provided by the exam venue. Candidate may not take the exam on their personal laptop or computer.

If you have any questions please contact the HIABC office: 250.491.3979 or toll free:1.800.610.5665

Attn: Helene Barton, Executive Director Email: htbarton@hiabc.ca