National Home Inspector Examination

EBPHI

NATIONAL HOME INSPECTOR EXAMINATION HANDBOOK

EXAMINATION BOARD OF PROFESSIONAL HOME INSPECTORS®, INC.

The Examination Board of Professional Home Inspectors (EBPHI) is an independent, not-for-profit corporation founded in 1999. EBPHI's mission is "to establish the standard of Competence for home inspectors and to enhance consumer confidence in home inspection professionals." The National Home Inspector Examination (NHIE) addresses this mission by encouraging regulatory bodies in state and local governments, as well as professional membership organizations, to adopt the National Home Inspector Examination for competency assessment.

HOME INSPECTOR REGULATION

Administration of the NHIE ensures that home inspection professionals meet basic knowledge and practice requirements for purposes of regulation. Successful completion of the examination answers the needs of the public, government and home inspectors.

At publication of this Handbook, there were sixteen states using the National Home Inspector Examination to assess competence for purposes of public protection legislation. In addition, other jurisdictions and professional home inspector membership organizations may require or accept the NHIE.

For information about home inspection laws and regulations, see EBPHI's website at www.homeinspectionexam.org.

THE NATIONAL HOME INSPECTOR EXAMINATION®

The NHIE is based on a formal role delineation study that defines the profession as practiced in the field. Home inspector subject matter experts from a variety of practice specialties and geographic areas contribute to the study, and home inspectors from throughout the nation then review the study via a statistically valid survey. The resulting content areas and their associated knowledge and skill requirements serve as the "blueprint" for the National Home Inspector Examination.

This examination development methodology is in accordance with accepted psychometric standards for a "high stakes" public protection examination. These standards are promulgated by organizations such as the American Education Research Association (AERA), the National Council for Certifying Agencies (NCCA), the American Psychological Association (APA) and the Equal Employment Opportunity Commission (EEOC).

EXAMINATION PREPARATION

To assist you in preparing for the National Home Inspector Examination, this Handbook provides details about the exam, the Content Overview of the test, and sample questions and answers. A fifty-item sample test is also available online at www.homeinspectionexam.org ($50.00).

There are 175 multiple choice questions on the NHIE. Four hours are allowed to complete the test.

Each question offers a choice of four answers. There is a single correct answer for each question, although some questions have options which may be partially correct. Examinees are to select the BEST answer to each question.

National Home Inspector Examination

EBPHI

CONTENT OUTLINE

This content outline based on the role delineation study, is intended to provide candidates with topics for study that may appear on the National Home Inspector Examination. The percentage of questions on the examination for each content area is indicated below. The contents of this document are neither a complete listing of all topics covered by the examination nor all skills necessary to perform a competent inspection.

PERFORMANCE DOMAIN I: BUILDING SCIENCE (64%)

Task 1: Identify and inspect site conditions using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that can affect the building or people. (5%).

a. Vegetation, Grading, Drainage, and Retaining Walls
   i. Common retaining wall types, materials, applications, installation methods, construction techniques, and clearance requirements
   ii. Common grading and drainage system types, materials, applications, installation methods, and construction techniques
   iii. Typical defects (e.g., negative grade, site drainage problems)
   iv. Typical vegetation and landscape conditions, maintenance practices, and how they affect the building
   v. Maintenance concerns and procedures
   vi. Safety issues, applicable standards, and appropriate terminology

b. Driveways, Patios, and Walkways
   i. Common types, materials, applications, installation methods, and construction techniques
   ii. Typical defects (e.g. root damage, trip hazards)
   iii. Maintenance concerns and procedures
   iv. Safety issues, applicable standards, and appropriate terminology

c. Decks, Balconies, Stoops, Stairs, Steps, Porches, and Applicable Railings
   i. Common types, materials, applications, installation methods, and construction techniques
   ii. Attachment methods (e.g., lag screws, bolts, web joists, tgi joists, cantilevered flooring)
   iii. Deck load to grade transfer theory (e.g., deck to joist to girder to post to grade)
   iv. Typical defects (e.g., flashing, railings, decayed wood, results of deferred maintenance)
   v. Maintenance/design concerns and procedures
   vi. Safety issues, applicable standards, and appropriate terminology

Task 2: Identify and inspect building exterior components using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that can affect people or the performance of the building. (6%)

a. Wall Cladding, Flashing, Trim, Eaves, Soffits, and Fascia
   i. Common types (e.g., stucco, composite siding, aluminum and vinyl cladding, SIPs, EIFS, step flashing)
   ii. Typical defects (e.g., cracking, improper installation, water infiltration, decay)
   iii. Maintenance concerns and procedures
   iv. Safety issues, applicable standards, and appropriate terminology

b. Exterior Doors and Windows
   i. Common door and window types, materials, applications, installation methods, and construction techniques
   ii. Typical defects (e.g., delaminating, decayed wood, thermal seal failure, flashings, cracked glass)
   iii. Maintenance concerns and procedures
   iv. Safety issues, applicable standards, appropriate terminology, and glazing requirements (e.g., egress requirements, safety glazing, release for security bars)

c. Roof Coverings
   i. Common roof-covering types, materials, applications, installation methods, construction techniques, and manufacturing requirements
   ii. Typical roof covering repair methods and materials
   iii. Typical defects (e.g., improper installation, cracking, curling, deterioration, damage)
   iv. Characteristics of different roofing materials
   v. Sheathing and underlayment requirements for different types of roof coverings
   vi. Maintenance concerns and procedures
   vii. Safety issues, applicable standards, and appropriate terminology

d. Roof Drainage Systems
   i. Common drainage system types, materials, applications, installation methods, and construction techniques (e.g., slope, gutters, roof drains, scuppers)
   ii. Typical modifications, repairs, upgrades, and retrofits methods and materials
   iii. Typical defects (e.g., ponding, improper slopes, clogging/leaking, disposal of roof water runoff)
   iv. Maintenance concerns and procedures
   v. Safety issues, applicable standards, and appropriate terminology

e. Flashings
   i. Common types, materials, applications, installation methods, and construction techniques
   ii. Typical defects (e.g., separation, corrosion, improper installation, missing flashing)
   iii. Maintenance concerns and procedures
   iv. Safety issues, applicable standards, and appropriate terminology

f. Skylights and Other Roof Penetrations
   i. Common skylight and other roof penetration types, materials, applications, installation methods, and construction techniques

ii. Typical defects (e.g., cracked glazing, improper installation, deterioration, failure, faulty flashing)
iii. Maintenance concerns and procedures
iv. Safety issues, applicable standards, and appropriate terminology

Task 3: Identify and inspect structural system elements using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that may affect people or the structural stability of the building. *(7%)*

a. Foundation
   i. Common foundation types, materials, applications, installation methods, and construction techniques
   ii. Typical foundation system modifications, repairs, upgrades, and retrofits methods and materials
   iii. Typical defects (e.g., cracks, settlement, decomposition, failed damp-proofing) and their common causes and effects.
   iv. Soil types and conditions and how they affect foundation types
   v. Applied forces and how they affect foundation systems (e.g., wind, seismic, loads)
   vi. Safety issues, applicable standards, and appropriate terminology
   vii. Water management (e.g., grading, foundation drains, sumps)

b. Floor Structure
   i. Common floor system types (e.g., trusses, concrete slabs), materials, applications, installation methods, and construction techniques
   ii. Typical modifications, repairs, upgrades, and retrofits methods and materials
   iii. Typical defects (e.g., improper cuts and notches in structural members, decayed or damaged structural members, effects of long-term loading and/or bearing and environmental exposure)
   iv. Limitations of framing materials (e.g., span)
   v. Applied forces and how they affect floor systems (e.g., wind, seismic, loads)
   vi. Safety issues, applicable standards, and appropriate terminology

c. Walls and Vertical Support Structures
   i. Common types, materials, applications, installation methods, and construction techniques
   ii. Typical modifications, repairs, upgrades, and retrofits methods and materials
   iii. Typical defects (e.g., decayed or damaged structural members, earth to wood contact, structural deformation)
   iv. Seismic and wind-resistant construction methods and hardware
   v. Fire blocking and fire walls
   vi. Safety issues, applicable standards, and appropriate terminology

d. Roof and Ceiling Structures
   i. Common roof and ceiling structure types, materials, applications, installation methods, and construction techniques
   ii. Typical roof structure modifications, repairs, upgrades, and retrofits methods and materials
   iii. Acceptable truss and ceiling structural-member modifications, repairs, upgrades, and retrofits methods and materials
   iv. Roof and ceiling structure conditions and defects (e.g., moisture stains, fungal/ mold growth, sagging rafters, modified/damaged trusses, decayed or damaged structural members)
   v. Limitations of framing materials (e.g., span)
   vi. Applied forces and how they affect roof/ceiling structures (e.g., wind, seismic, loads)
   vii. Safety issues, applicable standards, and appropriate terminology
   viii. Seismic and wind-resistant construction and hardware
   ix. Maintenance concerns and procedures

Task 4: Identify and inspect electrical system elements using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues or affect people. (7%)

a. Electrical Service: Service Entrance, Service Lateral, Service Conductors, Service Equipment, and Service Grounding
   i. Common types, materials, applications, installation methods, and construction techniques
   ii. Typical modifications, repairs, upgrades, and retrofits methods and materials
   iii. Typical defects (e.g., water and rust in panel equipment, height, deteriorated conductor sheathing)
   iv. Electrical service capacity
   v. Service grounding and bonding
   vi. Maintenance concerns and procedures
   vii. Safety issues, applicable standards, and appropriate terminology

b. Interior Components of Service Panels and Subpanels
   i. Common types, materials, applications, installation methods, and construction techniques
   ii. Typical modifications, repairs, upgrades, and retrofits methods and materials
   iii. Typical defects (e.g., un-bonded sub panels, double-tapping, over-fusing)
   iv. Main disconnects
   v. Panel grounding and sub-panel neutral isolation
   vi. Panel wiring
   vii. Over-current protection devices
   viii. Function of circuit breakers and fuses
   ix. Maintenance concerns and procedures
   x. Inspection safety procedures
   xi. Safety issues, applicable standards, and appropriate terminology

c. Wiring Systems
   i. Common types, materials, applications, and installation methods
   ii. Typical modifications, repairs, upgrades, and retrofits methods and materials
   iii. Typical defects (e.g., open splices, exposed non-metallic cable)
   iv. Problems with aluminum wire
   v. Obsolete electrical wiring system (e.g., knob and tube wiring)
   vi. Maintenance concerns and procedures
   vii. Safety issues, applicable standards, and appropriate terminology

d. Devices, Equipment, and Fixtures (e.g., switches, receptacles, lights)
   i. Common types, materials, applications, installation methods, and construction techniques

ii. Typical modifications, repairs, upgrades, and retrofits methods and materials
iii. Typical defects (e.g., reverse polarity, open grounds, faulty GFCIs)
iv. Equipment grounding
v. Wiring, operation, location of typical devices and equipment (e.g., receptacles and lights, appliances, GFCI protection, arc fault protection)
vi. Maintenance concerns and procedures
vii. Safety issues, applicable standards, and appropriate terminology

Task 5: Identify and inspect cooling systems using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that may affect people or the performance of the building. (5%)

a. Cooling
i. Common types, materials, applications, installation methods, and construction techniques
ii. Typical defects (e.g., vacuum line insulation missing, condensation and/or rust on components, not cooling properly, un-level condenser, frost/ice formation on components, restriction of air flow at the condensing unit, location of condensing unit)
iii. Theory of refrigerant cycle (latent and sensible heat)
iv. Theory of heat transfer
v. Theory of equipment sizing
vi. Methods of testing the systems
vii. Condensate control and disposal
viii. Maintenance concerns and procedures
ix. Safety issues, applicable standards, and appropriate terminology

b. Distribution Systems
i. Common distribution system types, materials, applications, installation methods, and construction techniques
ii. Typical defects (damaged ducts, incorrect configuration/installation, insufficient air flow, condensation at supply registers, blower operation, and improper air temperature at register)
iii. Methods of testing the system
iv. Maintenance concerns and procedures (e.g., filter, condensation pump and lines)
v. Safety issues, applicable standards, and appropriate terminology

Task 6: Identify and inspect heating systems using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that may affect people or the performance of the building. (6%)

a. Heating
i. Common types, materials, applications, installation, methods, and construction techniques
ii. Typical defects (e.g., cracked heat exchanger, humidifier, dirty fan, improper fuel line installation/material)
iii. Theory of heat transfer and how it takes place in different heating system types
iv. Heating system types (e.g., forced draft, gravity, boiler, hydronic, heat pump, solid fuel)
v. Theory of equipment sizing
vi. Methods of testing the systems
vii. Performance parameters
viii. Condensate control and disposal
ix. By-products of combustion (e.g., H_2O, CO_2, CO, NO_2), their generation, and how and when they become a safety hazard
x. Maintenance concerns and procedures
xi. Safety issues, applicable standards, and appropriate terminology

b. Distribution Systems
i. Common distribution system types, materials, applications, installation methods, and construction techniques
ii. Typical defects (e.g., damaged ducts, incorrect configuration/installation, insufficient airflow, blower operation, and improper air temperature at register)
iii. Methods of testing the system
iv. Maintenance concerns and procedures (e.g., filter, humidifier)
v. Safety issues, applicable standards, and appropriate terminology

c. Flue and Venting Systems
i. Common venting system types, materials, applications, installation methods, and construction techniques
ii. Typical defects (e.g., separated flue, back drafting, clearance to combustible materials, proper slope, combustion make-up air vent sizing and configuration)
iii. Theory of venting and exhaust flues
iv. Equipment sizing
v. Safety issues, applicable standards, and appropriate terminology

Task 7: Identify and inspect insulation, moisture management systems, and attic/interior/crawl space ventilation systems in conditioned and unconditioned spaces using applicable standards for material selection and installation procedures to assess immediate condition and long-term safety and maintenance issues that may affect people or the performance of the building. (6%)

a. Thermal Insulation
i. Common thermal insulation types, materials, applications, installation methods, and construction techniques
ii. Typical defects (e.g., lack of insulation, uneven insulation, damaged insulation, flame spread concerns, improper clearances and alignment)
iii. Theory of heat transfer and energy conservation
iv. Performance parameters (e.g., R-value)
v. Maintenance concerns and procedures
vi. Safety issues, applicable standards, and appropriate terminology

b. Moisture Management
i. Common vapor retarder types, materials, applications, installation methods, and construction techniques
ii. Typical defects (e.g., inadequate ventilation, evidence of condensation)
iii. Theory of moisture generation and movement
iv. Performance parameters
v. Vapor pressure and its effects
vi. Theory of relative humidity
vii. Effects of moisture on building components, occupants, and indoor air quality
viii. Moisture control systems
ix. Appearance or indications of excessive moisture and likely locations for condensation to occur

x. Maintenance concerns and procedures
xi. Safety issues, applicable standards, and appropriate terminology

c. Ventilation Systems of Attics, Crawl Spaces, and Roof Assemblies
   i. Common types, materials, applications, installation methods and construction techniques
   ii. Typical ventilation defects and how they affect buildings and people
   iii. Theory of air movement in building assemblies (e.g., conditioned vs. unconditioned, draft stopping)
   iv. Theory of relative humidity
   v. Interdependence of mechanical systems and ventilation systems
   vi. Appliance vent systems requirements (e.g., clothes dryers, range hoods, bathroom exhausts)
   vii. Screening, sizing, and location requirements for vent openings
   viii. Maintenance concerns and procedures
   ix. Safety issues, applicable standards, and appropriate terminology

Task 8: Identify and inspect plumbing systems using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that may affect people or the performance of the building. (6%)

a. Water Supply Distribution System
   i. Common water distribution types, materials, applications, installation methods, and construction techniques
   ii. Typical modifications, repairs, upgrades, and retrofits methods and materials
   iii. Typical defects (e.g., cross-connection, back flow)
   iv. Common water pressure/functional flow problems and how they affect the water distribution system (e.g., softeners, private well equipment, hard water build-up, old galvanized piping, pressure reducer valves, expansion tanks)
   v. Pipe defect/deterioration issues (e.g., PVC, galvanized, brass, polybutylene, PEX)
   vi. Maintenance concerns and procedures
   vii. Safety issues, applicable standards, and appropriate terminology (e.g., understanding of term "functional flow")

b. Fixtures and Faucets
   i. Common fixture and faucet types, materials, applications, installation methods, and construction techniques
   ii. Typical modifications, repairs, upgrades, and retrofits methods and materials
   iii. Typical defects (e.g., cross-connection/back-flow, fixture attachment)
   iv. Maintenance concerns and procedures
   v. Safety issues, applicable standards, and appropriate terminology

c. Drain, Waste, and Vent Systems
   i. Common types, materials, applications, installation methods, and construction techniques (e.g., supports/spacing)
   ii. Typical modifications, repairs, upgrades, and retrofits methods and materials (e.g., joining dissimilar piping materials)
   iii. Theory and usage of traps and vents
   iv. Identification of public or private disposal (when possible)
   v. Typical defects (e.g., faulty installation, deterioration, leakage, defective venting or drain slope)
   vi. Maintenance concerns and procedures
   vii. Safety issues, applicable standards, and appropriate terminology (e.g., understanding of term "functional drainage")

d. Water Heating Systems
   i. Common types, materials, applications, installation methods, and construction techniques (e.g., conventional, instant, tankless, indirectly heated, atmospheric/gravity/induced draft)
   ii. Typical water heater defects (e.g., improper vent/flue materials and configuration, condition, unsafe locations, connections, compatible to fuel type, temperature and pressure relief system problems)
   iii. Accessory items (e.g., drain pans, seismic restraints, expansion tanks, recirculation systems)
   iv. Connections to and controls for energy source
   v. Combustion, make-up, and dilution air requirements
   vi. Maintenance concerns and procedures
   vii. Safety issues, applicable standards, and appropriate terminology

e. Fuel Storage and Fuel Distribution Systems
   i. Common types, materials, applications, installation methods, and construction techniques
   ii. Typical defects (e.g., piping supports/spacing, shut-off requirements, unprotected fuel lines, leaking fuel fittings)
   iii. Defects in above-ground oil/gas storage tanks
   iv. Fuel leak indications, repairs, and remediation methods
   v. Basic components of gas appliance valves and their functions
   vi. Tank restraints and supports
   vii. Underground storage tank indicators and reporting requirements
   viii. Maintenance concerns and procedures

f. Safety issues, applicable standards, appropriate terminology, drainage sumps, sump pumps, sewage ejection pumps, related valves and piping
   i. Common types, materials, applications, installation methods, and construction techniques
   ii. Typical defects (e.g., inoperative sump pumps, improperly installed/designed equipment and systems, alarms, lid seals)
   iii. Sump pump location significance
   iv. Pump discharge location significance
   v. Maintenance concerns and procedures
   vi. Safety issues, applicable standards, and appropriate terminology

Task 9: Identify and inspect interior components using applicable standards for material selection, installation procedures, and maintenance to assess immediate and long-term safety issues as they may affect people or the performance of the building. (5%)

a. Walls, Ceiling, Floors, Doors, and Windows, and other Interior System Components
   i. Types of defects in interior surfaces not caused by defects in other systems (e.g., attachment defects, damage)

ii. Typical defects in interior surfaces caused by defects in other systems (e.g., structural movement, moisture stains)
iii. Common wall, ceiling, floor, door, and window type, materials, applications, installation methods and construction techniques
iv. Egress requirements (e.g., window security bar release, basement windows, opening size, sill height, and ladders)
v. Applicable fire/safety and occupancy separation requirements (e.g., fire barriers, fire walls, fire rated doors, and penetrations
vi. Operation of windows or doors
vii. Fire and life safety equipment (e.g., smoke/CO detectors inoperative or missing)
viii. Maintenance concerns and procedures
ix. Safety issues, applicable standards, and appropriate terminology of common wall, ceiling, floor, door, and window types, materials, applications, installation methods, and construction techniques

b. Steps, Stairways, Landings, and Railings
i. Common step, stairway, landing, and railing types, materials, applications, installation methods, and construction techniques
ii. Maintenance concerns and procedures
iii. Typical defects (e.g., loose/damage elements, improper rise/run, inadequate/omitted handrails
iv. Safety issues, applicable standards, and appropriate terminology

c. Garage Vehicle Doors and Operators
i. Common garage vehicle doors and door operator types, materials, applications, installation methods, and construction techniques
ii. Typical defects (e.g., damaged components, safety considerations, spring retention, opener adjustment)
iii. Maintenance concerns and procedures
iv. Safety issues, applicable standards, and appropriate terminology

Task 10: Identify and inspect fireplace and chimney systems using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues that may affect people or the performance of the building. (6%)

a. Fireplaces, Solid-Fuel Burning Appliances, Chimneys, and Vents
i. Common manufactured fireplaces (e.g., vented, direct vent, non-vented) and solid-fuel burning appliance types, materials, applications, installation methods, and construction techniques
ii. Common manufactured fireplaces and solid-fuel burning appliance chimney, vent connector, and vent types, materials, applications, installation methods and construction techniques of direct-vent and non-vented fireplaces
iii. Common masonry fireplace types, masonry flues, materials, applications, installation methods, and construction techniques
iv. Chimney terminations (e.g., spark arrestors, chimney cap)
v. Chimney foundation, height and clearance requirements
vi. Theory of heat transfer
vii. Effects of moisture and excessive heat on fireplaces
viii. Fuel types and combustion characteristics, air supply, and combustion air requirements
ix. Typical defects (e.g., hearth defects, clearance requirements, firebox damage, damper problems, smoke chamber and flue issues, shared flue considerations)
x. Operation of equipment, components, and accessories
xi. Maintenance concerns and procedures
xii. Safety issues, fire safety fundamentals, applicable standards, and appropriate terminology

Task 11: Identify and inspect common permanently installed kitchen appliances for proper condition and operation. (3%)

a. Installation
b. Operating using normal controls
c. Typical defects (e.g., appliance not anchored/leveled, rusting racks, leaking unit, missing air gap)
d. Maintenance concerns and procedures
e. Safety issues, applicable standards, manufacturer's specifications, and appropriate terminology

Task 12: Identify and inspect pool and spa systems using applicable standards for material selection and installation procedures to assess immediate and long-term safety and maintenance issues. (2%)

a. Types of construction
a. Perimeter coping and water level finish
b. Shell interior finish (e.g., plaster, vinyl, pebble/synthetic)
c. Entrapment prevention (e.g., dual drains, anti-vortex lid)
d. Permanently installed handrails and ladders

b. Mechanical systems
a. Pump, motors, blowers, skimmer, filter, drains, gauges
b. Piping and valves
c. Cleaning systems (e.g., in-floor heads, pool sweeps)
d. Heating (e.g., gas, electric, solar)

c. Electrical systems
a. Lighting and GFCI protection
b. Timers and controls
c. External bonding (e.g., pump motors, blowers, heater shell)

d. Typical defects (e.g., inoperative equipment, piping leaks, damage/deterioration of components)

e. Maintenance concerns and procedures

f. Safety issues (e.g., child-safe barriers or components), applicable standards, and appropriate terminology

Task 13: Identify and inspect lawn irrigation systems using applicable standards for material selection and installation procedures and to assess immediate and long-term safety and maintenance issues that may affect the performance of the system and building. (1%)

a. Common material types, applications, installation methods, and construction techniques
i. Typical modifications, repairs, upgrades, and retrofits methods and materials
ii. Timers and controls (e.g., timing device, manual valves)
iii. Typical defects (e.g., leaks, poor adjustment, inoperative components, cross-connection/back flow,

proximity and possible effects on building)
iv. Common water pressure/flow problems and how they affect the water distribution system
v. Visible and accessible pipe deterioration issues (e.g., PVC, galvanized, brass)
vi. Maintenance concerns and procedures
vii. Safety issues, applicable standards, and appropriate terminology

PERFORMANCE DOMAIN II: ANALYSIS AND REPORTING (24%)

Task 1: In the inspection report, identify building systems and components by their distinguishing characteristics (e.g., purpose, type, size, location) to inform the client what was inspected. (5%)

a. Minimum information required in an inspection report (e.g., property data, construction materials, installation techniques and procedures, locations of main system shutoffs)
b. Describing the type of systems and the location of system components
c. Correct technical terms to describe systems and components of the building

Task 2: Describe inspection methods and limitations in the inspection report to inform the client what was inspected and what was not inspected and the reason why it was not inspected. (6%)

a. Minimum and critical information required in an inspection report (e.g., weather conditions, inspection safety limitations, components not accessible)
b. Common methods used to inspect particular components (e.g., roofs, attics, sub-floor crawl spaces, mechanical components)

Task 3: Describe systems and components inspected that are not functioning properly or are defective. (7%)

a. Common expected service life of building and mechanical components
b. Common indicators of potential failure (e.g., rust and corrosion, unusual noise, excessive vibration, and/or lack of routine maintenance
c. Common safety hazards
d. Common test instruments and their proper use for qualitative analysis (e.g., moisture meters, CO meters, probes)

Task 4: List recommendations to correct deficiencies or items needing further evaluation. (5%)

a. Correct professional or tradesperson required to effect repairs or perform further evaluations
b. Common remedies for correction
c. Relationships between components in the building
d. When to immediately inform building occupants of a life-threatening safety hazard (e.g., gas leak, carbon monoxide accumulation)

PERFORMANCE DOMAIN III: BUSINESS OPERATIONS (12%)

Task 1: Identify the elements of the written inspection contract (e.g., scope, limitations, terms of services) to establish the rights and responsibilities of the inspector and client. (6%)

a. Purpose of a contract
b. Elements of a contract (e.g., names of parties, scope of inspection, terms of service, exclusions and limitations, address, date and times of inspection, limits of liability, dispute resolution, and understanding State specific elements)
c. Timing of delivery and signing contract

Task 2: Identify responsibilities to the client in order to maintain the quality, integrity, reputation, and objectivity of the inspection process while protecting the client's interests. (6%)

a. Fundamental legal concepts (e.g., fiduciary responsibility, contractual responsibility, liability, negligence, due diligence, consumer fraud, knowledge of licensing requirements)
b. Identify conflicts of interest to the client (e.g., inspector interest in the property, third-party stakeholders with financial interest in the outcome of the inspection
c. Boundaries of personal expertise and professional scope of practice (e.g., don't exceed your area of expertise)
d. Understand the types and purpose of financial protection (e.g., general liability, professional E&O, bonding, and warranties)

REFERENCES

This is a list of published sources used in generating the questions on the National Home Inspector Examination. However, EBPHI does not imply that study of all or only these materials will ensure a passing score on the examination. There are many training providers and other valuable publications relevant to home inspection that can be helpful to candidates who are studying for the examination. Additionally, the value of field experience cannot be discounted.

A NOTE ABOUT BUILDING CODES

It is generally accepted that home inspectors are not expected to report code violations in inspected properties. However, the role delineation study on which the National Home Inspector Examination is based reflects the actual practice of the profession as defined by surveys of home inspectors throughout the nation.

These "subject matter experts" believe that knowledge of basic code parameters is vital to adequate practice of home inspection. Thus, code references are included in this list.

Dearborn Publishing, *Essentials of Home Inspection series, Principles of Home Inspection series,* www.dearbornhomeinspection.com.

International Code Council. (2003). *International residential code for one- and two-family dwellings, 2003.* Falls Church, VA: International Code Council.

Journal of Light Construction. *Field Guide to Residential Construction, 2003,* www.jlconline.com.

Taunton Press, 2000, www.taunton.com. *Code Check* series:

CodeCheck Complete
CodeCheck: A field guide to building a safe house
CodeCheck: Plumbing
CodeCheck: Electrical: A field guide to wiring a safe house
CodeCheck: HVAC
CodeCheck: A Field guide to building, plumbing, mechanical and electrical codes

Yanev, P. (1991). *Peace of mind in earthquake country.* San Francisco, CA: Chronicle Books.

NHIE SAMPLE QUESTIONS

Following are samples of the types of questions used in the National Home Inspector Examination. These samples do not represent the full range of content or difficulty levels contained in the examination, but they will help you become familiar with the format and style of questions on the test. Select the BEST answer to each question and then check your responses with the key that follows.

1. A gas-fired clothes dryer exhaust vent
   A. must be at least a class B type vent.
   B. may vent into a vent or chimney used by a gas furnace.
   C. must be screened at the duct termination.
   D. must be vented to the outdoors.

2. When a central air conditioning compressor is operating properly,
   A. the low pressure line is warm and the high pressure line is cold.
   B. the low pressure line is cold and the high pressure line is warm.
   C. cold air will be exhausted from the condensing unit.
   D. condensation will form on the high pressure line.

3. Most problems with concrete are caused at the time of installation. What single factor causes most of these?
   A. The concrete has insufficient thickness.
   B. Too much water is added.
   C. Too much portland cement is added.
   D. Too little portland cement is used.

4. Which of the following BEST describes this report statement? "The gutters are pitted and it would be foolish to repair them. Replacement with copper gutters would be more prudent."
   A. disclaimer of potential failing system
   B. appropriate recommendation
   C. implication of condition
   D. overstepping of inspector's role

5. Metallic-sheathed cable, commonly called BX/Armored Cable,
   A. may be used beneath covered decks and under exterior eaves.
   B. is the preferred wiring system for kitchen disposers.
   C. does not require a third copper grounding conductor.
   D. requires a bare copper grounding conductor.

6. Which of the following is NOT a function of roof expansion joints in low slope roofing?
   A. accommodate roof movement from thermal expansion
   B. help prevent membrane splits
   C. help prevent loss of mineral granules or gravel
   D. reduce ridging in roof membrane

ANSWER KEY

1. D	4. D
2. B	5. C
3. B	6. C

EXAMINATIONS BY PSI LICENSURE:CERTIFICATION

The NHIE has contracted with PSI to conduct its examination program. PSI provides examinations through a network of computer examination centers in Oklahoma and in many areas throughout the United States.

EXAMINATION SCHEDULING PROCEDURES

All candidates must be pre-approved by the Occupational Licensing Division Home Inspection Unit BEFORE registering for or scheduling the examination. You must obtain a Certification Authorization Form from the Occupational Licensing Division Home Inspection. You will not be able to test without this document.

Examination Fee	$200

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE

The fee is for <u>each</u> registration, whether you are taking the examination for the first time or repeating.

- You may re-take the National Home Inspector Examination as many times as you need;
- However, if you fail the examination, you must wait 30 days before retesting

INTERNET REGISTRATION

You may schedule for your test by completing the online Test Registration Form. The Test Registration Form is available at PSI's website, <u>www.psiexams.com</u>. You may schedule for a test via the Internet 24 hours a day.

1. Complete the registration form online and submit your information to PSI via the Internet.

2. Upon completion of the online registration form, you will be given the available dates for scheduling your test.

TELEPHONE REGISTRATION

For telephone registration, you will need a valid VISA or MasterCard.

1. Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.

Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 7:00 a.m. and 7:00 p.m., Central Time, to receive the information listed on your Examination Registration Form and schedule your appointment for the examination.

FAX REGISTRATION

For Fax registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.

2. If your information is incomplete or incorrect, it will be returned for correction.

Please allow 4 business days to process your Registration. After 4 business days, you may call PSI to schedule the examination, (800) 733-9267.

STANDARD MAIL REGISTRATION

1. Complete the Examination Registration Form found in this Candidate Information Bulletin. BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.

   Return the completed original form to PSI with the appropriate examination fee. Payment of fees can be made by money order or cashier's check. Money orders or cashier's checks should be made payable to PSI. Print your social security number on your check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, PERSONAL CHECKS, MASTERCARD, AND VISA ARE NOT ACCEPTED.**

Please allow 2 weeks to process your Registration before scheduling for your examination.

SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have made payment for your examination services, you are ready to schedule your examination. It is important to remember that you are responsible for contacting PSI to schedule your examination. PSI will make every effort to schedule the examination site and time that is most convenient for you. To schedule your examination using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, between 7:00 a.m. and 7:00 p.m., Central Time. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 4:00pm PT (6:00pm CT). Please be prepared to offer alternate examination appointment choices.

Note: only the candidate may schedule an appointment through a CSR, not a friend or relative.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Wednesday appointment, the cancellation notice would need to be received on the previous Monday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the Internet, automated telephone system (IVR), or call PSI and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements with PSI. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed, and must include supporting documentation on official letterhead from a licensed professional.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state

agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

EXAMINATION SITE LOCATIONS

The Oklahoma Contractor licensing examinations are administered at the PSI examination centers in Oklahoma as listed below:

PSI - Oklahoma City
3800 N Classen Blvd, Ste C-20
Oklahoma City, OK 73118
Take I-235 to I-44. Take the Classen Blvd exit. Turn left on Classen. The office is located in a dark gray building on the East side of Classen.

PSI - Tulsa
2816 East 51St Street, Suite 101
Tulsa, OK 74105
From I-44 East, exit number 228 (Harvard), stay to the right which will be westbound on 51st St. 1/4 mi on the left is the office building. There are 3 office buildings in a row, PSI is in the middle building.

From I-44 West, exit at Lewis, and go left on Lewis. Go over the overpass and turn Left on 51st St. Go 1/2 mile and the 3-three-story-office building are in a row on the South side of 51st St. PSI is in the middle building

PSI - McAlester
21 East Carl Albert Parkway
McAlester, OK 74501
From S Main St, Turn Left onto US-270 W, end at 21 E Carl Albert Pkwy.

PSI - Woodward
1915 Oklahoma Ave, Suite 3
Woodward, OK 73801
From Highway 270, go west at the intersection of 9th and Oklahoma Avenue. Go west 10 blocks to 19th Street. The building is on the south side of Oklahoma Avenue, across from the Sonic Drive-In.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by calling (800) 733-9267. You will need to speak with a Customer Service Rep to schedule outside of Oklahoma.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your signature and has your photograph or a complete physical description. The second ID must have your signature and preprinted legal name.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

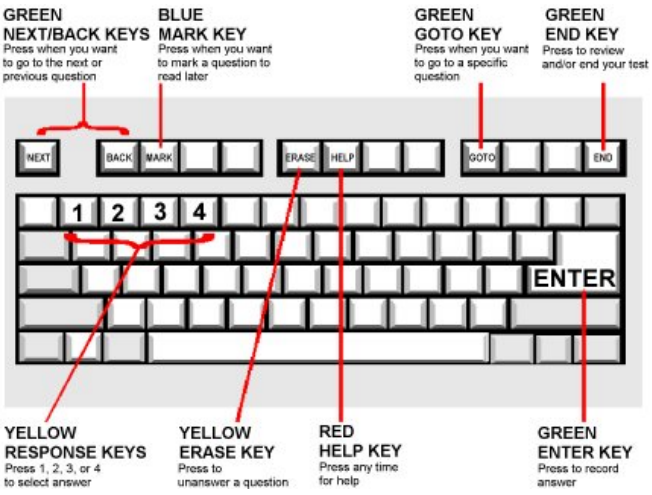
SECURITY PROCEDURES

The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Cell phones, pagers, and children are not allowed in the examination center. **NO personal items are to enter the testing center.** PSI will not be responsible for any personal items and suggests that you leave them locked in the trunk of your car.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.
- Copying or communicating examination content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of examination results and may lead to legal action.

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use a mouse.



IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

PRETEST ITEMS

In addition to the number of questions per examination, up to 25 "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

Comments on questions on the National Home Inspector Examination are reviewed by the Examination Board of Professional Home Inspectors with the advice of its test development contractor. Should a question require modification or elimination such that failing scores might be changed, affected candidates will be rescored. In no case will resolution of candidate comments result in modification of individual candidate scores. Comment determinations that do not affect passing scores will not be applied, but may affect future versions of the exam.

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** – your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination;
  - If you **pass**, you will immediately receive a successful notification.
  - If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type with the score report.
- **On paper** – an unofficial score report will be printed at the examination site.

HOW THE TEST IS SCORED

Your pass/fail status is determined by whether you answered enough questions correctly to meet or exceed the pass point of the examination. This pass point, or cut score, is established by a criterion-referenced methodology suggested in accepted standards for public protection examinations. This methodology ensures that home inspectors who pass the test are competent to practice in the public arena.

The National Home Inspector Examination is "scale scored" from 200-800, with 500 as the pass point.

It's important to keep in mind that your total score on the examination is not the average of the subscores in each of the content areas on a failing score sheet. Some content areas contain more questions than others. Also, the number of available "points" is not related to the number of questions, because items vary in difficulty, criticality and importance to competent practice.

USING YOUR SCORE REPORT

If you took this examination to qualify for licensing or other regulation in your state, contact the regulating agency to determine how to submit your passing score report. You will find links to regulatory bodies at www.homeinspectionexam.org.

If you took this examination to qualify for a professional membership organization, contact that organization for instructions.

DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report for up to 1 year after your examination. The fee for a duplicate score report is $15. *Money Order or cashier's check ONLY.*

A FINAL WORD

Home inspection professionals offer a vital service to the public in evaluating the condition of a prospective home. The Examination Board of Professional Home Inspectors believes that all home inspectors should meet minimum knowledge and practice standards. The National Home Inspector Examination is designed to assess these qualities in order to meet regulatory or membership organization requirements.

GOOD LUCK!

OKLAHOMA NATIONAL HOME INSPECTOR EXAMINATION

REGISTRATION FORM

Before you begin. . .

Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable.

1. **Legal Name:** Last Name First Name M.I.

2. **Social Security:** ☐☐☐ - ☐☐ - ☐☐☐☐ *(FOR IDENTIFICATION PURPOSES ONLY)*

3. **Mailing Address:** Number, Street Apt/Ste

City State Zip Code

4. **Telephone:** Home ☐☐☐ ☐☐☐ - ☐☐☐☐ Office ☐☐☐ ☐☐☐ - ☐☐☐☐

5. **Birth Date:** ☐☐ - ☐☐ - ☐☐ (M M D D Y Y) Birth Place City State

6. **Email:** _____@_____

7. **Examination:** (Check one) ☐ Home Inspector $200 ☐ Reciprocal Inspector $200

(Check one) ☐ FIRST TIME ☐ RETAKE

8. **Total Fee $**_____ (Money Order or Cashier's Check only. Personal and company checks are not accepted.)

Credit card (MasterCard or VISA) payment accepted for phone or fax registrations only. (Check One): ☐ MC ☐ VISA

Card No:_____ Exp. Date:_____

Card Verification No:_____ *For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.*

Cardholder Name (Print):_____ Signature:_____

9. *I am enclosing a Special Arrangement Request letter and required documentation.* ☐ Yes ☐ No

☐ Check this box if you do not want PSI to share your information with third parties. Please note that PSI will NOT release social security numbers to 3rd parties.

10. **Affidavit:** *I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the Candidate Information Bulletin.*

Signature:_____ **Date:**_____

IF YOU ARE REGISTERING BY MAIL OR FAX, SIGN AND DATE THIS REGISTRATION FORM ON THE LINES PROVIDED.

Complete and forward this registration form with the applicable examination fee to:

PSI Examination Services * ATTN: Examination Registration OK HI
3210 E Tropicana Ave * Las Vegas, NV* 89121
Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929 * www.psiexams.com

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121