

I. INTRODUCTION

The Ontario Association of Home Inspectors (OAHI) is a self-regulating body created by the Ontario Government with the passage of the "Ontario Association of Home Inspectors Act, 1994". The OAHI has the exclusive right to define qualification requirements, regulate its members and grant the designation "Registered Home Inspector" and "RHI" to qualified practitioners in the Province of Ontario.

The OAHI is the Ontario representative of the Canadian Association of Home & Property Inspectors (CAHPI).

II. GENERAL REQUIREMENTS

All members must comply with the following requirements:

- Mandatory compliance with the OAHI Standards of Practice, includes providing clients with written inspection reports of building conditions, descriptions of systems, and identification of major defects.
- Mandatory compliance with OAHI Code of Conduct, as outlined in Section X below.
- Maintain membership fees in good standing, and follow the regulations of the association.
- All practicing members of the OAHI (RHI, Associate, Candidates and Applicant members) must have E&O and general liability insurance to the minimum requirements as set out by the OAHI, and must file with the OAHI a copy of their Insurance Certificate (see Membership Application).

III. MEMBERSHIP CATEGORIES and PRIVILEGES

Non-Registered Members:

(Student, Applicant, RHI-Retired, Associate-Retired & Friend of OAHI).

(A) STUDENT MEMBER

Student members are persons who have not completed qualification requirements, and are not performing inspections. A person may be accepted as a Student member after completing the following requirements:

- Payment of the prescribed annual fees in full.
- Submission of fully completed application, and applicable substantiating documents.

Student members may participate in regular meetings and programs of the OAHI, receive mailings, and benefit from 'member' rates for courses, seminars, workshops, conferences, etc.

Note: Other guests will be charged a door fee to attend monthly education meetings and sessions. This door fee will be waived for first time guests, and will be refunded if the applicant pays the annual membership fees within 30 days

Student members may advertise their affiliation with the association and have use of the OAHI / CAHPI Ontario acronym and Logo subject to the provisions under Article 19 of the OAHI By-laws. Student members must indicate their status as "Student Member".

Student members are expected to conduct themselves in accordance with the standards, professional conduct and other practices and regulations of the OAHI and are subject to disciplinary procedures. Students may be suspended from participation in education programs, or the completion of the qualification process on the basis of valid written complaints which are not satisfactorily resolved.

(B) APPLICANT MEMBER

Applicants are persons who are actively performing home inspections but have not completed the required qualification requirements, or have not yet been reviewed by the OAHI Admissions Review Committee for one of the Registered Membership Categories and successfully passed

that review. A person may be accepted as an Applicant member after completing the following requirements:

- Payment of the prescribed annual fees and upgrade fees (if applicable).
- Submission of fully completed and signed Application and applicable substantiating documents, including a copy of Insurance Certificate (see Membership Application).

Applicant members may advertise their affiliation with the association and have use of the OAHI / CAHPI Ontario acronym and Logo subject to the provisions under Article 19 of the OAHI By-laws. – **Applicant members must indicate** their status as "Applicant Member".

Applicant members may hold this status for a period not to exceed (3) years. They have voting rights and may not be elected to serve on the board of directors, but are encouraged to participate in regular meetings and programs of the OAHI, will receive mailings, and are entitled to 'member' rates for courses, seminars, workshops, conferences, etc.

Applicant members are expected to conduct themselves in accordance with the standards, professional conduct and other practices and regulations of the OAHI and are subject to disciplinary procedures. Applicants may be suspended from participation in education programs, or the completion of the qualification process on the basis of valid written complaints which are not satisfactorily resolved.

Notice of application for Applicant member will be posted on the 20-day Notice to the Members (as per the By-laws).

(C) RETIRED MEMBER

Retired Members shall be persons who:

- have attained RHI or Associate member status,
- are not active performing inspections, and?
- maintain prior acts insurance coverage for not less than one year since last performing inspections.

Retired Members shall have restricted member privileges, have voting rights, are entitled to function as committee Chairs and members and hold themselves out as a "Retired Member" of the OAHI.

Retired Members must reinstate their former active membership category before performing inspections, subject to meeting the Completion of Mandatory Upgrading and Continuing Education requirements (By-law Article 3.3.7.2, 31, 32, and Insurance requirements of Article 5).

(D) FRIENDS OF THE OAHI

Friends of the OAHI are individuals or organizations wishing to participate in the activities of the Association. They shall have the right to receive mailings, participate in OAHI meetings and events at rates charged to members, but have no voting rights. They shall not themselves or through their corporate bodies perform inspections, directly or indirectly. Friends of the OAHI may make reference to their affiliation with the OAHI and use the OAHI / CAHPI Ontario Logo provided that their membership category is expressly set out in connection with any such usage or reference.

Registered Members:

(Candidate, Associate, RHI)

(E) CANDIDATE MEMBER

Candidate membership may be granted after a member has completed the following requirements:

- Payment of the prescribed annual fees and upgrade fees (if applicable).
- Submission of fully completed and signed "Membership Upgrade Application" and applicable substantiating documents, including a copy of Insurance Certificate (see Application for Membership (check list)).

3. Completion of an OAHI Recognized educational program in the field of Home Inspection or equivalent as accepted by the OAHI Admissions Review Committee.
4. Completion of the OAHI Practical Training Component.
5. Successful completion of peer review including report verification.

Candidate members may advertise their affiliation with the OAHI and use the OAHI / CAHPI Ontario Logo, but must indicate their status as "Candidate Member".

Candidate members have three (3) years to complete the requirements for upgrade to Associate or RHI status, (see Application for Membership Upgrade Form) unless an extension has been approved by the Board of Examiners. Extensions may be granted upon reasonable request one year at a time.

Candidate members are required to complete the OAHI Defect Recognition & Reporting Course within one year of becoming a Candidate member. Each year thereafter Candidate members must complete one of the Part 9 Building Code courses per year until both are completed. Upon completion of all three courses the standard Continuing Education requirement of 20 hours per year will apply.

Candidate members will have their names put on the Membership Directory on the OAHI Web Site.

Candidate members are encouraged to participate in educational activities of the Association, but have no voting rights and may not be elected to serve on the board of directors. They must, however, follow the same rules as RHI and Associate members, and are subject to the same fees, disciplinary procedures, and regulations.

Notice of application to upgrade to Candidate Member will be posted on the 20-day Notice to the members (as per the By-laws).

(F) ASSOCIATE MEMBER

Associate membership may be granted after a member has completed the following requirements:

1. Payment of the prescribed annual fees and upgrade fees (if applicable).
2. Submission of fully completed and signed Membership Upgrade Application and applicable substantiating documents, including a copy of Insurance Certificate (see Application for Membership Upgrade).
3. Completion of an OAHI recognized educational program in the field of Home Inspection or equivalent as accepted by the OAHI Admissions Review Committee.
4. Completion of the OAHI Practical Training Component.
5. Successful completion of peer review including report verification.
6. Completion of the OAHI Defect Recognition & Reporting Course*
7. Completion of a minimum of 150 fee paid inspections.

Associate members may advertise their affiliation with the OAHI / CAHPI Ontario, but must indicate their status as "Associate Member".

Associate members will have their names put on the Membership Directory on the OAHI Web Site.

Associate members have three (3) years to complete the requirements for upgrade to or RHI status, (see Application for Membership Upgrade Form) unless an extension has been approved by the Board of Examiners. Extensions may be granted upon reasonable request one year at a time.

Associate members must complete one of the Part 9 Building Code courses per year until both are completed. *An Associate member must also complete the OAHI Defect Recognition & Reporting Course if not done already as a Candidate such as might be the case for members transferring in from other provinces. Upon completion of all three courses the standard Continuing Education requirement of 20 hours per year will apply.

Associate members may advertise their affiliation with the OAHI, but must indicate their status as "Associate Member". They are not granted

the RHI designation until all membership qualification requirements are satisfied (see Application for Membership Upgrade form) and may not claim or infer that they hold the "RHI" designation.

Associate members are encouraged to participate in educational activities of the association, have voting rights and may be elected to serve on the board of directors. They must, however, follow the same rules as RHI members, and are subject to the same fees, disciplinary procedures, and regulations.

Notice of application to upgrade to Associate Member will be posted on the 20-day Notice to the members (as per the By-laws).

(G) REGISTERED HOME INSPECTOR / RHI MEMBER

RHI members are persons who have completed all qualification requirements set out for the **Associate** member including the OAHI Defect Recognition & Reporting Course, OBC Part 9 Building Envelope, and OBC Part 9 Health & Safety if not already successfully completed (such as would be the case for example if a member transferred from another province). In addition:

RHI members must have completed a minimum of 200 fee paid home inspections total experience and

RHI members must have successfully completed their RHI peer review including report verification. and

RHI members must complete a minimum of 20 hours of continuing education per year and are subject to Mandatory Upgrading every five years as determined necessary by the OAHI Board of Directors.

RHI members are encouraged to participate in educational activities of the association, have voting rights and may be elected to serve on the board of directors.

RHI members must carry E&O insurance

Notice of application to upgrade to RHI Member will be posted on the 20-day Notice to the members (as per the By-laws).

Note: Any person in Ontario who is not an RHI Member and uses the designation Registered Home Inspector, RHI, or suggests or holds out that he/she is a Registered Home Inspector is guilty of a provincial offense and is liable to a fine of up to \$5,000.00.

IV. MEMBERSHIP QUALIFICATION REQUIREMENTS

Membership qualification is based on formal education requirements, practical experience, peer review and continuing education. Members are expected to have a working knowledge of the Ontario Building Code, all components and systems of a house and must possess general defect recognition and report writing skills. Members need good oral and written communications skills and a broad knowledge of construction and building practices in Ontario.

The four components for qualification are:

- (a) Academic Training Related to Home Inspection
 - a 70% is required for all of training courses.
- (b) Home Inspection Experience (Practical)
 - performing a minimum number of home inspections OAHI standards.
- (c) Peer Review and Report Verification.
- (d) Continuing Education Requirements - 20 CEU's every year for members who have completed all of the academic requirements for RHI.

V. AVAILABLE HOME INSPECTION RELATED COURSES

Building inspection courses which are accepted by the OAHI and are in compliance with the National Occupational Standard are available at many Community Colleges throughout Ontario both in class and on line. Contact your local community college and order their Program or Continuing Education Calendars. You may also want to check with your local Builders' Assn. for the Part 9 courses.

Please see the OAHI web site at www.OAHI.com for an up to date list of accepted programs.

Defect Recognition & Reporting Course: The OAHI holds the Defect Recognition & Reporting Course on weekends (See application with the Information Package) usually four times year in Toronto, and once a year in Ottawa, (if numbers permit.). Classes close at 30 persons, so register early.

Part 9: OBC -The House-Health & Safety and Building Envelope courses: For convenience and as a service to members, the OAHI often arranges for the Part 9 OBC courses to be held on weekends. Classes close at 30 persons, so register early.

Note re Weekend Courses: News about the courses offered on weekends by the OAHI is available on the OAHI Web Site.

VI. DEMONSTRATING ACADEMIC EQUIVALENCY

Applicants with extensive prior experience in construction or who have taken training from education providers who are not providing programs accepted by the OAHI as meeting the National Occupational Standard may be exempted from some of the academic training requirements upon assessment by the OAHI Admissions Review committee. Prior learning assessments from Ontario Community Colleges who deliver recognized training may also be accepted.

Please note that the OAHI will assess the credentials of non-members, but charges an increased fee to do so. Applicants wishing to be assessed may find it beneficial to join the Association in order to benefit from the reduced fees.

VII. CONTINUING EDUCATION UNITS (CEUs)

20 instructional/contact hours called CEUs (Continuing Education Units) are to be completed by RHI and Associate and Candidate members every year once members have completed their full academic training. The hours are “bankable” so that any excess hours in a given year up to a maximum of 20 hours may be transferred to the next year. This allows a member the choice of taking a single 40 hour course every two years or taking multiple courses or seminars.

The purpose of this Continuing Education requirement is to demonstrate to the public that OAHI members are committed to remaining current in the field. They can be derived from attending the monthly meetings of the OAHI at which a technical speaker is in attendance or from any course, seminar, workshop, conference or presentation that relates to building science or practices of home inspection as offered by a home inspection association, government body, course provider or technical association. It is the responsibility of the individual member to maintain a record of his/her CEUs. Members will be asked for proof of meeting this requirement at annual renewal time. CEUs may be subject to audit at any time.

Summary: Courses, etc.: 1 hour = 1 CEU

Education Portion of Monthly Meetings are eligible • Home Inspection Seminars/Conferences/Workshops are eligible, as recorded on your Certificate of Attendance • Instructing/teaching is eligible - up to 5 CEUs per year • Committee work at the rate of 1 CEU per meeting attended – up to 5 CEUs per year • Business courses are **not** eligible

VIII BUSINESS ENTITIES AND ADVERTISING

With the exception of the “Friends of the OAHI” membership category, OAHI membership is only granted to individuals, not to firms, corporations, partnerships or proprietorships engaged in home inspections or other businesses. RHI Members, Associate Members, Candidate and Applicant Members and their home inspection business entities may make reference to the OAHI in company letterhead, advertising and promotion provided:

- (i) Such advertising or reference includes the words “RHI”, or “Registered Home Inspector”, or “Associate Member” or “Candidate Member”, or “Applicant Member” or “Retired Member”, as appropriate following the names of such members, and advertising does not infer that a business entity is a member.
- (ii) All home inspectors under the firm name are RHI Members, Associate Members, Candidate Members, or Applicant Members under the direct supervision of an RHI Member, Associate Member or Candidate Member, in the same office or geographic area.
- (iii) All home inspectors under the firm name comply with the requirements of Article 5 (Insured or Declare to Disclose)
- (iv) The ratio of Applicants to RHI and/or Associate or Candidate Members is not more than 4:1.
- (v) A supervising RHI, Associate Member or Candidate Member agrees in writing to assume responsibility for the Applicant's adherence to OAHI standards and regulations.
- (vi) The member(s) assume responsibility for the actions of the firm in the use of the Association's name and acronym. Such use must not detract from the goodwill and reputation of the OAHI, or of other members or their firms.



X. OAHI CODE OF CONDUCT – Professional Practice and Conflict of Interest Guidelines

Members shall:

- 18.1 Members shall:
- (a) Carry on the practice of Home Inspection in accordance with law,
 - (b) integrity and honesty;
 - (b) Maintain client confidentiality;
 - (c) Not act for or accept payment from more than one party concurrently in connection with the subject property unless fully disclosed to and approved by all parties;
 - (d) Remain independent and at arm's length from any other business or personal interests which might affect the quality of the service provided; in particular:

