



CATALOG

Director/ Faculty Instructor: Joseph P. Jefferys

Property of HomeSpection® Training Institute Inc. All rights reserved

Publication Date: September 24, 2013

Revision Date: December 7, 2018

The HomeSpection® Training Institute

**4683 Whipple AVE NW Canton, OH 44718
(877) 658-6143 or (330) 936-2264**

CATALOG

Publication Date September 24, 2013

Revision Date December 7, 2018

TABLE OF CONTENTS

- 1. SCHOOL CALENDAR FOR 2019**
- 2. TUITION REFUND POLICY**
- 3. LIST OF ACCREDITATIONS & APPROVALS**
- 4. ENROLLMENT DATES FOR 2019**
- 5. ENTRANCE REQUIREMENTS**
- 6. STUDENT LEAVE, ABSENCES, TARDINESS, AND MAKE-UP WORK**
- 7. SUSPENSION OR TERMINATION FOR UNSATISFACTORY WORK, ATTENDANCE, OR DISCIPLINARY ISSUES**
- 8. GRADING SYSTEM AND MINIMUM GRADES CONSIDERED SATISFACTORY**
- 9. DESCRIPTION OF ANY UNSATISFACTORY PROGRESS PROBATIONARY PERIOD**
- 10. CONDITIONS FOR RE-ENTRANCE FOR STUDENTS DISMISSED OR SUSPENDED FOR UNSATISFACTORY PROGRESS**
- 11. DESCRIPTION OF CONTENT OR PROGRAM**
- 12. SEQUENCE OF COURSE**
- 13. COURSE DESCRIPTIONS WITH NUMBER OF CLOCK HOURS AND/OR CREDIT HOURS**
- 14. STANDARDS OF ACADEMIC PROGRESS FOR THE PURPOSE OF FEDERAL AND STATE FINANCIAL AID PROGRAMS**
- 15. SCHEDULE OF FEES, RENTAL DEPOSITS, LATE FEES, INTEREST CHARGES, AND ANY OTHER CHARGES**
- 16. GRANTING OF CREDIT FOR PREVIOUS EDUCATION, TRAINING OR EXPERIENCE**
- 17. LIST OF FACULTY AND ADMINISTRATORS, INCLUDING RELATED QUALIFICATIONS**
- 18. INSTITUTIONAL SCHOLARSHIPS, AWARD PLANS OR INSTITUTIONAL GRANTS**
- 19. GRIEVANCE PROCEDURES, INCLUDING THE RIGHT OF THE STUDENT TO CONTACT THE STATE BOARD**
- 20. SCHOOL CERTIFICATE OF REGISTRATION NUMBER**
- 21. GRADUATION REQUIREMENTS**

SCHOOL CALENDAR FOR 2019

MONTH	DATES
January	7-11, 14, 15
February	4-8, 11, 12
March	4-8, 11, 12
April	1-5, 8, 9
May	6-10, 13, 14
June	3-7, 10, 11
July	8-12, 15, 16
August	5-9, 12, 13
September	9-13, 16, 17
October	7-11, 14, 15
November	4-8, 11, 12
December	2-6, 9, 10

TUITION REFUND POLICY

If the student is not accepted into the training program, all monies paid by the student shall be refunded for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 80 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with the following provisions established by Ohio Administrative Code section 3332-1-10:

- (1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- (2) A student who starts classes and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus registration fee.
- (3) A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- (4) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- (5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

LIST OF ACCREDITATIONS & APPROVALS

1. Accredited through the Better Business Bureau
2. Ohio Bureau of Worker's Compensation Provider (No. 203914782-00)
3. The State of Ohio Board of Career Colleges and Schools (Reg. No. 13-11-2031T) & Program Authorization
4. Approved School by the International Association of Certified Home Inspectors (InterNACHI Education Provider)
5. Approved by the Ohio Michigan Association of Career Colleges and Schools (OMACCS)
6. Approved by the West Virginia Fire Marshall's office as a Training Provider
7. Approved by Indiana's Professional Licensing Agency as a Training Provider
8. Eligible Training Provider for Veterans with Post 9/11 G. I. Bill
9. Eligible Training Provider for OhioMeansJobs
10. Eligible Training Provider for PA CareerLink
11. Eligible Training Provider for Michigan Works!
12. Eligible Training Provider for Workforce West Virginia
13. Eligible Training Provider for Trade Assistance Act (TAA)

ENROLLMENT DATES FOR 2019

MONTH	DATES
January	7-11, 14, 15
February	4-8, 11, 12
March	4-8, 11, 12
April	1-5, 8, 9
May	6-10, 13, 14
June	3-7, 10, 11
July	8-12, 15, 16
August	5-9, 12, 13
September	9-13, 16, 17
October	7-11, 14, 15
November	4-8, 11, 12
December	2-6, 9, 10

Page 5.

ENTRANCE REQUIREMENTS

High School Diploma or G.E.D.

STUDENT LEAVE, ABSENCES, TARDINESS, AND MAKE-UP WORK

We will dismiss you with any emergency that may arise. If you are tardy more than ten minutes please call the school's toll free number 1-877-658-6143. We will hold the start of class for up to ten minutes. If you are more than ten minutes late you will have to catch up on what you missed on your own time.

In the case of absence, meaning a half or full day, all make-up work will be held each Saturday in the week of course you are attending.

**SUSPENSION OR TERMINATION FOR UNSATISFACTORY WORK, ATTENDANCE
OR DISCIPLINARY ISSUES**

The HomeSpection® Training Institute will suspend or terminate any student for misbehavior, theft or for unsatisfactory work or attendance. You will be refunded your tuition under Ohio Administrative Code 3332-1-10.

GRADING SYSTEM, MINIMUM GRADES CONSIDERED SATISFACTORY

The HomeSpection® Training Institute provides numerous exams to each student several times a day. Your Final Exam is a 100 question, multiple choice, test that was approved by the national organization of ASHI. If you miss 10 questions your grade would be a 90%. If you miss 20 questions your score would be 80%. Any score below 70% will be considered not passing, and will have to be retaken the following Saturday morning.

DESCRIPTION OF ANY UNSATISFACTORY PROGRESS PROBATIONARY PERIOD

The HomeSpection® Training Institute's Probationary Period is for the total length of the Advanced Course which is for the 80 hours in the classroom and out in the field.

**CONDITIONS FOR RE-ENTRANCE FOR STUDENTS DISMISSED OR SUSPENDED
FOR UNSATISFACTORY PROGRESS**

The HomeSpection® Training Institute will consider any student for re-entry into the classroom if the reasons for which they were dismissed were corrected and the student pledges not to create or disrupt the classroom again and pledges to continue in normal progress.

Page 11, 12, and 13

**DESCRIPTION OF CONTENT OR PROGRAM/ SEQUENCE OF COURSE/ COURSE
DESCRIPTIONS WITH NUMBER OF CLOCK HOURS AND/OR CREDIT HOURS**

The HomeSpection® Training Institute

Advanced Home Inspection Course

Advanced Home Inspection Program

80 Hours

COURSE DESCRIPTION:

This comprehensive program is designed to go into more detail than the typical Basic Home Inspection courses and to enhance the student's understanding in the following areas: Exteriors, Roofing, Structure, Foundations and Drainage, Framing, Plumbing, Environmental Concerns, Interiors, Insulation, HVAC & Electric.

COURSE CREDIT HOURS:

80 hours

INSTRUCTION METHOD:

Lecture/hands-on training/group participation/reading assignments/lab work

PREREQUISITES:

High School Diploma or G.E.D.

COURSE OUTLINE:

Day 1 – 8:30am – 12:00pm

Classroom Session 1: Communication & Professional Practice (Chapter 1, 2 and 4) (Do not review Chapter 3 in book)

- Introduction to the course
- Standards of Practice (State specific; OH, KY, IN, MI, PA, & WV)
- Tools
- Clients
- Pre-inspection routine
- Introductory discussion
- The inspection
- Closing discussion
- Report writing basics

Day 1 – 12:00pm – 1:00pm

Lunch

Day 1 - 1:00pm – 5:30pm

Classroom Session 2: Exteriors (Chapter 5 and 6)

- Wall cladding
- Brick, Stone, Concrete
- Conventional Stucco
- Wood siding
- Vinyl siding
- Windows and doors
- Window glazing
- Weather and vapor barriers
- Trim, flashings, and caulking
- Insulation
- Foundation and roofing relation
- Introduction to Exterior Structures
- Porches, decks, and balconies
- Garages and carports
- Lot Grading
- Gutters and downspouts
- Window wells, ingress, egress
- Walks, driveways and grounds
- Retaining Walls

Day 2 – 8:30am – 12:00pm

Classroom Session 3: Roofing (Chapter 6)

- Definitions
- Asphalt shingles installation.
Asphalt shingle conditions Ice dams
- Wood shingles and shakes
- Fiberglass, slate, clay tile, cement tiles & metal roofing materials
- Roll roofing
- Synthetic rubber (EPDM) and Plastic (PVC) roofing
- Roof ventilation methods
- Water supply, control and draining
- Valley flashing
- Chimney flashing
- Hip and Ridge flashing
- Stack flashing
- Roof flashing
- Drip Edge flashing
- Corner flashing
- Vent flashing

- Skylight flashing
- Wall flashing
- Re-roofing
- Attic access
- Roof slopes

Day 2 - 12:00pm – 1:00pm

Lunch

Day 2 - 1:00pm – 5:30pm

Classroom Session 4: Structure/Foundation/Framing (Chapter 6)

- Introduction to foundation inspection
- Site analysis/location
- Foundation grading
- Foundation materials
- Full basement
- Slab-on-grade (Flat work)
- Crawl space
- Foundation walls
- Shrinkage cracks
- Horizontal forces on foundations
- Bowing and bulging foundation walls
- Foundation surface damage issues
- Foundation concrete deterioration
- Waterproofing and damp proofing foundations
- Drainage/ drain tiles
- Introduction to framing
- Platform, balloon, and post-and-beam framing
- Rammed earth & straw bale framing
- Insulated concrete form framing
- Conventional concrete
- Panelized and masonry framing
- Wood I joist
- Sills
- Columns
- Beams
- Joists
- Sub floors
- Floor slabs
- Ceilings
- Stairs and guardrails/handrails/balusters
- Wall structures

- Solid masonry walls
- Wood frame walls
- Wood structural panel
- Steel walls
- Door and window framing
- Roof structures
- Fireplace and chimney
- Trusses
- Sheathing

Day 3 – 8:30am – 12:00pm

Classroom Session 5: Interior and Insulation (Chapter 7)

- Insulation basics
- Insulating materials
- Roof ventilation
- Attic insulation
- Plumbing ventilation
- Basement and crawl spaces
- Crawl space inspections
- Exhaust fan inspections

Day 3 - 12:00pm – 1:00pm

Lunch

Day 3 - 1:00pm – 5:30pm

Classroom Session 6: Electrical Systems (Chapter 9)

- Electrical Basics/ Definitions
- Location and clearances
- Service drops and service laterals
- Service entrance
- Service box
- Service size
- Grounding and bonding
- Lights and power distribution panels
- 240 V and multi-wire circuits
- Distribution panel conditions
- Introduction to branch circuit wiring
- Distribution wiring

- Knob and tube wiring
- Aluminum wiring
- Outlets
- Switches
- Junction boxes
- Swimming pools, spas, and whirlpools

Day 4 – 8:30am – 12:00pm

Classroom Session 7: Appliances

- Ovens (gas and electric), ranges and cooktops
- Kitchen exhaust hoods
- Dishwashers
- Food waste disposers and trash compactors
- Fixed microwaves
- Doorbells and chimes
- Bathroom exhaust fans/heaters
- Dryer vents

Day 4 - 12:00pm – 1:00pm

Lunch

Day 4 - 1:00pm – 5:30pm

Classroom Session 8: HVAC (Chapter 8)

- Heating & Air conditioning theory and principles
- Condensing coil
- Evaporators
- Condensate system
- Condenser fan
- Evaporator fan
- Duct system ventilation
- Thermostat
- Inspection procedure air-conditioning

Day 5 – 8:30am – 12:00pm

Classroom Session 9: Plumbing (Chapter 8)

- Introduction to plumbing inspection
- Supply plumbing system goals and performance
- Water supply distribution system
- Introduction to water heaters
- Gas and electric water heaters
- Gas lines
- Introduction to DWV
- Drain piping material
- Common problems with drain piping materials
- Traps
- Floor drains
- Venting Systems
- Introduction to Fixtures and Faucets
- Basins, Sinks, Laundry Tubs
- Faucets
- Toilets
- Bathtubs
- Tub and Shower Stall Enclosures
- Shower stalls
- Inspection Procedures

Day 5 - 12:00pm – 1:00pm

Lunch

Day 5 - 1:00pm – 2:30pm

Classroom Session 10: Fire, Safety, Health (Chapter 10) & Standards of Practice

- Radon
- Lead paint
- Wood Destroying Insects
- Mold
- InterNACHI Standards of Practice
- Ohio Standards of Practice and guidelines
- Ohio Home Inspector Law (OAC 4764/Board Rules)

Day 5 – 2:30pm – 3:00pm

Final Exam Review

Day 5 - 3:30pm – 5:00pm

Final Exam

Day 5 – 5:00pm – 5:30pm

Final Exam Grading in Class and Surveys

Day 6 – 8:30am – 1:30pm

Performing a General Home Inspection

- Gathering information/Written Report
- Software Introduction
- On-site home inspection

Day 6 – 1:30pm – 2:00pm

Lunch

Day 6 – 2:00pm – 3:00pm

Peer Reviews

- Presentation of Deficiencies and Safety hazards

Day 6 – 3:00pm – 5:00pm

Report Writing

- Required content for a General Home Inspection report
- Typical comments used in report writing
- Best practices and techniques for technical writing
- Making changes to a report
- Allowed distributions/reproductions

Day 7 – 8:30am – 1:30pm

Performing a General Home Inspection

- Gathering information/Written Report
- Software Introduction
- On site home inspection

Day 7 – 1:30pm – 2:00pm

Lunch

Day 7 – 2:00pm – 5:00pm

Business Basics

- Federal filings
- Federal I.D. numbers
- State name registrations
- Corporate filings
- Opening a Company Checking account
- Marketing
- Trade name associations
- Brochures/Letter Heads/Envelopes
- Web sites
- Uniforms
- Real estate Brokers/Financial Institutions/Insurance Companies

Day 8 – 8:30am – 5:30pm

- Practice Property Inspection/Written Reports/Report Writing Software

Day 9 – 8:30am – 5:30pm

- Practice Property Inspection/Written Reports/ Report Writing Software

Day 10 – 8:30am – 5:30pm

- Practice Property Inspection/Written Reports/Report Writing Software

Page 14.

**STANDARDS OF ACADEMIC PROGRESS FOR THE PURPOSE OF FEDERAL AND
STATE FINANCIAL AID PROGRAMS**

The HomeSpection® Training Institute is not a provider of Federal Aid or Grants at this time.

SCHEDULE OF FEES, RENTAL DEPOSITS, LATE FEES, INTEREST CHARGES, AND ANY OTHER CHARGES

The HomeSpection® Training Institute charges a one-time Registration Fee of \$125.00 and a Tuition Fee of \$2870.00. There are no other fees for the Advanced Home Inspection Course. We charge no late fees or interest.

Tuition and fees for course:

Registration Fee.....\$125.00
Book Fees.....\$000.00
Inspection Tools.....\$000.00
Tuition.....\$2870.00
Total Cost.....\$2995.00

Payment:

All tuition fees are payable for the 80 hour course. Payment is due prior to the start of classes.

Total projected cost of program at current tuition and fee rates: \$2995.00

Tuition and fee charges are subject to change at the school discretion. Any tuition or fee increases will become effective for the school term following student notification of these increases.

GRANTING OF CREDIT FOR PREVIOUS EDUCATION, TRAINING OR EXPERIENCE

The HomeSpection® Training Institute does not grant credit for previous educational training or experience.

LIST OF FACULTY AND ADMINISTRATORS, INCLUDING RELATED QUALIFICATIONS

1. Joseph P. Jefferys

President/ Director/ Faculty Instructor

Agent for the State of Ohio Association of Career Colleges and Schools (Permit # 14-014)

Licensed and Registered with the Ohio State Board of Career Colleges and Schools
(Registration #13-11-2031T)

Approved School by the International Association of Certified Home Inspectors
(InterNACHI Education Provider)

43 years Certified Master Home Inspector

College Faculty Instructor – Hondros College

2. Todd Petty

Director of Admissions

Agent for the State of Ohio Association of Career Colleges and Schools (Permit # 14-093)

Certified Home Inspector (HSTI)

Bachelor of Business Administration - Marketing - University of Cincinnati

3. Matt Adams

Faculty Instructor

Certified Home Inspector (HSTI)

Licensed in Radon Testing (HSTI/ODH)

Certified in Moisture Intrusion

Certified in Advance Energy

Certified in Deck Inspections

Certified in Advanced Electrical & Plumbing Inspections

Certified in Comfort & Climate Inspections

Certified in Energy Movement within the Home

Certified in Whole House Systems

Certified in InterNACHI Residential Standards of Practice

Certified in ASHI Code of Ethics

Certified in InterNACHI Advanced Radon Measurement

Page 18.

INSTITUTIONAL SCHOLARSHIPS, AWARD PLANS OR INSTITUTIONAL GRANTS

The HomeSpection® Training Institute does not offer any scholarships, awards or grants.

GRIEVANCE PROCEDURES, INCLUDING THE RIGHT OF THE STUDENT TO CONTACT THE STATE BOARD

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus Ohio 43215, Phone 614-466-2752: toll free 877-275-4219.

Page 20.

SCHOOL CERTIFICATE OF REGISTRATION NUMBER

The State of Ohio Board of Career Colleges and Schools (Registration # 13-11-2031T)

GRADUATION REQUIREMENTS

You must attend the HomeSpection® Training Institute's full Advanced Course which consists of 10 days, 80 hours in the classroom and out in the field to receive the Certificate of Completion.