



American Home Inspectors Training Institute, Ltd

Training Courses Academic Catalog

Volume 1

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Corporate Office

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Waukesha, WI 53188

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Postsecondary School Authorizations

Arizona, California, Colorado, Florida, Georgia, Kansas, Michigan, Minnesota,
Ohio, Pennsylvania, Tennessee, Texas, Washington, Wisconsin

American Home Inspectors Training Institute (AHIT) is a private (not public) training institution that is incorporated as a C-Corporation in the state of Wisconsin.

AHIT is licensed and regulated by the following states:

Address

Regulatory Board

Arizona
7430 East Butherus Drive, Suite F
Scottsdale, AZ 85260
800-441-9411

Approved and Regulated by the Arizona State Board for Private Post Secondary Education, 1400 West Washington, Room 260, Phoenix, AZ, 85007.
602-542-5709
#V1238

California
26200 Industrial Blvd
Hayward, CA 94545
800-0441-9411

Authorized for operation by the Bureau of Private Postsecondary and Vocational Education (BPPVE).
1625 North Market Boulevard, Suite S-202
Sacramento, CA 95834-0818
916-574-7720
#3014831

Colorado
13300 West 6th Ave
Lakewood, CO 80228
800-441-9411

Authorized to Operate by the Colorado Department of Higher Education, Private Occupational School Board.
1560 Broadway Suite 1250
Denver, CO 80202
303-866-2723
#1889

Florida
3720 J Coconut Creek Pkwy
Coconut Creek, FL 33066-1639
800-441-9411

Authorized for operation by the Commission for Independent Education
2650 Apalachee Parkway, Suite A
Tallahassee, FL 32301
850-245-3200
#3138

Georgia
1100 South Marietta Pkwy
Marietta, GA 30060
800-441-9411

Authorized for operation by the Georgia NonPublic Postsecondary Education Commission
2189 Northlake Parkway, Building 10, Suite 100
Tucker, GA 30084-4113
770-414-3300
#702

Kansas
No physical location
In state

Kansas Board of Regents*
1000 SW Jackson, Suite 520
Topeka, KS 66612
785-296-3422

Michigan
36600 Schoolcraft Road
Livonia, MI 48150
800-441-9411

Authorized for operation by Proprietary School Unit/Department of Career Development
Victor Office Center, 4th Floor
201 North Washington
Lansing, MI 48913
517-373-6774
#20040034

Address

Minnesota
1820 N Xenium Lane
Plymouth, MN 55441
800-441-9411

Ohio
303 Carroll Street
Akron, OH 44325
800-441-9411

Pennsylvania
100 Brodhead Road
Suite 120
Bethlehem, PA 18017

Tennessee
2814 Stage Center Drive
Bartlett, TN 38134
800-441-9411

Washington
3000 NE Fourth Street
Renton, WA 98056

Wisconsin
N19 W24075 Riverwood Drive
Waukesha, WI 53188
800-441-9411

Regulatory Board

Authorized for operation by Minnesota Higher Education
Services Office
1450 Energy Park Drive
Suite 350
St. Paul, MN 55108
800-657-3866

Authorized for operation by the State Board of
Proprietary School Registration
35 E Gay Street
Suite 403
Columbus, OH 43215-3138
877-275-4219
#04-03-1717T

Authorized for operation by the State Board of Private
Licensed Schools, Pennsylvania Department of Education
333 Market Street, 12th Floor, Harrisburg, PA 17126
717-783-8228

Authorized for operation by the Tennessee Higher
Education Commission
Parkway Towers, Suite 1900
Nashville, TN 37243-0830
615-741-3605
American Home Inspectors Training Institute is authorized by
the Tennessee Higher Education Commission. This
authorization must be renewed each year and is based on an
evaluation by minimum standards concerning quality of
education ethical business practice, health and safety, and fiscal
responsibility.

Authorized for operation by the Work Force Training
and Coordinating Board, Building 17 Airdustrial Park
PO Box 43105, Olympia, Washington 98504-3105
306-753-5673

Approved by
Educational Approval Board
30 W. Mifflin St., 9th Floor
Madison, WI 53703
608-266-1996

Disclosure

American Home Inspectors Training Institute, Inc. 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 and will be attached to this catalog. Not all Courses listed in this catalog are approved or offered in every state. The information contained in this catalog is true and correct to the best of my knowledge.

Mark Newcomer

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American Home Inspectors Training History

Roy Newcomer, along with his son Scott and his wife Virginia, founded Newcomer's Home Inspection Service in 1989. Their home inspection service grew to be one of the largest home inspection firms in North America, performing over 25,000 home inspections. With 14 inspectors on staff, the need for professional training was essential. In 1993 seeing a need for more properly trained home inspectors, Roy and Scott started the American Home Inspectors Training Institute (AHIT) in Waukesha, Wisconsin.

In 1995 Scott Newcomer started Newcomer's of America Property Inspection Service, a national home inspection franchise. After a few years, Scott decided to restructure the franchisees into independent home inspection firms and partner with Roy to expand AHIT. In 1999 Mark Newcomer joined the family business to assist in taking AHIT nationwide. In 2003 Randy Orth began consulting with AHIT and ultimately joined the company in 2004 as its Chief Operating Officer. In 2007, AHIT continued to expand its ability to benefit students by merging into Riverside Micro-Cap Fund I, LP, the largest private equity firm. AHIT continues to strengthen its support to its students and inspectors with over 30 trainers to assist you in getting into the business and growing your home inspection company. Today, AHIT is the largest home inspection training company in North America. We continue to expand our presence to serve you and with AHIT's industry leading, live class room, online and home study courses, we are committed to providing you the fastest way to achieve success in the home inspection industry.

Mission

Our mission is to train and provide ongoing support to individuals to enable them to start and operate their own successful home inspection business or to be a significant contributor in an established home inspection company. Our step by step training, coupled with our marketing and technical support services, deliver immediately applicable business methodologies to perpetuate the growth and continual development of your home inspection business. We strive to assist you in realizing your full potential in the home inspection industry by providing you straightforward, honest and helpful guidance with respect and accountability to your needs. Our company's values include purposeful service, innovative offerings, challenging work, personal achievement, value creation, respectful interaction and fun/rewarding work.

What a Building/Home Inspector/Auditor Does

The job of a home inspector is to inspect buildings by walking through each area, sometimes crawling into small spaces such as attics, checking rooftops, and cellars, plumbing, electricity and appliances. Then they write a detailed report outlining the condition of the property, areas where repair or replacement may be needed, and specify any potential safety concerns. The job of an Energy Auditor is to evaluate the energy efficiency of a building through a series of test using energy audit equipment. Anyone can train to become a home inspector or energy auditor, although typically prospective students are already involved in the real estate or construction fields. The physical ability to navigate through a building is required. In general this means that the prospective student should have the physical abilities to do so.

Admission Requirements

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment based on sex, race, ethnic origin or religion.

Applicants must meet the following requirements:

1. Submit a signed Enrollment Agreement for classes to be taken through American Home Inspectors Training Institute.
2. Pay appropriate fees. See Tuition and Payment Plans Policy.
3. Have an in-person or phone interview with a representative from the school.

Students with Special Needs

We train a number of students with special needs and/or disabilities. These students are directed to our Director of Student Services and Training Coordinator to facilitate enrollment and training. People who work as a home inspector must have certain physical abilities to visually inspect buildings and structures, navigate throughout the building including on the roof, the ability to write inspection reports, and communicate with clients.

Language of Training

All Courses are offered only in English. American Home Inspectors Training Institute does not offer English as a second language instruction.

Transfer of credit to other institutions

No life experience, credit through challenge exams, or previous training may be applied to any Course. There is no guarantee that home inspection or energy audit courses can be transferred to other schools. Solely the receiving institution controls transfer decisions.

Late Enrollment

There are no provisions for late enrollment.

American Home Inspectors Training Facilities

Arizona

American Home Inspectors Training Institute's Arizona facility is located in Scottsdale Community College. The training facility includes a training room, lab area, lounge, administrative offices, and restrooms. All Courses are held in designated training areas on pre-scheduled dates.

California

In California, American Home Inspectors Training Institute conducts training in Hayward. This facility includes a training room, lab area, lounge, and restrooms. All Courses are held in the designated training areas on pre-scheduled dates.

Colorado

In Colorado, American Home Inspectors Training Institute's facility is located in Red Rocks Community College. The facility includes a training room, lab area, lounge, and restrooms. All Courses are held in designated training areas on pre-scheduled dates.

Florida

In Coconut Creek, Florida, American Home Inspectors Training Institute's facility includes a training room, lab area, lounge, and restrooms. All Courses are held in designated training areas on pre-scheduled dates.

Georgia

In Georgia, American Home Inspectors Training Institute conducts training at the Southern Polytechnic State University. The facility includes a training room, lab area, lounge, and restrooms. All Courses are held in designated training areas on pre-scheduled dates.

Michigan

In Michigan, American Home Inspectors Training Institute's facility is located in Madonna University. The facilities include a training room, lab area, lounge, and restrooms. All Courses are held in designated training areas on pre-scheduled dates.

Minnesota

American Home Inspectors Training Institute holds classes at Hennepin Technical College. Facilities include a training room, lab area, lounge, and restrooms. All training is held in designated areas on pre-scheduled dates.

Missouri

American Home Inspectors Training Institute holds classes at Metropolitan Community College. Facilities include a training room, lab area, lounge, and restrooms. All training is held in designated areas on pre-scheduled dates.

Ohio

In Akron, Ohio, American Home Inspectors Training Institute's facility includes a training room, lab area, lounge, and restrooms. All Courses are held in designated training areas on pre-scheduled dates.

Pennsylvania

American Home Inspectors Training Institute holds training courses in Penn State Lehigh Valley's Corporate Learning Center. The facilities include a training room, lab area, lounge, and restrooms. All Courses are held in designated training areas on pre-scheduled dates.

Tennessee

American Home Inspectors Training Institute holds classes at the Midsouth Independent Electrical Contractors Association. Facilities include a training room, lab area, lounge, and restrooms. All Courses are held in designated training areas on pre-scheduled dates.

Texas

American Home Inspectors Training Institute holds classes in conjunction with the University of Texas Arlington, as well as at 601 North Shepherd Drive, Houston, TX. Facilities include a training room, lab area, lounge, and restrooms. All Courses are held in designated training areas on pre-scheduled dates.

Washington

American Home Inspectors Training Institute holds classes at Renton Technical College; 3000 NE Fourth Street, Renton, WA 98056. Facilities include a training room, lab area, lounge, and restrooms. Training is held in designated training areas on pre-scheduled dates.

Wisconsin

American Home Inspectors Training Institute holds classes at the Robbins & Lloyd Real Estate Building, 11801 West Silver Spring Drive, Milwaukee, WI 53225. Facilities include a training room, lab area, lounge, and restrooms. Training is held in designated training areas on pre-scheduled dates.

Labs

All schools have a lab that includes all equipment and instructional materials needed to complete the Courses. These include exhibits of furnaces, electrical panels and fuses, plumbing, water heaters, roofing materials and other building materials and components. Each location is equipped with a LCD Projector and other Audio and Visual equipment.

State Requirements for Home Inspectors

State Requirements

In some states licensing is required to inspect work as a home inspector. States are increasingly introducing legislation regarding the home inspection industry. Prospective home inspectors therefore need to contact the proper state agencies regarding requirements in their states. The following are requirements for the states in which we teach:

State	Requirements	Contact
Alabama	Membership of ASHI or an equivalent organization.	Alabama Building Commission Phone: 334-242-4810
Alaska	Pass a Nationally recognized examination. 8 hours of education required for renewal annually.	Department of Commerce and Economic Development Phone: 907-465-5470
Arizona	80 Hours of Pre-Licensing Education, pass state exam and perform 30 parallel inspections.	Arizona Board of Technical Registration Phone: 602-364-4930
Arkansas	80 Hours of Pre Licensing Education. Pass the National Inspectors Exam.	Arkansas Home Inspector Registration Board Phone: 501-683-3710
California	No state requirements	
Colorado	No state requirements	
Connecticut	40 Hours of Pre Licensing Education. Have been a home inspector intern for one year.	Home Inspection Licensing Board Phone: 860-713-6145
Delaware	No state requirements	
Florida	Effective July 1 st , 2010: 120 hours of Pre-Licensing Education	To be Announced
Georgia	No state requirements	
Hawaii	No state requirements	
Idaho	No state requirements	
Illinois	60 hours Pre Licensing education Pass State Exam.	Department of Banks and Real Estate Phone: 312-793-3000
Indiana	60 hours of Pre Licensing education. Pass National Exam.	Indiana Professional Licensing Agency Phone: 317-234-3009
Iowa	No state requirements	
Kansas	80 Hours of Pre-Licensing Education. Pass the National	Kansas Home Inspector Registration Board

State	Requirements	Contact
	Home Inspector Exam.	Phone: 316-777-9209
Kentucky	64 hours of Pre Licensing education. Pass the National Home Inspector Exam.	Division of Building Code Enforcement Phone: (502) 573-0373
Louisiana	90 hours of Pre Licensing education. Does not accept correspondence courses	Louisiana State Board of Home Inspectors Phone: 225-248-1334
Maine	No state requirements	
Maryland	48 hours of Pre Licensing education. Correspondence courses not accepted.	Commission of Real Estate Appraisers and Home Inspectors Phone: 410-230-6165
Massachusetts	Performed not less than 25 home inspections in the presence of a licensed home inspector. Pass the National Home Inspectors Exam.	Commonwealth of Massachusetts Phone: 617-727-4459
Michigan	No state requirements	
Minnesota	No state requirements	
Mississippi	60 hours of Pre Licensing education.	State of Mississippi Home Inspector Regulatory Board Phone: 601-932-9191
Missouri	No state requirements	
Montana	No state requirements	
Nebraska	No state requirements	
Nevada	40 hours of Pre Licensing education. Pass an approved examination.	State of Nevada Real Estate Division Phone: 702-486-4033
New Hampshire	80 Hours of Pre-Licensing Education, Pass National Home Inspector Exam	NH Board of Home Inspectors Phone: 603-271-2219
New Jersey	140 hours of Pre Licensing education and 40 hours of field training. Pass the National Home Inspectors exam.	State of New Jersey Department of Law and Public Safety Division Phone: 973-504-6460
New Mexico	No state requirements	
New York	100 hours of Pre Licensing education. 40 hours of field training. Correspondence courses will not be accepted. Pass an exam approved by the board.	New York Department of State Phone: 518-474-4429

State	Requirements	Contact
North Carolina	1 year experience as an Associate Home Inspector with a minimum of 100 inspections.	North Carolina Home Inspector Licensure Board Phone: 919-661-5880
North Dakota	Pass the National Home Inspector exam.	State of North Dakota Secretary of State Phone: 701-328-3665
Ohio	No state requirements	
Oklahoma	90 hours of Pre Licensing education. Pass the National Home Inspectors exam.	Construction Industries Board Phone: 405-271-5217
Oregon	20 points of Pre Licensing education. Pass the National Home Inspectors exam.	503-378-4621
Pennsylvania	Be a full member of a nationally recognized not for-profit organization that requires a minimum of 100 home inspections.	717-787-9707
Rhode Island	Been an Associate Home Inspector for no less then one year. Pass an examination approved by the board.	Department of Administration Contractors Registration Board Phone: 401-222-1270
South Carolina	Pass State licensing test and performed 50 supervised inspections.	South Carolina Residential Builders Commission Phone: 803-896-4603
South Dakota	40 hours of Pre Licensing education.	South Dakota Real Estate Commission Phone: 605-773-3600
Tennessee	90 hours of Pre Licensing education.	Home Inspector Licensing Board Phone: 615-253-1743
Texas	Professional Inspector requires 200 hours of core education and 120 hours of experience training.	Texas Real Estate Commission Phone: 512-465-3981
Utah	No state requirements	
Vermont	No state requirements	
Virginia	Voluntary Certification can be obtained through the state.	Virginia Board of Asbestos, Lead and Home Inspectors Phone: 804-367-8507
Washington	120 hour so pre-licensing education, 40 hours of field training, and pass examination	Washington Department of Licensing Phone: 360-664-6487

State	Requirements	Contact
West Virginia	80 hours of pre-licensing education. Pass the National Home Inspectors Exam.	West Virginia State Fire Commission Phone: 304-588-2191
Wisconsin	Pass the National Home Inspectors Exam and the WI State Exam.	Wisconsin Department of Regulation & Licensing Phone: 608-266-5511
Wyoming	No state requirements	

Memberships and Affiliations

ASHI®
NAHI™
CREIA
NACHI
FABI
BPI

Professionalism is important and membership in related organizations is encouraged. These organizations have their own requirements. Some administer exams; others require a certain amount of experience.

Membership is voluntary in any professional organization and does not mean state certification or licensure nor does it guarantee employment.

American Home Inspectors Training Institute belongs to the above organization and offers approved pre and continuing education courses to its members. American Home Inspectors Training Institute is also a member of the Better Business Bureau.

Authorized to Provide Home Inspector Pre and/or Continuing Licensing Education

Arizona Board of Technical Registration
Arkansas Home Inspector Registration Board
Alaska Division of Corporation and Professional Licensing
Illinois Department of Banks and Real Estate
Indiana Professional Licensing Agency
Kansas Home Inspector Registration Board
Kentucky; Office of Housing, Buildings and Construction
Louisiana State Board of Home Inspectors
Maryland Commission of real Estate Appraisers and Home Inspectors
Massachusetts Board of Registration of Home Inspectors
State of Mississippi Home Inspector Regulatory Board
State of Nevada Real Estate Division
State of New York, Division of Licensing (Home Inspector)
State of New Hampshire Board of Home Inspectors
State of New Jersey's Professional and Occupational Licensing (CE only)
North Carolina Home Inspector Licensure Board
Oklahoma State Department – Home Inspector Licensing Unit
Oregon Construction Contractors Board

South Carolina Residential Builders Commission
 South Dakota Real Estate Commission
 Tennessee Home Inspector Licensing Program
 Texas Real Estate Commission (TREC)
 Commonwealth of Virginia Department of Professional and Occupational Regulation
 Washington State Home Inspector Licensing Board
 West Virginia State Fire Marshall
 State of Wisconsin Department of Regulation and Licensing
 Accredited by the National Certificate Holder Program - Canada

American Home Inspectors Training Courses Offered

Home Inspection Master Course	120 Clock Hours	3 Days*	\$1895.00
Home Inspection Home Study Course	300 Clock Hours		\$995.00
Home Energy Audit Classroom Course	48 Clock Hours	6 Days	\$1595.00
Home Energy Audit Online Course	40 Clock Hours	1 Year	\$ 795.00

*This courses is delivered online with three days of hands-on training.

All our courses are taught per ASHI®, NAHI™, CREIA and State specific Standards of Practice. Our students and graduate students receive initial support when in the field and an interactive bulletin board is also available to students to talk with instructors and other students/ inspectors as well.

Clock Hours

One clock hour equals 50 minutes of classroom, lab, or field time.

Student/ Teacher Ratio

The maximum students in any class are 26 with one instructor. The student teacher ratio for labs is 13:1. The student teacher ratio for fieldwork is 13:1.

Classroom Format and Schedule

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, complete all hours as indicated, attain a minimum grade of 75% on all tests, and satisfactorily complete all projects. Course start dates are listed in the back of this catalog. Courses are short and intense and the nature of the courses encourages students to work collaboratively and study together. No formal study groups are arranged outside of the classroom.

Home Inspection Master Course

After completing this course, the student will understand what is needed to perform an actual home inspection, and learn how to write an inspection report. During this Course the student will experience an in-depth look at each component of a house. Business skills taught will include how to develop your business, how to market yourself, ways to differentiate yourself from your competition, steps for success and risk management. The student will learn hands-on through lab exercises and actual home inspections. Teaching methods also include discussions, one-on-one or round-table, role playing, public speaking as well as videos, slides and lectures. Upon completion graduates have the skills to seek employment as a home inspector, set up a home inspection company or add home inspection services to their current offerings. This Course meets the requirements to seek a home inspection license in most states.

Home Inspection Master Course Curriculum

The following topics will be covered during class through lecture, hands-on lab work, and actual field inspections. Report writing and Standards of practice will be reinforced during the instruction of the home system components:

- Standards of Practice and Report Writing
- Licensing Requirements, SOP &COE
- Professional Overview and Objectives
- Home Inspector Documents
- Heating Systems
- Structural Systems
- Interior Systems
- Exterior Systems
- Roofing Systems
- Plumbing Systems
- Electrical Systems
- Air Conditioning Systems
- Insulation and Ventilation Systems
- Fireplaces and Solid Burning Systems

During this course students will attend actual home inspections. Reviews will be conducted of the inspections and reports.

Home Inspection Home Study Course

After completing this course, the student will understand what is needed to perform an actual home inspection, and learn how to write an inspection report. During this Course the student will experience an in-depth look at each component of a house. Business skills taught will include how to develop your business, how to market yourself, ways to differentiate yourself from your competition, steps for success and risk management. The student will learn hands-on through lab exercises and actual home inspections. Teaching methods also include discussions, one-on-one or round-table, role playing, public speaking as well as videos, slides and lectures. Upon completion graduates have the skills to seek employment as a home inspector, set up a home inspection company or add home inspection services to their current offerings. This Course meets the requirements to seek a home inspection license in most states.

- Standards of Practice and Report Writing
- Licensing Requirements, SOP &COE
- Professional Overview and Objectives
- Home Inspector Documents
- Heating Systems
- Structural Systems
- Interior Systems
- Exterior Systems
- Roofing Systems
- Plumbing Systems
- Electrical Systems
- Air Conditioning Systems
- Insulation and Ventilation Systems
- Fireplaces and Solid Burning Systems

Home Energy Audit Course (Classroom and Online)

After completing this course, the student will understand what is needed to perform an actual home energy audit, and learn how to write an energy efficiency report. During this Course the student will experience an in-depth look at each system of a house. Business skills taught will include how to develop your business, how to market yourself, ways to differentiate yourself from your competition, steps for success and risk management. The student will learn hands-on through lab exercises and actual energy audits. Teaching methods also include discussions, one-on-one or round-table, role playing, public speaking as well as videos, slides and lectures. Upon completion graduates have the skills to seek employment as an energy auditor, set up an energy audit company or add energy audit services to their current offerings. This Course meets the requirements set by BPI and will prepare individuals to pass the BPI and RESNET certification tests. Proctoring of BPI exams is available through American Home Inspectors Training Institute, Ltd upon graduation.

- Energy Basics
 - First 2 Laws of Thermodynamics
 - Energy Types
 - Energy Units
 - Fuel Types
 - Heat Transfer Mechanisms
 - Temperature and Delta “ ΔT ”
 - Relative Humidity and Moisture
 - Air Movement within Buildings
 - Baseload Calculations/Client Interview
- Building Assessment
 - Building Envelope
 - Heat Flow
 - Defining Thermal & Air Boundaries
 - Fenestration
 - Calculating Conductive Heat Loss
 - Area & Volume Calculations
 - Building Diagnostics
 - Blower Door Evaluation
- Air Leakage
 - Blower Door Evaluation
 - Building Airflow Calculations
 - Mechanical Ventilation
 - Calculating Convective Heat Loss
 - Cost Effectiveness of Retrofits
 - Combustion Appliance Issues
- HVAC Systems
 - Equipment Identification
 - Fuels
 - Distribution Types
 - Vent Design
 - Efficiencies
 - Combustion Safety

- Water Heating
 - Equipment Type
 - Venting Type
 - Age & Condition
 - Energy Factors
 - Savings Tips
- Lighting & Appliances
 - Consumption Data
 - Lighting Efficacy
 - Appliance Info & Tips
- Health & Safety
 - Personal Responsibility
 - Electrical
 - Ladders
 - Respiratory
- Duct Blaster Testing (Optional)
 - Equipment
 - Why Test Duct Leakage?
 - Total Leakage Protocol
 - Leakage to Outside Protocol
 - Results
 - Equivalent Leakage Area
- BPI Field Evaluation
 - Field DVD Here
- RESNET Standards
 - HERS Index
 - MINHERS
 - Appendix A
 - National Rater Test Study Guide Outline
 - Home Energy Rating Standards of Practice
 - Rating and Home Energy Survey Code of Ethics
 - Home Energy Rating Standard Disclosure
 - Procedures for Certifying Residential Energy
 - Efficiency Tax Credits for New Homes Software

Materials Received in Courses

Retail Value of Materials Received in Home Inspection Master and Home Study Courses

Master Course Training Book	\$129.00	Business Development Manual	\$249.00
Master Course Supplement	\$59.00	Business Development Supplement	\$59.00
Inspection Process Video	\$29.00	Master Course DVDs	\$70.00
7 Inspector Guides	\$245.00		
Exam Study Guide	\$195.00		
Sample Reporting System	\$22.00	TOTAL	\$1,057.00

Materials Received in the Energy Audit Certification Course (Classroom and Online)

Residential Energy Book	\$50.00
Building Analyst Field Training DVD	\$60.00
Field Data Collection Forms	\$29.00

TOTAL**\$139.00**

Books and Learning Materials

All books and learning materials needed for successful completion of each Course are provided to students at no additional charge. All tools and equipment needed are available in the labs during training. A professional home inspector and energy auditor need tools to be in business for themselves or work for others.

Registration Process

Students may register for class in person or by phone (800-441-9411).

To complete registration, students must sign an Enrollment Agreement for classes to be taken through American Home Inspectors Training Institute, Ltd.

A deposit is required at the time of registration as follows:

Home Inspection Master Course:	\$350
Home Inspection Home Study Course:	\$995
Home Energy Audit Classroom Course:	\$350
Home Energy Audit Online Course:	\$200

Tuition and Pricing Policies

Students enrolled in the same program may pay different tuition and fees if a published notice of a program price change specifies an effective date for all students enrolling in the program on or after that date. 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 who are similarly situated or
- Students enrolling under the same course schedule where discounts are available to all students

American Home Inspectors Training Institute does not offer scholarships, loans or financing.

Collection Policies

A deposit will hold a space in class. The balance must be paid in full on the first day of class. Students will not be permitted to attend class unless tuition is paid in full by the completion of the first day of class.

Academic Information and Standards of Progress

Syllabus

On the first day of class students receive a copy of the course syllabi and course outlines.

Attendance

Attendance 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 student files.

Absence

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

Late Arrival/Early Departure/Makeup Work

Absences due to late arrival and early departure will be treated as absences for the time missed. Missed class work will need to be made up and student must confer with the instructor.

Leave of Absence/Withdrawal

Students may request a leave of absence for extraordinary circumstances. Arrangements may be made to re-enter the next available Course or other upcoming classes. The leave of absence policy is in force for one year from the date of enrollment.

Re-enrollment/Readmissions

See "Leave of Absence."

Students who have been absent during class may resume classes during current scheduled classes or make arrangements for another class.

Grading

An average grade of 75% is required in order to satisfactorily complete training Courses. Class work is graded as follows and is returned in a timely manner.

A	90 – 100
B	80 – 89
C	75 – 79
D	Below 75
I	Incomplete
W	Withdraw

Lab and fieldwork are graded on a pass/fail basis by the end of the session.

Final grades for each Course are issued via U.S. mail following the satisfactory completion of the Course.

Incomplete grades: An “I” incomplete is awarded when the student does not meet academic or attendance standards but intends to retake the course. The ‘I’ incomplete can be replaced if the student satisfactorily completes course requirements after a second attempt.

Withdrawal: A “W” withdrawal is awarded when the student withdraws with no intention of completing the course.

Satisfactory progress

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

Unsatisfactory progress

Should a student receive a grade of less than 75% he/she will be notified in writing immediately after the test is taken and graded. Ways to raise the grade will be determined with the school director and/or instructor. If the student is not able to raise the grade point average above 75% he/she will be requested to take the course for no credit or withdraw and return at another time if there is demonstration of the ability to succeed.

Students are expected to attend all of the classes within the time the Course is scheduled in order to receive a certification of completion. Students may request withdrawal and make up the missed classes during the next scheduled start date. Otherwise the student will be terminated. The tuition paid will be refunded according to the applicable refund policy less the registration fee.

Probation

There are no probationary periods because the lengths of the Courses are short. Courses are short and are to be completed in the specified time frames. Students have the choice to withdraw if there is no satisfactory progress, take the Course for no credit, or plan to make up classes or re-enroll the next time the Course is offered. Students are notified in writing of their choices and may consult with the school director on their options.

Graduation

Students will receive a certificate of completion upon satisfactory completion of all Course requirements including minimum grades and attendance. Courses may satisfy certain professional or state continuing education requirements. Tuition must be paid in full to receive a certificate.

Records

Student records are maintained at the main corporate offices in Wisconsin. Computer records are backed up frequently and removed from the premises. Student records may be requested in writing by the student at any time. Student records are confidential.

Student Services

Housing

Students are expected to make their own housing arrangements during the class.

Student Records

Student records maintained by the school are available upon written request. No records will be made available to employers, prospective employers, or other schools unless a written request has been made.

Transcripts

Students will receive one transcript upon request after graduation and completion of all tuition obligations. There is a fee of \$5.00 for additional transcripts.

Family Educational Rights and Privacy Act.

The American Home Inspectors Training Institute, Ltd complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, Section 438. All students' records are confidential.

Counseling

Students may request professional counseling information from the school director. Referrals will be made to community resources. Employment skills are included in the training Courses.

Placement

No employment guarantee or wage guarantee is made.

Library

The use of a library is not required to complete any training Courses. Industry texts and journals are available for student use at the training facilities located on college campuses.

Rules of Conduct

It is expected that students will conduct themselves in a professional manner and demonstrate respect for their instructors and fellow classmates. The school administration reserves the right to terminate a student on any of the following grounds. Termination notice will be in writing citing the reasons for termination. Tuition will be refunded according to the applicable refund policy.

Not complying with school rules 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.

Dismissal/Readmission

Students who have been dismissed or terminated will be readmitted at the school director's discretion.

Dress

Dress is casual and neat. Some days include work on actual inspection sites where work clothes are appropriate.

Drug free school and workplace

No student, instructor, or employee may be on the school premises or field/lab site under the influence or in the possession of any controlled substance. As a drug and alcohol free environment, individuals under the influence or in the possession of any controlled substance will be subject to immediate dismissal/removal. Individuals may request counseling for substance abuse and will be referred to community resources.

No smoking

There is no smoking within the schools, labs, or offices. Smokers may smoke outside. There is no smoking at the field sites. Smokers may smoke during break across from the site.

Sexual harassment and anti hazing policy

The administration of AHIT takes the issue of sexual harassment very seriously. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among students and staff. Sexual harassment or harassment because of age, race, color, religion, national origin, or disability, will not be tolerated. This includes any kind of intimidation or discrimination. Investigation of 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 termination.

Unresolved Disputes

Grievance Procedure

Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment by phone to see the school director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student file. Every attempt at a satisfactory resolution will be made. If the complaint cannot be resolved after meeting with the director of the school, the student may contact the licensing board for the state where the school is located. See details that follow:

Arizona Unresolved Disputes

If the student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post Secondary Education. The student must contact the board for further details. The State board address is: 1400 West Washington, Room 260, Phoenix, AZ, 85007, phone 602-542-5709, website <http://azppse.state.az.us>.

California 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 problems was still not satisfactorily resolved, then he/she may contact the Bureau of Private Postsecondary and Vocational Education, 400 R Street, Suite 5000, Sacramento CA 95814-6200, 916-445-3427

Colorado 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 was still not satisfactorily resolved, then he/she may contact the Division of Private Occupational Schools, Colorado Department of Higher Education, 1380 Lawrence Street, Suite 1200, Denver, CO 80204-2059, Phone: 303-894-2960. There is a two-year limitation of Division action on student complaints.

Florida 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 was still not satisfactorily resolved, then he/she may contact the Florida Department of Education, 2650 Apalachee Parkway, Suite A, Tallahassee, FL 32301. 888-224-6684

Georgia 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 problems was still not satisfactorily resolved, then he/she may contact the Georgia NonPublic Postsecondary Education Commission 2189 Northlake Parkway, Building 10, Suite 100, Tucker, GA 30084-4113, 770-414-3300.

Kansas 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, then he/she may contact the Kansas Board of Regents 1000 SW Jackson, Suite 520 Topeka, KS 66612-1368. 785-296-3421

Michigan 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, then he/she may contact the Michigan Proprietary School Unit, Victor Office Center, 4th Floor, 201 North Washington, Lansing, MI 48913. 517-373-6774

Minnesota 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, then he/she may contact the Minnesota Office of Higher Education. 1450 Energy Park Drive, Suite 350, Saint Paul, MN 55108-5227; 651-642-0533.

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, then he/she may contact the Ohio State Board of Proprietary School Registration. 35 East Gay Street, Suite 403, Columbus, OH 43215. 877-275-4219

Pennsylvania 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, then he/she may contact the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12th floor, Harrisburg, PA 17126-0333.

Tennessee Unresolved Disputes

A review of the complaint will be documented and an attempt at a satisfactory resolution put in place. The results of the meeting will be documented. Should the student believe the problem(s) was still not satisfactorily resolved, then he/she may contact the school license board: Tennessee Higher Education commission Nashville, TN 37243-0830. Phone: 615-741-3605.

Washington Unresolved Disputes

Students are expected to address any disagreements of conflict directly with the individual involved. After this, if there is no satisfactory resolution, the student may set an appointment to see the school director, Mark Newcomer, 800441-9411 ext 5950. A review of the complaint will be documented and an attempt at satisfactory resolution put in place. The results of the meeting will be documented. Should the student believe the problem(s) was still not satisfactorily resolved, then he/she may contact the school license board: Work Force Training and Education Coordinating Board, PO Box 43105, Olympia, WA 98504. 360-753-5673.

Wisconsin Unresolved Disputes

A review of the complaint will be documented and an attempt at a satisfactory resolution put in place. The results of the meeting will be documented. Should the student believe the problems was still not satisfactorily resolved, then he/she may contact the school license board: Wisconsin Education Approval Board, Madison, WI. Phone: 608-266-1996.

Refund and Cancellation Policies

A full refund of all monies paid will be given to any student who pays for services/items they did not receive.

All advanced monies paid by the student, other than an initial, nonrefundable registration fee, will be refunded if the student submits a written request for refund within three (3) days after signing this enrollment agreement and making initial payment. By signing this enrollment agreement the student acknowledges they are aware of the nonrefundable registration fees listed on page one (1) of this agreement.

Refunds will be calculated on an hourly, pro-ratio basis for students who withdraw during a course. The official termination date and percentage of course completed will be based upon the last date of student attendance. For the Home Energy Online Course, the last date of attendance will be based upon the student's last date of course access. All refunds will be paid to student within sixty(60) days of termination.

Extenuating Circumstances

In the case of extenuating circumstances the director will consider a settlement that is reasonable and fair to the student and the school.

Postponement of starting date: Postponement of a starting date, whether at the request of the school or the student, may delay the start of the course until the next scheduled course. The school may request a postponement of start if the course enrollment is low, if the student is unable to attend the postponed course, a full refund will be issued to the student including the nonrefundable registration fee.

Changes made by school

If the school cancels or changes a course of study or location in such a way that the student who has started is unable to complete training, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the course who is affected by the cancellation or change. If the school is unable to make alternative arrangements that are satisfactory to both parties, the school will refund all money paid by the student for the course including nonrefundable registration fee. The student under no circumstances will be charged additional fees by the school if changes are made.

There are no additional services or items required to be purchased to finish the courses. Additional items and services are available from the school and may be purchased by the student but they are not required.

The school has the right to adjust tuition rates prior to completion of the course. An advanced notice of thirty (30) days will be given to students enrolled in a course prior to any tuition adjustments are made.

Administration and Faculty

American Home Inspectors Training Institute, Ltd (AHIT) is a private (not public) training institution that is incorporated as a C-Corporation in the state of Wisconsin. AHIT is owned by OnCourse Learning Corporation, LLC which is majority owned by Riverside Micro-Cap Fund I, L.P. No other person or company owns five percent or more of the Institution.

Board of Directors

Mark Newcomer, President and School Director. Dave Logan, Chairman. Frank Foster, Board Member Randy Orth, Board Member. Brian Sauer, Board Member.

Instructors

David Fogle
James Schumacher
Steve O'Donnell
Jay Fuller
William Ross
John Coleman
Derek Pomaville
Jeff Mueller
Joe Dudek

Operations

Patrick Sheahan - CFO
Lucas Kysely - Planning and Reporting
Catherine Paepcke – Compliance
Nick Carlson – IT and Telecommunications

Customer Service

Connie Kraft – Team Leader
Kristin Butler
Joe Jasinski
Dustin Wengert

Student Service Associates

Jeremy Meadows – Support Manager
James Huebner
Dan Nolan
Rich Tio
Scott Meissner
Paul Schumacher

Accounting

Katie Klenke
Lucas Kysely

Home Inspection Class Schedule

ARIZONA	CALIFORNIA
February 12 May 7 July 16 October 8	March 12 June 11 September 24 December 3
COLORADO	FLORIDA
January 22 March 19 May 21 July 9 September 10 November 5	February 12 May 7 August 13 November 12

GEORGIA	MICHIGAN
March 12 June 11 September 17 December 10	TBD
MINNESOTA	MISSOURI
January 15 March 19 May 11 July 23 September 24 December 3	TBD
OHIO	PENNSYLVANIA
February 26 May 21 July 30 October 15 December 10	January 19 April 30 July 30 October 29
TENNESSEE	TEXAS ARLINGTON
February 26 June 4 August 27	February 22 May 10 July 26 September 20 November 8
TEXAS HOUSTON	WISCONSIN
February 8 June 21 October 25	January 29 March 26 May 21 July 16 September 17 November 12 Energy Audit Course: TBD

Administrative Office Hours

Please note that administrative offices are open Monday through Friday and are available to provide full student and graduate support during the hours of 7:30 a.m. to 6:00 p.m. (Central time) The administrative offices are closed Saturdays and Sundays.

Students enrolled in classes held over the weekends and during times not reflected above would have access to trainer/trainers for support and other questions that may arise.

American Home Inspectors Training observes the following holidays each year and administrative offices will be closed in observance:

New Years Day	Good Friday
Memorial Day	Fourth of July
Labor Day	Thanksgiving
Day after Thanksgiving	Christmas Eve Day
Christmas Day	New Years Eve Day

Faculty Information

Bill Ross – Senior Technical Instructor

Bill is a long-time member of the American Society of Home Inspectors (ASHI®), California Real Estate Inspectors Association (CREIA), NAHI, IAEL, ICBO, and is a Certified Environmental Inspector. Bill also served on the Board of Directors for the National Association of Home Inspectors (NAHI). Bill was the Director of Technical Training and Support for Amerispec, one of the nation's largest franchiser, for 10 years. He was the former owner of Goldenwest Home Inspectors, which performed over 14,000 inspections. He was also awarded the NAHI "Educator of the Year" in 2002 and 2003.

John Coleman – Senior Technical Instructor

John is the founder and president of Coleman Home Inspection, Inc. His vast sales background, including a successful home inspection business is an invaluable asset to the Company. John is a graduate of the American Home Inspectors Training Institute and an active member of the National Association of Home Inspectors and the American Society of Home Inspectors. The Denver Association of Realtors also named John "Inspector of the Year" in 2002.

Steve O'Donnell – Senior Technical Instructor

Steve has a long success record in the industry. He is the Co-founder of Newcomer's Inspection Services, which began in 1994. He is a certified Home Inspector in the State of Arizona and a Graduate of the University of Michigan with a Bachelor of Science degree. Steve has personally performed over 2,600 home inspections. Mr. O'Donnell is also a certified BPI Energy Audit instructor and exam proctor.

Derik Pomaville – Senior Technical Instructor

Derik is a certified home inspector in the state of Arizona. An AHIT alumnus, he has been performing home inspections since 1994. He is also a member of the American Society of Home Inspectors. Derik also spent ten years in the insurance industry where he developed and conducted training classes for sales and marketing, Property and Casualty licensing and exam preparation, and advanced management skills. Derik has also graduated and assisted in conducting Dale Carnegie courses.

Joe Dudek – Senior Technical Instructor

Joe is a licensed Real Estate Broker and Home Inspector in the state of Illinois. He is a member of the Northern Illinois Home Builder Association, the Naperville Chamber of Commerce, National Association of Home Inspectors and the International Association of Electrical Inspectors. He brings more than thirty years experience in the Real Estate industry to his instruction methods.

David Fogle – Senior Technical Instructor

David is a licensed home inspector in the states of South Carolina and New York. He has extensive experience in the construction and inspection fields. In 1995 David opened a residential building contracting firm with services ranging from kitchen/bath remodeling to complete home restorations. In 2001 he opened the multi-inspector firm, Home Scope Property Inspections which has inspection offices in Georgia and North Carolina. He is a member of ASHI and is certified to conduct EIFS/Synthetic Stucco Inspections.

Not all instructors teach in all locations.