



2012/13 Application for Membership

Application Instructions

This application package includes:

- 1 - Eight page Application Form
- 1 – Standards of Practice for the Professional Home and Property Inspectors of Canada
- 1 – Code of Ethics for the Professional Home and Property Inspectors of Canada

1. Please complete ALL sections of the application.
 - i. If you are a National Certificate Holder or a CAHPI RHI, please complete only Pages 1, 7, and 8.
 - ii. If you had a previous RHI designation, please complete Pages 1, 7 and 8 and we will contact you with further instructions.
2. Provide as much detail as you can.
3. Attach copies of ALL relevant certificates and documents. **Incomplete applications will be returned.**
4. Please place your name, the date, and your initial in the bottom right corner of each page.
5. Return the Application to the address below.

If you have any questions about this Application, please contact

1-855-88PHPIC (855-887-4742) or admin@phpic.ca

Professional Home and Property Inspectors of Canada PHPIC

6 Selwyn Cres., Kanata, ON K2K 1N8

1-855-88PHPIC (855-887-4742)

Email: admin@phpic.ca

PHPIC APPLICATION FOR MEMBERSHIP

Applicant Contact Information

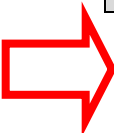
Applicant Name			
Company Name			
Mailing Address			
City			
Province			
Postal Code			
Telephone		Fax	
Best Email Address			
Website			

Please initial here if you consent to having the above information made available to the public on the PHPIC Website.

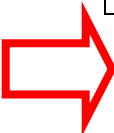
NO OTHER INFORMATION IN THIS APPLICATION PACKAGE WILL BE USED FOR ANY PURPOSE OUTSIDE OF NATIONAL CERTIFICATION AND PHPIC MEMBERSHIP.

Memberships & Designations

Please list all Home and Property Inspection Association memberships that you currently hold...or have held in the past five years		Membership Type or Designation Held
1		
2		
3		
4		
5		

 ***** Please attach photocopies of your current HPI association membership cards and certificates *****

Please list other any other designations or memberships you hold that are relevant to home and property inspection (for example - P.Eng, B. Arch, CET, RET, etc)	
Designation	Awarded by:

 **** Please attach photocopies of other membership cards and/or certificates ****

Applicant Name
Date
initial

Franchise Affiliations

If you work through a home and property inspection franchise, please provide contact information	
Franchise Name	
Contact Name	
Telephone	
Franchise Website	

Degrees and Diplomas

Please provide details of all university DEGREES or college DIPLOMAS that you hold		
University or College	Degree or Diploma Earned	Year Completed

**** Please attach photocopies of your degrees and diplomas ****

Please provide details of any uncompleted university or college programs		
University or College	Program	Year(s) you Attended

Trade Tickets

Please provide details for all TRADE TICKETS that you hold		
Trade Ticket	Trade School attended	Year Completed

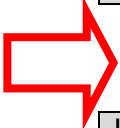
**** Please attach photocopies of your trade tickets ****

Please provide details for any uncompleted trade tickets		
Trade Program	Trade School attended	Year(s) you Attended

Applicant Name
Date
Initial

Formal Home and Property Inspection Training Courses

Please provide details of ALL Home and Property Inspection training courses you have taken and PASSED			
Course Name	Training Provider	Approximate Number of Training Hours	Year Completed
APPROXIMATE TOTAL FORMAL TRAINING HOURS			



**** Please attach photocopies of course and/or program completion certificates ****

If any of above courses included a practical field training component, please provide details			
Course Name	Training Provider	Approximate Number of PRACTICAL FIELD TRAINING Hours	Year Completed
APPROXIMATE TOTAL FIELD TRAINING HOURS			

Applicant Name
Date
Initial

Home and Property Inspection Examinations Taken and Passed

Please provide details of all Home and Property Inspection examinations you have taken and PASSED (Not including formal courses with exams listed on Page 3)			
Exam Name	Exam Method – Online, classroom, other	Year Taken	Your Exam Mark out of 100

**** Please attach photocopies of exam completion certificates ****

Home and Property Inspection Experience

What year did you start practicing as a home and property inspector (full time or part time)	
About how many home and property inspections do you perform in a typical year	
About how many home and property inspections have you performed in your career	

***** Please attach a list of all or your last fifty inspection addresses with dates *****

Compliance with 'Standards of Practice' for Home and Property Inspectors

Do you perform home and property inspections that comply with a 'Standard of Practice' for Home and Property Inspectors?	
If yes, which Standard of Practice?	

*NOTE - In order to be accepted into PHPIC and the National Certification Program, applicants must agree to comply with the ASHI 'Standards of Practice' as adopted by PHPIC and the National Home Inspector Certification Council for Canadian Home Inspectors on all future inspections. **A Copy of the ASHI 'Standards of Practice' was included with your Application package.***

Applicant Name
Date
Initial

Compliance with National Occupational Standards

Are you familiar with the National Occupational Standards for Home and Property Inspectors? (published in 2001 and revised in 2008)	
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Note – a copy of the ‘National Occupational Standard’ can be downloaded from the PHPIC website – www.phpic.ca

Compliance with ASHI ‘Code of Ethics’

In order to be accepted into PHPIC and the National Certification Program, applicants must agree to comply with the ASHI Code of Ethics - which has been adopted by PHPIC and the National Home Inspector Certification Council:

ASHI Code of Ethics

Honesty, justice, and courtesy form a moral philosophy which, associated with mutual interest among people, constitutes the foundation of ethics. Home and Property Inspectors should recognize such a standard, not in passive observance, but in a set of dynamic principles guiding their conduct. It is their duty to practice the profession according to this code of ethics.

As the keystone of professional conduct is integrity, Home and Property Inspectors will discharge their duties with fidelity to the public, their clients, and with fairness and impartiality to all. They should uphold the honor and dignity of their profession and avoid association with any enterprise of questionable character, or apparent conflict of interest.

- The Home and Property Inspector will express an opinion only when it is based on practical experience and honest conviction.
- The Home and Property Inspector will always act in good faith toward each client.
- The Home and Property Inspector will not disclose any information concerning the results of the inspection without the approval of the clients or their representatives.
- The Home and Property Inspector will not accept compensation, financial or otherwise, from more than one interested party for the same service without the consent of all interested parties.
- The Home and Property Inspector will not accept nor offer commissions or allowances, directly or indirectly, from other parties dealing with their client in connection with work for which the member is responsible.
- The Home and Property Inspector will promptly disclose to his or her client any interest in a business which may affect the client. The Home and Property Inspector will not allow an interest in any business to affect the quality of the results of their inspection work which they may be called upon to perform. The inspection work may not be used as a vehicle by the Home and Property Inspector to deliberately obtain work in another field.
- A Home and Property Inspector shall make every effort to uphold, maintain, and improve the professional integrity, reputation, and practice of the home inspection profession. She/He will report all such relevant information, including violations of this Code by other Home and Property Inspectors, to the National Certification Authority for possible remedial action.

Applicant Name
Date
Initial

Acknowledgment (Please read carefully)

I hereby state:

- That I have read and understand the *ASHI Standards of Practice and Code of Ethics*, and agree to follow and abide by these and other policies and procedures of PHPIC
- As a requirement for membership, I will actively pursue, obtain and maintain ‘National Certificate Holder’ status with the National Home Inspector Certification Council.
- That I have read and I understand the National Occupational Standards for the home inspection profession in Canada, and agree to maintain and follow these standards.
- That I am not actively engaged in the business of real estate, as a real estate broker or salesperson. I will not sell, purchase or list real estate for third parties.
- That I will not repair for a fee any condition I find during inspections.
- That I understand that I cannot use the PHPIC logo until my application for membership has been reviewed and I have been approved for membership with logo privileges in writing. I will honour and respect the Logo use policies as outlined in the PHPIC bylaws.
- That for and in consideration of the benefits provided me by the Professional Home and Property Inspectors of Canada (“PHPIC”), I hereby waive, release and forever discharge PHPIC, its Board of Directors, officers, members, agents and employees, of and from suits, claims, cause of action, damages, losses or injuries that I shall or may have for any reason or cause including but not limited to those related to the implementation or enforcement of the ASHI Code of Ethics, Standards of Practice and/or any other activities.
- That membership is non-transferable and dues are non-refundable.

Method of Payment

Cheque payable to PHPIC in the amount of \$275. Please do not add taxes. (\$50.00 charge for returned cheques)

Master Card Visa

Card Number _____ Expires _____

Cardholder’s Name _____

Cardholder’s Signature _____

Current dues for PHPIC membership are \$ 275.00 per year and are non-refundable. Your membership will be valid for 1 year from the date of receipt of your membership application. Dues are set by the PHPIC Board prior to the start of each fiscal year on July 1, and may change. You will be required to submit Continuing Education Credits (20 per year) with your renewal application each year to avoid disruption to your membership.

Applicant Name
Date
Initial

Signature Page

I _____, hereby warrant that all statements and claims made in this application are true. I understand that if any statement or claim I have made in this application is not true, then I may be removed from the Membership of PHPIC.

I further agree to comply with the ASHI 'Standards of Practice' and 'Code of Ethics' for home and property inspectors, and understand that non compliance may be grounds for my removal from PHPIC.

Dated this ___ day of _____, 20___, in the Province of_____.

Signature _____

Please send your completed application, along with payment, to:

PHPIC
6 Selwyn Cres.
Kanata, ON
K2K 1N8

Applicant Name
Date
Initial