

Application Instructions for Certified Home Inspectors (CHI)

What does a Certified Home Inspector (CHI) do?

The practice of house inspection is the visual inspection, limited testing, collection of information, and reporting of results to provide the client with an objective description of the condition of a house in compliance with the ASTTBC Standards of Inspection.

What are the requirements for registration as an ASTTBC CHI?

1. Meet the educational and experiential registration requirements;

The general requirements for practising registrants are outlined in section 36 of the ASTTBC *bylaws* (the “*bylaws*”).

The educational requirements for CHI registration are outlined in Schedule A, Part 4 of the *bylaws*. An applicant may have completed the coursework outlined in this section of the *bylaws* or can demonstrate equivalent post-secondary training or experience satisfying the competencies set out in Appendix D. You are required to arrange for your official transcripts to be sent directly to ASTTBC by the academic institute.

The experiential requirements for CHI as outlined in Schedule A, Part 4 of the *bylaws* are the completion of a minimum 50 hours of field experience under the supervision of a person approved by the credentials committee and inspection reports drafted by the applicant of two residential properties which were inspected by the applicant that are in accordance with ASTTBC’s Standards of Inspection for Certified House Inspectors.

2. Complete the required competency declaration;

A CHI must demonstrate they meet the competencies at the applicable level as outlined in Schedule A, Part 4, Appendix D of the *bylaws*. ASTTBC will rely on the applicant’s declaration of competencies, the inspection reports, and any relevant education or training the applicant received to determine whether the required competencies have been demonstrated.

3. Complete the Online Application Form;

You can start your online certified home inspector application form by creating an account at www.asttbcapply.ca. Remember your username and password and be sure to save your entries regularly, you can return to the application in progress at any time.

Note: if you have created an account in the past, do not create a new account. Contact registration staff to access your existing account.

4. Evidence of good character and repute;

You are required to complete a good character declaration form as part of your online application. If you answer ‘yes’ to any of the questions, you may be required to provide additional information. Registration staff will be in touch to advise of next steps.

5. Evidence of English language proficiency;

Effective communication is essential for the provision of competent, safe, and quality home inspection services. Language proficiency enhances public protection by ensuring that registrants can communicate effectively with clients and other members of the public.

All applicants for registration are required to provide evidence that demonstrates their proficiency in English. As per section 36(c) of the bylaws. You are required to demonstrate that you are proficient in English as per ASTTBC's [English Language Proficiency policy](#).

6. Submit the required work log and inspection reports

The completed work log and inspection reports are to be uploaded to the attachments section of your online application. Documents should be named appropriately. The maximum file size for upload is 20MB. Files should be saved as 'reduced PDFs'. If you find the combined file size is larger, it may be divided and saved as multiple files. It's best to use Adobe Pro to do this. If you don't have the program, a free trial version can be downloaded when you are ready to prepare your files.

You may complete and submit either the CPBC work log or the ASTTBC work log (which can be found attached to this application handbook).

7. References

References serve the following purposes during the applicant process:

- (a) To validate that the applicant meets the requirements for registration including experiential and competency requirements; and
- (b) To confirm the applicant is a person of good character and fit to practice consistent with the responsibilities and standards expected of a registrant

An applicant's references must be able to attest to the applicant's competencies, their good character, and activities listed in a work log. An application will not be considered until all competencies and activities listed in a work log are verified by the applicant's referees. Since the evaluation of good character is subjective, more than one reference is necessary to make that attestation.

As per the *bylaws*, an applicant is required to provide a list of a minimum of three references, including contact information, who can attest to the applicant's work experience, one of which must be applicant's supervisor/trainer/mentor.

8. Home Inspector Competency Exam (HICE)

To meet Consumer Protection BC's ("CPBC") licensing requirements, a CHI is required to provide evidence of successful completion of an examination listed as meeting their requirements. The ASTTBC HICE examination is one of four exams that meet the CPBC's licensing requirements.

9. Successfully complete ASTTBC's Professional Practice and Ethics Exam

After your application has been reviewed and deemed to have met the requirements for registration, you will be granted permission to take the Professional Practice and Ethics Exam.

All applicants are required to successfully complete ASTTBC's Professional Practice and Ethics Exams. For more information on this exam, please visit our website [here](#).

How to complete and submit the online application

1. Create an online account by visiting asttbcapply.ca
2. Select your application type
3. Select your class of registration (House and Property Inspection)
4. Complete the 'personal information' section and the 'Good Character' declaration section
5. Complete the 'contact information' section
6. Add Education Information
7. Add Employment Information
8. Add Technical Reference Information
 - a. provide a minimum of three references, including contact information, who can attest to your work experience and good character, one of which must be applicant's supervisor/trainer/mentor.
9. Demonstrate how you meet each required competency through a detailed description of your education and/or work experience
 - a. If you are applying for CHI (trainee) or CHI and have successfully completed the coursework listed in Part 4 of Schedule A to the *bylaws*, you are not required to complete this section. Please indicate "met through successful completion of coursework" for each competency as the system requires these sections to be completed.
 - b. If you are applying for CHI (trainee) and have completed equivalent post-secondary training to satisfy the competencies set out at Schedule A, Part 4, Appendix D and for inspecting properties to applicable codes, standards, and bylaws, you will be required to complete this section.
 - c. If you are a current CHI (trainee) applying for CHI, you are not required to complete this section. Please indicate "met through successful completion of coursework" for each competency as the system requires these sections to be completed.
 - d. If you are not a current CHI (trainee) and are applying for CHI and have completed equivalent post-secondary training or experience to satisfy the competencies set out at Schedule A, Part 4, Appendix D and for inspecting properties to applicable codes, standards, and bylaws, you will be required to complete this section.
 - e. You may also demonstrate you meet these competencies by successfully completing ASTTBC's House Inspection Competency Exam (HICE), however, you are still required to complete this section.
10. Add your attachments to your application which include:
 - a. Any additional relevant educational documentation (please note you are required to arrange for your original and official transcripts be sent from the institute to ASTTBC directly by email (to registrations@asttbc.org) or by mail (to 10767 148th Street, Surrey, BC V3R 0S4).
 - b. Two pieces of identification, one must be photo ID. Please read our [policy](#) for further guidance.
 - c. Evidence of English Language proficiency. Please read our [policy](#) for further guidance.
 - d. You are not required to provide a job description or letter of reference.
 - e. Course syllabus or course outlines are required if your program of study or coursework is not recognized.
 - f. You ARE required to provide two inspection reports drafted by the applicant of residential properties which were inspected by the applicant that are in

accordance with ASTTBC's Standards of Inspection for Certified House Inspectors and that demonstrate the applicant meets the competencies found at Schedule A, Part 4, Appendix D.

- g. Other attachments – You are required to upload your work log here. Your work log must be signed by your supervisor/trainer. Please ensure that the signature(s)/printed names are legible.
11. We recommend reviewing your application to ensure accuracy and completeness prior to submitting it.
 12. Receipt of payment is required for registration staff to proceed with processing your application.

