



QUALIFIED. REGISTERED. ACCOUNTABLE.

Applied Science Technologists and Technicians of
British Columbia
(ASTTBC)

Property Inspection Certification Board (PICB) Policy
Council Approved
May 21, 2015

PREFACE

This policy was approved by the ASTTBC Council on May 21, 2015 and is issued to the Property Inspection Certification Board (PICB) to serve as the policy and criteria for setting certification standards and for processing applications for certification and registration. This revision of the PICB Policy supersedes all previous revisions approved by ASTTBC Council.

DISCLAIMER

ASTTBC Directors, employees, officers, volunteers and the duly appointed members of the Property Inspection Certification Board (PICB) are responsible for administering the policy and procedures. Granting of ASTTBC certification and registration to an individual infers that the individual has satisfied the requirements and minimum standards described in this policy.

ASTTBC does not accept liability for any errors or omissions that may arise as a result of the services or work performed by an individual certified by the PICB and registered with ASTTBC or for the consequences of any actions taken by members and registrants. No legal proceeding for damages may be commenced or maintained against the Directors, employees, officers or volunteers of the association because of anything done or omitted in the performance or intended performance of any duty under the ASTT Act, or in the exercise or intended exercise of any power under that Act.

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Chronology of Policy Revisions Approved by Council:

July 1998, Registered' changed to Certified
January 1999 Amended (add 11.3 and 12.0)
February 2001 Revised
March 2002, Revised
January 2003, Certification responsibility to Board of Examiners
January 2004, Clarification of intent concerning allowable period as an Associate Inspector
January 2005, Amended (5.1 and 9.0)
September 2011, Amended (3.5 and 4.9.1)
September 2012, Amended
January 2013, Substantial revision to entire policy including introduction of RRFA
May 2015, Substantial revision.

Foreword

ASTTBC Directors, employees, officers, volunteers and the duly appointed members of the Property Inspection Certification Board (PICB) are responsible for administering the policy and procedures. Granting of ASTTBC certification for registration of an individual or the accreditation of a training program infers that the individual has satisfied the requirements and minimum standards described in this policy.

As of 2013, Property Inspections includes the Registered Reserve Fund Analyst (RRFA) designation that introduces an economic analysis and reporting element for strata depreciation reporting. The limited RRFA(L) is for Certified House Inspectors (CHI). The full RRFA designation is available to Certified Property Inspector (CPI).

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1.0 Description of Property Inspections

Property Inspections (PI) consists of three designations in the technical specialist category of ASTTBC membership. The practice of house and property inspection is the visual inspection, limited testing, collecting information and reporting results to provide the client with an objective description of the condition of a building and or property.

As of 2013, Property Inspections includes the Registered Reserve Fund Analyst (RRFA) designation that introduces an economic analysis and reporting element for strata depreciation reporting. The limited RRFA(L) is for Certified House Inspectors (CHI). The full RRFA designation is available to Certified Property Inspectors (CPI).

The titles Certified House Inspector (Provisional), Certified House Inspector, Certified Property Inspector and Registered Reserve Fund Analyst with the respective designations CHI(P), CHI, CPI and RRFA are registered marks of ASTTBC and as such, cannot be used by any other person and are not transferable. These titles are awarded to individuals not companies.

1.1 Certified House Inspector (CHI)

A CHI is a person who has met the required minimum standards and criteria for certification (see Appendix 1.1), has been reviewed and approved by the PICB, offers house inspection services within the accepted Standards of Inspection and complies with the ASTTBC Code of Ethics.

To become a CHI there are 3 levels or stages:

- 1) Inspector In Training (IIT);
- 2) Certified House Inspector (Provisional) (CHI(P))
- 3) Certified House Inspector (CHI).

1.2 Certified Property Inspector (CPI)

A CPI is a person who has met the required minimum standards and criteria for certification as described in Appendix 1.2, has been reviewed and approved by the PICB and offers property inspection services within the scope and accepted Standards of Inspection and complies with the ASTTBC Code of Ethics.

To become a CPI requires a minimum of 1 year of experience as a CHI.

1.3 Registered Reserve Fund Analyst (RRFA)

A RRFA is a person who has met the required minimum standards and criteria for certification as described in Appendix 1.3 and 1.4, has been reviewed and approved by the PICB and complies with the ASTTBC Code of Ethics.

There are 2 categories of RRFA designation:

- 1) RRFA (L) is a limited designation available to CHIs
- 2) RRFA is the full designation available only to CPIs

2.0 Certification Criteria

2.1 General Requirements

The PICB will assess applications for certification to ensure the applicants have achieved the minimum requirements and have:

- (a) Completed in the proper manner the application form prescribed by the PICB
- (b) Demonstrated good character and reputation,
- (c) Documented Canadian citizenship or is a permanent resident of Canada,

(d) Satisfied the education and experience, requirements of the designation for which they are applying

(f) Paid the required application fee and other fees as outlined in the ASTTBC financial policy.

2.2 Documented Evidence of Education and experience

The PICB shall grant credit only for education, field training and work experience that is documented and substantiated with official evidence such as diplomas, certificates, transcript of marks, job descriptions and references. Original documentation is required from all sources. Copies of originals may be accepted if notarized or endorsed by a recognized professional.

2.3 Special Consideration

3.3.1 Special consideration for certification may be granted to an applicant at the discretion of the PICB.

2.3.2 An applicant under the Special Consideration conditions may be required to submit to an interview and provide a comprehensive report, or a detailed portfolio or to submit other acceptable evidence of experience at the level of certification being sought. A current License issued by Consumer Protection BC is considered to be acceptable evidence for an applicant seeking certification as a CHI.

2.3.3 The burden of proof rests with the applicant. Special consideration applicants must be able to demonstrate broad technical competence and capability and provide evidence of having significant work experience at the level of certification being sought.

2.3.4 The following criteria may be considered when assessing applicants for Special Consideration:

- a) Recognized by peers as authorities in the field.
- b) Developed a successful business based on applied science.
- c) Written books or published articles deemed by peers as relevant to their field.
- d) Teaching at a post-secondary education institution or equivalent.
- e) Exhibit other attributes demonstrating professional excellence, acceptable to the Board
- f) These criteria may be considered for a CPBC-licensed home inspector when there is a serious question as to the applicants' work experience.

2.4 Secondary School Graduation and Language Proficiency

Successful completion of a Secondary School certificate or diploma program in which English was the language of instruction is the basic requisite for all applicants seeking ASTTBC certification. Applicants must provide the original or a certified true copy of the original secondary school completion certificate and transcript of grades.

Alternatively, a Secondary School Equivalency Certificate issued by a Canadian provincial education authority is acceptable.

If an applicant is unable to provide evidence of secondary school completion the following shall be accepted as equivalent. As evidence of each of the following criteria the applicant shall submit the original document to ASTTBC.

- The applicant shall be a minimum of 19 years old,
and
- Have achieved Level 7 or higher in listening, speaking, reading and writing on the Canadian Language Technology Benchmarks (CLB) test for English,
and
- Have successfully completed a post-secondary training course (minimum of 30 hours)

relevant to the discipline or technical specialization of the applicant,
or

- Prepared and submit a written portfolio of prior learning acceptable to the Board of Examiners or relevant Technical Specialist Certification Board. The portfolio shall describe how, where and when the applicant learned the knowledge and gained the competencies required for certification.

2.5 Application in Abeyance

An application will be put in abeyance if the applicant has failed to complete the requirements of the requested certification within two years. The Registrar is required to notify an applicant if their file is being put in abeyance. Upon request by the applicant, a further 6 months will be allocated to fulfill the outstanding requirements. Failure to notify the Registrar for an extension request, or to meet the six-month requirement, will result in the application file being closed and a new application would be required should the person wish to apply again.

3.0 References and Referees

An applicant is required to provide names and addresses of four persons capable of providing a personal assessment of the applicant's technical abilities, judgment, work accuracy, attitude, personal characteristics and general professional outlook.

For applicants with previous experience as inspectors Licensed under CPBC as outlined in 2.3 above, the submission of a copy of the License and a copy of the certificate confirming membership in a CPBC designated association or authority, and membership level will constitute 2 of the required references. Two additional referees will still be required.

The referees should have sufficient knowledge of the applicant to confirm that the work experience information submitted by the applicant is accurate.

The PICB will consider the applicant has met the certification criteria for relevant experience based on three satisfactory references.

An applicant should include his/her immediate supervisor or manager as a referee.

A self-employed applicant may provide references from clients who can verify contract work performed.

If an applicant is working in an environment where there are no professionals to act as references, the PICB may accept other credible references at their discretion.

The PICB will determine the acceptability of references

4.0 Cancellation of Certification

The PICB, Board of Examiners or Practice Review Board (PRB) may initiate the process to cancel the certification if the certification was made under false pretenses or if the applicant becomes ineligible for full certification or upon the recommendation of the PRB.

5.0 Property Inspection Certification Board (PICB)

5.1 Responsibilities of the PICB

5.1.1 The Board shall consider applications for registration of Technical Specialists in the Field of House and Property Inspection, and may:

- a) Approve the registration;
- b) Refuse the registration; or
- c) Defer the registration until it is satisfied that the applicant has complied with a requirement for registration made by the Board.

5.1.2 The Board may, at its discretion, before approving the registration require an applicant to:

- a) Pass one or more examinations set by the Board; or
- b) Obtain more experience of a kind satisfactory to the Board for a period set by the Board.

5.1.3 The PICB shall send written notice of any decision made by it, to the applicant. If the decision made by the PICB is to refuse or defer certification, reasons for the decision shall be included in the notice.

5.1.4 Subject to the approval of the ASTTBC Council, the PICB may develop in consultation with other stakeholder organizations policies and procedures relating to:

- a) Certification
- b) Standards for certification
- c) Examinations
- d) Other policy matters

5.1.5 The Board shall be governed by Sections 13 and 14 of the Act pertaining to the approval of registrations and review by Council.

5.1.6 The Board shall regularly review its policies and methods and recommend changes to Council as required.

5.1.7 The Board shall be consistent in its decisions.

5.1.8 To meet its obligations the Board shall have the power to appoint examiners to assess whether applicants for membership satisfy the requirements of all the various disciplines.

5.1.9 Examiners appointed by the Board when required to attend a meeting of the Board shall do so in a non-voting capacity.

5.1.10 Board decisions shall require a two-thirds majority.

5.1.11 Three (3) Board members present shall constitute a quorum.

5.1.12 The Board shall at all times follow methods, procedures and policies approved by Council.

5.2 Composition of the PICB

5.2.1 The Board shall consist of a Chairperson and at least six (6) individuals with at least two (2) from each PI certification discipline (CHI, CPI, and RRFA) appointed annually by Council.

5.2.2 The Chairperson shall be elected from amongst the Board members present at the first meeting of the PICB each calendar year. A Vice-Chair may be elected at the same meeting to serve in the absence of the Chair

5.2.3 The Registrar or his or her designate will act as secretary to the Board and the Manager, House and Property Inspection Registration will serve as an ex-officio, non-voting member of the Board.

5.3 Meetings

5.3.1 The PICB shall meet at such times and at such places as may be deemed necessary to fulfill the obligations of the Board. Unless otherwise specified, participation by telephone or other electronic media is considered equivalent to on-site attendance.

5.3.2 At the invitation of the Chair or designate, File Reviewers may be requested to attend a PICB meeting in a non-voting capacity.

5.3.3 Only guests invited by the Chair or designate may attend PCB meetings. Guests may only remain for matters that they have been invited to address.

5.3.4 The Registrar or designate may request a special meeting of the PICB by any means and at any time.

5.3.5 The PICB Minutes will record the names of any PICB members who excuse themselves from discussion, leave prior to adjournment of the meeting. The time the member left the meeting and if applicable, returned to the meeting, will also be recorded in the minutes.

5.4 Expenses

5.4.1 ASTTBC pre-authorized travel, subsistence and meeting expenses for PICB members will be reimbursed by ASTTBC in accordance with the expense policy in effect at the time the expense is incurred.

6.0 Field Training and Assessment of Inspectors In Training (IIT)

6.1 Introduction

The ASTTBC policy on Mentoring, Field Training and Assessment applies to all members and applicants regardless of discipline or technical specialty. In addition, PICB policies may specify conditions that supplement the overarching Policy.

6.2 Mentoring

Mentoring is a voluntary, occupation-specific, helping relationship between someone that is recognized by peers to be experienced and competent in their field or discipline and is willing to develop a supportive professional volunteer relationship with a Mentee. The Mentee is typically a novice or inexperienced applicant or member aspiring to improve their competencies.

Through a volunteer mentorship arrangement, the Mentee will learn ways to access professional networks that a one-on-one connection with a local mentor can offer. Examples of

various types of mentorship include the traditional Master – Apprentice relationship, on-the-job training and supervision, an internship, a work place practicum, or job shadowing.

6.3 Field Training

Field Training is an organized approach to providing experiential learning related to duties and tasks required of an individual to practice in a specific field or discipline. The relationship between an ASTTBC approved Field Trainer and a Trainee is a paid contractual agreement in which the Field Trainer plans, organizes and instructs the Trainee. Upon completion of Field Training session(s) the Trainee should have achieved the minimum competencies for one or more certification requirements specified by the PICB. Ongoing formative assessment of the Trainee's knowledge, skills and abilities is an important part of every field training session. Three essential documents required for Field Training are:

- 1) Learning Contract describing anticipated learning outcomes, estimated hours and cost;
- 2) Report of the results of each field training session; and
- 3) Trainee's evaluation of the Field Training. Sample documents are provided in the Procedures on Mentoring, Field Training and Assessment document.

6.4 Field Assessment

Field Assessment is a summative assessment of trainee or applicant competencies specific to their field or discipline. The relationship between an ASTTBC approved Field Assessor and a Trainee or Applicant is a paid contractual agreement in which the Field Assessor plans, organizes, and evaluates the actions of the Trainee or Applicant. The Field Assessor compares competencies demonstrated by the Trainee with the certification standards. A written report is prepared and submitted to the PICB. A copy of the assessment is given to the Trainee or applicant. If the Trainee or applicant failed the assessment the Field Assessor will summarize the deficiencies. Field Assessment is intended to be the final determination of whether or not the Trainee has achieved the minimum required standard for certification.

6.5 Recommending Mentors, Field Trainers or Field Assessors

6.5.1 The Board of Examiners or PICB shall recommend qualified individuals that have expressed interest in being a Mentor, Field Trainer or Field Assessor. ASTTBC shall maintain and post on the website a register of approved Mentors, Field Trainers and Field Assessors.

6.5.2 The Registrar in consultation with the BoE or the PICB shall have the authority to remove from the approved list any Mentor, Field Trainer or Field Assessor that fails to comply with the ASTTBC policy and procedures on Mentoring, Field Training or Field Assessment.

7.0 Continuing Professional Development

ASTTBC, the public and government expect that CHIs, CPIs and RRFAs will remain informed of developments in their respective fields in order to provide services at an established high level of knowledge and expertise. In the interests of protecting public health and safety, the environment and economy, it is essential that CHIs, CPIs and RRFAs engage in continuing professional development (CPD). As a professional regulatory body, ASTTBC is required to assure the public that members continue to meet the high standards set for registration; and that the CPD Policy provides a guide for members as they consider their continuing education needs. Appendix 2 provides details of the CPD requirements.

8.0 Appeal Process

8.1 Right to Appeal

Within 30 days of notification a request for classification or reclassification has been denied by the PICB, an applicant may request a review of the decision by writing to the Registrar. The Registrar shall communicate the results of the review to the appellant within 15 days of the request. If after the review, the applicant is still unsatisfied with the decision:

8.1.1 The applicant may apply to Council for leave to appeal the decision of the PICB and the Council may, in its sole discretion, decide either to deny leave to appeal or, alternatively, to grant leave to appeal in which latter case it shall hear such appeal at a time of its choosing. In either case, the applicant shall be advised forthwith by the Registrar of Council's decision concerning leave.

8.1.2 An appeal, including an application for leave to appeal, shall be commenced by a written notice of appeal that shall describe the decision under appeal and state the specific reasons for appeal and shall be served upon the Registrar not more than thirty (60) days after the date that the decision of the PICB was delivered to the appellant.

8.1.3 Upon receipt of a sufficient, written commencement of an appeal the Registrar is empowered and may decide, in his or her sole discretion, to temporarily suspend any decision or finding of the PICB, pending its final disposition by Council.

8.1.4 In a timely manner the Council, on receiving a written notice of an appeal from the Registrar, shall have served on the appellant a notice of its willingness or not to hearing of an appeal, (stating the date, time and place on and at which Council will seek to hear the appeal).

8.1.5 Any member of Council who participated in any way in the deliberations of the PICB which gave rise to the decision being appealed shall not participate in any deliberations or in any appeal before Council.

8.1.6 In a timely manner, Council on receiving a written notice of an appeal may do any or all of the following:

- a) Decide if an appeal is warranted and grant or deny leave to appeal;
- b) As it sees fit may adjourn the proceedings;
- c) Appoint a committee of Council for further consideration of the appeal and to present a timely report to Council;
- d) Receive further evidence in any manner it deems fit from any of the parties involved in the decision being appealed;
- e) Make a determination, finding or judgment that ought to have been made by the PICB;
- f) Quash or confirm the decision of the PICB or substitute or make a finding or order of its own;
- g) Confirm or reverse the temporary suspension by the Registrar of the decision or finding on any terms it sees fit in the circumstances.

9.0 Reinstatement of Registration

Any person removed from the register under Section 1.3 or expelled under Section 11.4 of the ASTTBC Regulations, may upon application within two (2) years of removal or expulsion, be reinstated to membership upon payment of outstanding dues, assessments and charges, including current reinstatement fees, provided all other membership requirements are met.

A former member seeking reinstatement after more than a two (2) year lapse of membership will be treated as a new applicant, having his or her qualifications assessed against current requirements.

An application for reinstatement of membership from an applicant who has been suspended or expelled from the Association by the Council for disciplinary reasons shall be submitted to the Council for review. Such applicant may be reinstated only upon terms and conditions as decided by Council.

10.0 Storage of Files

The Registrar shall maintain the complete file of all certified registrants who are struck, resigned or deceased.

Five (5) years following the member being struck, having resigned or deceased the Registrar will remove and destroy by shredding all information from the file except for the following:

- a) Application forms
- b) Board Reviewers' Examiner Report forms
- c) Registrar's letters of acceptance
- d) Registrar's letters with respect to cancellation of registration
- e) Any other significant correspondence

The Registrar will place these files into long-term storage.

11.0 Freedom of Information

Applicant's files are treated as confidential documents insofar as is practical. Access to them is privileged to ASTTBC Registration Staff, the Board and designated File Reviewers, or others as reasonably authorized by the Registrar. In exceptional circumstances the file may be disclosed, on a confidential basis, to external audit teams.

An applicant, or registrant, may apply to the Registrar for an appointment to view their file (excluding references) during regular office hours. If refused, they have the right of appeal, within 30 days, to the ASTTBC Council.

ASTTBC Council may authorize the release of files for review by the applicant or registrant during working hours. If the Registrar has cause to refuse, the matter shall be referred to Council.

APPENDIX 1: Education and Experience Requirements

Substantive changes in the education and experience requirements are noted in paragraphs 1 to 6 below.

- 1) A change to the scope of work for CHI's to include small commercial buildings, which do not contain systems, or components other than those typically used in residential buildings. The onus is on the inspector to be sure they have the competencies required to inspect any component in the commercial building or they bring in a qualified person to perform the parts of the inspection where they do not personally possess the competency. Principle 2 of the ASTTBC Code of Ethics further supports this action that is typical for a technical professional.
- 2) Changes to the Field Training requirements to conform to the new ASTTBC policy on Mentoring, Field Training and Assessment.
- 3) Changes to the "auditing" provisions to conform to the new ASTTBC policy on Practice Assessment Reviews. Also a reduction in the "cycle" time for reviews from 20 years to 10 years.
- 4) Removed some transitional portions left over from the last update.
- 5) Added component to make new educational requirements a mandatory part of the already required CPD. For example, BCIT BLDC 3050 (Building Envelope) is now a required course for all IIT's. This course, or its equivalent, or passing a challenge exam becomes a mandatory CPD requirement of all current CHI's and CPI's. This allows for the introduction of future CPBC education requirements we may not already have in our program.
- 6) Added WPPII to BCIT, OC, RJ & Associates as a training provider.

1.1 Certified House Inspector (CHI)

To achieve the full CHI designation requires a combination of education, training and supervised inspection experience. The first step to CHI certification is Inspector-In-Training (IIT) which requires successful completion of the education and training listed in Table 1. Applicants who successfully complete these requirements will apply to the PICB to receive classification as an IIT.

Table 1: Minimum Education and Training Requirements for IIT status

No.	Provider	Course No.	Title	Hours	Equivalent
1.	BCIT	BLDG 2915	House Inspection 1	36	OC (V) HINS 104 (84 hours)
2.	BCIT	BLDG 2925	House Inspection 2	36	OC (V) HINS 105 (84 hours)
3.	BCIT	BLDG 2935	House Inspection Report Writing	36	OC (V) HINS 107 (21 hours)
4.	BCIT	BLDG 2945	House Inspection Field Inspection	36	OC (V) HINS 109 (50 hours) ASTTBC PI 5 mentorship sessions
5.	BCIT	BLDC 1500	BC Building Code Part 9	36	BCIT offers BLDC 1500 by
6.	BCIT	BLDC 3050	Building envelope performance	36	OC (V) CON 054 (36 hours)
7.	RJ & Assoc.		Asbestos Containing Materials	8	WPPII HPIN 115
8.	ASTTBC	Webinar	Property Inspection Orientation	8	WPPII HPIN 116
9.	ASTTBC	Module	Professionalism in Practice and	3	Self-directed learning and
10.	ASTTBC	Module	ASTTBC Code of Ethics	3	Self-directed learning and

Notes:

- 1) The minimum grade in each course is 70% to receive credit.
- 2) The course or training hours are nominal and may vary somewhat depending on the provider.
- 3) OC (V) is Okanagan College, Vernon Campus.
- 4) R.J. & Associates is an authorized training provider for hazardous materials.
- 5) WPPII (Western Pacific Property Inspection Institute) also offers courses covering the equivalent material for No.1 through 6.

Reclassification from IIT to CHI(P)

The IIT is encouraged to attend relevant webinars or seminars and participate in other discipline-related activities to help develop and integrate into a network of house and property inspectors.

To reclassify from IIT to Provisional Certified House Inspector (CHI(P)) requires supervised onsite Field Training and Field Assessment as described in Table 2.

Table 2: Minimum Experience Requirement for CHI(P) Designation

1.	Field Training sessions on a variety of residential building styles and configurations are required until a Field Trainer authorizes a Field Assessment.
2.	A successful Field Assessment is required to be classified as a Certified House Inspector Provisional (CHI(P)).

NOTES:

- 1) Field Training and Assessment will conform to the ASTTBC Policy on Mentoring, Field Training and Assessment as outlined in Policy section 7.
- 2) The specific procedures for Field Training and Assessment will be specified by the PICB (Current Licensing Requirements of CPBC specify a minimum of 50 hours of Field Training)

The Field Training and Field Assessment outlined in Table 2 may not commence until IIT status is confirmed by the PICB.

Successful completion of the Field Training and Field Assessment described in Table 2 satisfies the requirements to become a Certified House Inspector (Provisional) or CHI(P).

Reclassification from IIT to CHI(P) requires the approval of the PICB.

CHI(P) is a temporary designation during which time the member can apply to CPBC for a license, engage in house inspections for the public and work towards a CHI designation. The single-family dwellings inspected may be detached, semi-detached, townhouse units, or a single “condo style” unit. Multiple units of the same type in a larger complex are allowed.

To achieve full CHI designation

Within one (1) year from the date of being granted the CHI(P) designation, the CHI(P) must submit a log of all inspections completed from which three will be selected and reports for those three submitted for review. All reports must comply with the ASTTBC-PI Standards of Inspection. If the PICB is not satisfied that the CHI(P) is in compliance with the ASTTBC-PI Standards of Inspection, the CHI(P) may be required to undertake a PAR.

Should a CHI(P) fail to complete three inspections within the one year period and/or submit the required reports, the PICB, at its discretion, may extend the CHI(P) designation for up to one (1) additional year or may reclassify the member back to IIT status. After two (2) years as a CHI(P) the PICB will reclassify the member back to IIT until such time as the PICB is prepared to allow the member to go back to CHI(P). Notification of reclassification to IIT will be sent to Consumer Protection British Columbia (CPBC) immediately following the PICB decision.

Successful completion of the above conditions satisfies the requirements for reclassification to CHI. Reclassification from CHI(P) to CHI requires the approval of the PICB.

Inspectors with CHI designations are generally limited to the inspection of single-family dwellings. These dwellings may be detached, semi-detached, townhouse units, or a single “condo style” unit. Multiple units of the same type in a larger complex are allowed. Inspection of small commercial buildings where all of the components being inspected have characteristics that fall within the scope of the same components in a single-family dwelling is also allowed.

In any inspection, it is the responsibility of the inspector to recognize their own limitations and to ensure that they bring in qualified people to inspect any component in the inspection (based on compliance with the ASTTBC-PI Standards of Inspection and Reporting) which they are not competent to inspect themselves.

Each year, approximately 10% of CHI members will be subject to a PAR to ensure their work continues to be in compliance with the ASTTBC-PI Standards of Inspection and Reporting.

1.2 Certified Property Inspector (CPI)

Inspectors with a CPI designation may inspect all residential properties as per CHI (subject to CPBC regulations). A CPI may also inspect commercial, industrial or other non-residential (per CPBC regulations) real estate property.

The prerequisite for any applicant to be a Certified Property Inspector (CPI) is to be an ASTTBC member in good standing registered as an ASCT or CTech in the Building, Civil, Electrical or Mechanical or other disciplines approved by the PICB and be registered as an ASTTBC Certified House Inspector (CHI) for a minimum of one year. In addition to the CHI designation, the education and experience requirements to become a CPI are:

Table 1: Minimum Education and Training Requirements for CPI designation

No.	Provider	Course No.	Title	Hours	Equivalent
1.	OC (V)	CON 051	Commercial Inspections	72	Under review
2.	OC (V)	CON 055	Advanced Building Envelope	36	Under review
3.	OC (V)	CON 056	Building Code for Commercial Inspections	36	Under review
4.	RJ & Assoc.		Inspecting Hazardous Materials	32	Under review

Notes:

- 1) R. J. & Associates is an authorized training provider for hazardous materials.
- 2) OC (V) is Okanagan College, Vernon Campus
- 3) WPPII (Western Pacific Property Inspection Institute) also offers courses covering the equivalent material in No. 1 and 2.

Table 2: Minimum Experience Requirement for CPI Designation

1.	A successful Field Assessment is required to be classified as a Certified Property Inspector (CPI).
2.	Within one year (1) from the date of being granted the CPI designation, the CPI must submit a log of all commercial inspections completed from which three will be selected and reports for those three submitted for review.

NOTES: Field Assessment will conform to the ASTTBC Policy on Mentoring, Field Training and Assessment as outlined in Policy section 7.

The specific procedures for Field Assessment will be specified by the PIC
Successful completion of the education, training and experience requirements described in Tables 1 and 2 satisfies the requirements for the CPI designation. Reclassification from CHI to CPI requires the approval of the PICB.

Each year, approximately 10% of CPI members will be subjected to a PAR to ensure their work continues to be in compliance with the ASTTBC-PI Standards of Inspection and Reporting

1.3 Limited Registered Reserve Fund Analyst (RRFA(L))

The British Columbia Strata Act and Regulations requires a qualified person to compile a list of the assets (inventory), assess the condition (evaluate), estimate the replacement dates (anticipate maintenance, repair and replacement) and to prepare a contingency reserve report of the costs for future replacement providing a payment plan over a 30 year term.

Preparing a quality reserve fund report requires amassing the inventory, evaluation of condition, projecting remaining useful life, and replacement cost. The second component is the report with financial models. The physical inspection to evaluate the condition of building components is the within the scope of the CHI or CPI. What may be new to the CHI or CPI would be the financial planning for future replacement costs including preparation of a payment plan for 30 years (in the case of a Strata Depreciation Report).

Inspectors with CHI designations are limited to the inspection of single-family dwellings. These dwellings may be detached, semi-detached, townhouse units, or a single “condo style” unit. Multiple units of the same type in a larger complex are allowed. Inspection of small commercial buildings where all of the components being inspected have characteristics which fall within the scope of the same components in a single family dwelling is also allowed.

The CHI designation attests to the competency of the house inspector. A CHI with additional education and training should be deemed a qualified person capable of accepting responsibility for reserve fund analysis and reporting assignments in buildings which are within their normal inspection limits. The RRFA(L) would not be restricted by the number of units within a strata complex provided that all of the components being inspected and reported on have characteristics which fall within the scope of the same components in a single family dwelling.

Certification Requirements for Limited Registered Reserve Fund Analyst RRFA(L):

The RRFA(L) designation is available to ASTTBC members in good standing that have the CHI designation, and with successful completion of the education requirements listed in Table 1.

Table 1: Education requirements for RRFA(L)

No.	Provider	Course No.	Title	Hours	Equivalent
1.	OC (V)	CON 052	Strata Depreciation Reporting	72	Under review
2.	OC (V)	CON 053	BC Strata Act	6	Under review

Notes:

- 1) The minimum grade in each course is 70% for certification as an RRFA(L) Real Estate Institute of Canada (REIC) Reserve Fund Certification program is considered equivalent to No. 1.
- 2) WPPII (Western Pacific Property Inspection Institute) also offers courses covering the equivalent material to No. 1 and 2.

Table 2: Minimum Experience Requirement for RRFA or RRFA(L) Designation

1.	A successful Field Assessment is required to be classified as a Registered Reserve Fund Analyst (RRFA or RRFA(L)).
2.	Within one year (1) from the date of being granted the RRFA or RRFA(L) designation, a log must be submitted of all reserve fund studies/strata depreciation reports completed from which three will be selected and reports for those three submitted for review.

NOTES:

- 1) Field Assessment will conform to the ASTTBC Policy on Mentoring, Field Training and Assessment as outlined in Policy section 7.
- 2) The specific procedures for Field Assessment will be specified by the PICB

Reclassification to include the RRFA(L) requires the approval of the PICB. The purpose of the report review is to ensure the quality of the report is in compliance with the ASTTBC Standards of Inspection and the BC Strata Act in the case of a strata depreciation report.

Each year, approximately 10% of RRFA(L) members will be subject to a PAR to ensure their work continues to be in compliance with the Strata Act and the ASTTBC-PI Standards of Inspection and Reporting.

1.4 Registered Reserve Fund Analyst (RRFA)

The full RRFA designation permits Certified Property Inspectors (CPI) members to engage in commercial, institutional and government owned property reserve fund analysis and reporting.

A candidate to be considered by the Property Inspection Certification Board (PICB) for RRFA certification must be an ASTTBC member in good standing with the CPI designation and successful completion of the education requirements listed in Table 1 and experience requirements listed in Table 2.

Reclassification to include the RRFA requires the approval of the PICB. The purpose of the report review in Table 2 is to ensure the quality of the report is in compliance with the ASTTBC Standards of Inspection and the BC Strata Act in the case of a strata depreciation report.

Each year, approximately 10% of RRFA members will be subject to a PAR to ensure their work continues to be in compliance with the Strata Act and the ASTTBC-PI Standards of Inspection and Reporting.

APPENDIX 2: Continuing Professional Development (CPD)

In the interests of protecting public health and safety, the environment and economy, it is essential that technology professionals engage in lifelong learning. The public expects that technology professionals operate at the current level of knowledge and expertise and that level is constantly changing with innovation and development. A Certified House Inspector (CHI), a Certified Property Inspector (CPI), a Limited Registered Reserve Fund Analyst (RRFA(L)), and Registered Reserve Fund Analyst (RRFA) as technical specialists, are accountable to the public and their profession. To maintain and enhance professional skills and knowledge and to provide assurance to the public, ASTTBC has established Continuing Professional Development (CPD) requirements and a supporting program for members to record and monitor their CPD.

1. Effective January 2015, ASTTBC members¹ will be required to record a summary description of CPD activities and the CPD points earned each calendar year. Members and registrants will enter the information in their member account on the ASTTBC website <http://www.asttbc.org/practice/cpd/>
2. Members shall achieve an average of 20 CPD points annually. The points may be averaged over a five-year period.
3. The CPD information recorded in member accounts will be accessed and used by the Registrar or designate to generate a report on member compliance with the policy.
4. ASTTBC Registrar shall submit annually to the Practice Review Board (PRB) a report on Member Compliance to CPD with recommendations on non-compliant members.
5. The PRB will issue to non-compliant members a notice of their CPD status and the intention of ASTTBC to consider suspending their membership renewal until the member complies with the CPD policy.
6. The mandatory CPD requirement does not apply to honorary, lifetime or retired members.
7. The PRB is authorized to conduct an audit of CPD activities and points claimed by members.
8. In extraordinary circumstances, if a member is unable to achieve an average of 20 CPD points per year over 5 years he or she may submit to the PRB a written explanation of the reason for non-compliance to the policy and request a temporary exemption from CPD activity. The PRB may accept or reject the explanation and the member's request for temporary exemption from CPD.
9. A description of accredited CPD activities and the formula to determine the CPD points earned is provided in Table 1.

Table 1: Description of Acceptable CPD Activities and Points Earned	
1.	Employed or self-employed in a technical capacity including leadership, management or supervisory functions. One CPD point per month you were employed or actively seeking employment to a maximum of 12 points per calendar year.
2.	Successful completion of a course or program related to your discipline that was provided by an accredited education institution or training provider. One CPD point for every 5 hours of education or training completed.
3.	Successful completion of a leadership, management, teamwork, supervision, financial or similar courses or training provided by a credible education institution or training provider. One CPD point for every 5 hours of education or training completed.

¹ In this policy, member includes any person granted ASTTBC certification and registration in any of the technologist, technician or technical specialist disciplines.

4.	Participating in non-formal learning including self-directed study, seminars, technical field trips, employer training programs or structured on-the-job training. One CPD point for every 8 hours of non-formal learning activity.
5.	Writing technical papers, articles, chapters or reviews that are published in journals, books or submitted for other professional or commercial purposes. One CPD point for every 5 pages (approximately) of written content.
6.	Designing, developing or teaching a training program or course of study related to your discipline or professional practice. One CPD point for every 5 hours of education or training planned or taught.
7.	Presenting at conferences, workshops or seminars related to your discipline or professional practice. Three CPD points for every conference or presentation given during the calendar year.
8.	Attending conferences, workshops and seminars. One CPD point for every 7 hours of a conference, workshop or seminar attended.
9.	Serving on College or education boards, industry advisory committees or equivalent including other profession-related organizations or associations. One CPD point for each meeting attended either in person or by teleconference
10.	Serving on an ASTTBC Council, Board of Examiners, the Practice Review Board, Accreditation Board, Technical Specialist Certification Board or Committee. One CPD point for each meeting attended either in person or by teleconference.
11.	Volunteering as a File Reviewer for the Board of Examiners or Technical Specialist Certification Board or as a PRB investigator. One CPD point for every file reviewed or complaint investigated.
12.	Participating as a member of an accreditation team. Three CPD points for each education or training program accredited.
13.	Membership in a relevant learned society. Three CPD points for the current year of membership.
14.	Participating as an ASTTBC mentor or mentee. Three CPD point for every 5 hours of activity.
15.	Attending ASTTBC Annual General Meeting. Two CPD points.
16.	Receiving an award for technical excellence or service by an employer, agency or association. Three CPD points for an award.
17.	Subscribing to and reading discipline-related journals or technical publications. Three CPD points for each annual subscription.
18.	Other activity you consider as professional development. Submit for assessment by the CPD committee of the ASTTBC Accreditation Board a description of the activity including the amount of time you were involved.

APPENDIX 3: Procedure for Field Training and Assessment:

The PICB will develop specific procedures for Field Training and Assessment for each designation in the Property Inspection Technical Specialty according to the guidelines set out in the ASTTBC Procedures on Field Training and Assessment detailed below:

Introduction

Ideally, the Field Training or Field Assessment should be conducted in conditions replicating worksites, projects and conditions. If it is not possible or appropriate to use actual sites and projects for Field Training or Field Assessment an alternative is for the Field Trainer or the Field Assessor to consider instructional strategies such as case studies and problem-based learning in a simulated setting.

While the specifics shall be determined according to the needs of the particular discipline or Technical Specialty, there are some common characteristics, conditions and actions that describe the role of the Field Trainer and the role of the Trainee.

The Field Trainer shall:

1. Be qualified, competent, experienced and respected by peers in the subject or discipline and have experience providing field training in the relevant subject area or specialty.
2. Communicate effectively and show reasonable patience, kindness, and willingness to help the Trainee.
3. Provide constructive comments to the Trainee including recommendations on how to improve mastery of deficient competencies.
4. Have a positive attitude; be fair, objective and unbiased.
5. Comply with this ASTTBC Policy on Mentoring, Field Training and Assessment and the relevant procedures specific to the discipline or Technical Specialty.

The Trainee shall:

1. Be knowledgeable in the theory and fundamental practices of the discipline in order to understand and benefit from the Field Training.
2. Be receptive to constructive comments from the Field Trainer on how to improve mastery of competencies identified as being deficient, inadequate or non-existent.
3. Be respectful of the Field Trainer including acceptance of the results of formative and summative assessments.
4. Agree and comply with ASTTBC policies including this ASTTBC Policy on Mentoring, Field Training and Assessment and the relevant procedures specific to the discipline or Technical Specialty.

Terms and Conditions

While the specifics will be determined according to the needs of the particular discipline or Technical Specialty, there are some common characteristics that will apply in all cases.

1. Only Field Trainers approved annually by the Board of Examiners or the relevant technical specialist Certification Board may provide field training services for ASTTBC.
2. The Field Trainer(s) is responsible for planning and scheduling activities. Every effort will be made to schedule activities at a time and location that is mutually convenient for the involved parties.
3. The Field Trainer or Field Assessor shall comply with and advise the trainee(s) of applicable safety codes, standards and practices.
4. All participants in a Field Training session shall at all times treat participants with respect and dignity.
5. At the start of the training session, the Field Trainer shall explain verbally the anticipated learning outcomes, competencies and indicators to be achieved during the field training session(s).

6. At the conclusion of each field training session, the Field Trainer shall provide the Trainee a written summary of progress towards achieving the learning outcomes and competencies and will provide written recommendations for subsequent field training or if the Field Trainer believes the Trainee is ready, a recommendation to proceed to a Field Training Assessment.
7. The Trainee shall submit confirmation in writing (e-mail or other) that he or she has received the comments from the Field Trainer.
8. The Trainee has the right to appeal the results of field training by submitting a written appeal to the Registrar within fifteen calendar days of receipt of the Field Training Assessment Report that includes the summative assessment of competencies being appealed.
9. The Trainee shall complete and submit to ASTTBC within fifteen calendar days of completing a Field Training session the Field Trainer Evaluation (see end of Appendix 3 for a generic example).
10. Field Trainer Evaluations showing unsatisfactory² performance of the Field Trainer will be submitted by the Registrar to the respective Certification Board with a recommendation to remove the Field Trainer from the list of approved Field Trainers.
11. The Field Trainers and the Trainees shall at all times comply with the ASTTBC financial policy and conditions.
12. Field Trainers shall refrain from soliciting or seeking Trainees.

Fees and Financial

1. The ASTTBC Council approves annually the fee schedule for all charges levied for service including the rates for Field Training.
2. The Field Trainer shall be paid a fixed fee for services based on ASTTBC financial guidelines as approved by Council.
3. The applicant or Trainee shall pay ASTTBC for the pre-determined number of hours of training or cost of assessment. The fees for group training shall be proportionally less per-person than for individual training.
4. Transportation, accommodations and other costs associated with Field Training and Field Assessment shall be negotiated and specified in the ASTTBC Field Training agreement (see end of Appendix 3 for a generic example).
5. ASTTBC will notify the Field Trainer / Assessor when the agreement is signed and the field training or assessment is authorized to begin.
6. The Field Trainer / Assessor shall submit to ASTTBC a field training report (see end of Appendix 3 for a generic example) within 15 days of completion of the field training session(s).
7. All sections of the field training report shall be completed before the report is accepted by ASTTBC and payment is made to the Field Trainer / Assessor.
8. The Field Training agreement is between ASTTBC member and the applicant or trainee and in no way represents a guarantee of the services provided or received by the signatories to the agreement.
9. The Field Trainer and the Trainee are responsible and liable for any claims resulting from personal injury, damage to property, errors or omissions resulting from the field training or assessment.

² A recommendation regarding unsatisfactory performance would be a result of persistently **POOR** evaluations from trainees and a refusal by the trainer to take corrective action or additional training as specified by the Registrar.

Proposed Fee and Payment structure for Field Training and Field Assessment

Row 1 of Table 1 indicates the fee paid per trainee for each hour of Field Training or Field Assessment.

Row 2 is the amount ASTBC will pay the Field Trainer or Field Assessor per hour.

Table 1: Fee and Distribution of Payments Schedule for Field Training and Field Assessment

		1 Trainee	2 Trainees	3 Trainees	4 Trainees
1.	Cost / Trainee / Hour	\$90.00	\$60.00	\$50.00	\$45.00
2.	Trainer fee / Hour	\$70.00	\$80.00	\$90.00	\$100.00

Note: Fees are subject to change based on Council approval annually.

Example Field Training Agreement

Name of Trainer:
Telephone: e-mail:
Name of Trainee:
Telephone: e-mail:
Discipline and / or Technical Specialty
Expected Learning Outcomes:

Training methodology including formative assessment plan:

Pre-requisite competencies, experience or other conditions the Trainee must have achieved:

Duration of the training including formative assessments: _____ (Hours)

Planned start date:

Planned completion date:

The fee for Field Training is _____ Payable in full to ASTTBC prior to the estimated start date. The Trainee agrees that ten percent of the fee will be retained by ASTTBC to offset administration costs.

Should the training methodology require supplemental instructional materials, manuals, code books, facilities rental, equipment rental, travel and / or accommodation the Trainee agrees to pay such costs estimated to be _____ for this field training agreement.

This agreement may be cancelled by the Field Trainer or the Trainee by providing written notice to the Registrar.

The Field Trainer and the Trainee agree to the terms and conditions of this agreement.

Date and Signature of the Field Trainer Date and Signature of the Trainee

The Trainee agrees to the terms and conditions of this agreement

Date Signature of the Trainee

Example Field Training Report

To be completed by the Field Trainer at the conclusion of the training session(s). The substance of the report including assessment results shall be discussed verbally with the Trainee and submitted in writing to the Trainee and to ASTTBC.

Actual date(s) of Training and/or Assessment:

Actual total hours of Training and/or Assessment:

Did the Trainee have the necessary pre-requisite competencies and experience in order to fully understand and benefit from the field training?

Explain:

Were the expected learning outcomes as described in the Field Training Agreement achieved?

Explain:

Describe any follow-up action the Trainee should take to fill competency gaps or improve practice.

Example Evaluation of the Field Training

To be completed by the Trainee at the conclusion of the training program and submitted to ASTTBC.

Please circle the number corresponding to your opinion on each of the statements.

	Statement	Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree	Not Applicable
1.	The Field Training Agreement I signed accurately described what I wanted or expected to achieve.	1	2	3	4	5	N/A
2.	The Field Training activities took place in a timely manner as scheduled or planned.	1	2	3	4	5	N/A
3.	The Field Trainer provided instruction or directions in a clear understandable way.	1	2	3	4	5	N/A
4.	The Field Trainer provided opportunity for me to ask questions.	1	2	3	4	5	N/A
5.	The Field Trainer answered my questions clearly.	1	2	3	4	5	N/A
6.	The Field Trainer provided constructive comments to improve my competency.	1	2	3	4	5	N/A
7.	The Field Trainer reviewed with me the learning outcomes achieved including any gaps or deficiencies that require improvement.	1	2	3	4	5	N/A
8.	The Field Trainer accurately assessed my competencies and ability to successfully complete the assigned tasks.	1	2	3	4	5	N/A
9.	Overall, I consider the Field Training to be very successful.	1	2	3	4	5	N/A
10.	I would recommend this Field Trainer to my friends or colleagues.	1	2	3	4	5	N/A

8. Describe any improvements that could have made your field training experience better.

9. Describe any highlights of your field training experience.