

ILLINOIS HOME INSPECTOR



Home Inspector
Examination
for Illinois

Candidate Handbook

July 2021





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QUESTIONS ABOUT LICENSING

Questions regarding license application or information concerning licensure requirements should be directed to:

Illinois Department of Financial
and Professional Regulation
320 West Washington St.
Springfield, IL 62786
Phone: 800-560-6420

HOW TO CONTACT PSI

For inquiries and general registration information write or call:

PSI Candidate Services
18000 W. 105th St.
Olathe, KS 66061-7543
Phone: 855-340-3893
Fax: 913-895-4650
Email: ILRESupport@psionline.com
Website: <http://schedule.psiexams.com>



INTRODUCTION

The State of Illinois has retained the services of PSI Services to assist with the administration, scoring and analysis of the Home Inspector Examination for Illinois. As a full-service testing company, PSI provides expertise and support to associations, state credentialing agencies and private industry in test development, administration, scoring and reporting of examinations.

The Home Inspector Examination is a home inspection competence assessment tool developed primarily by the Examination Board of Professional Home Inspectors (EBPHI) with additional Illinois specific questions as noted in the content overview in this handbook. The examination evaluates the technical and professional qualifications of home inspectors and consists of questions covering topics derived from a formal role delineation study. The study determined the knowledge bases and skills necessary for competent practice in home inspection.

This handbook provides information that you will need to register for the Home Inspector Examination for Illinois. Be sure to keep this handbook after you have registered for the examination; you may wish to refer to it later.

STATEMENT OF NONDISCRIMINATION

PSI does not discriminate among candidates on the basis of age, gender, race, religion, national origin, disability or marital status.

EXAMINATION INFORMATION

This handbook contains general information regarding the Home Inspector Examination developed by the EBPHI. The EBPHI is an independent examination organization whose objective is to promote excellence and exemplary practice within the home inspection profession and to serve the public through its quality assurance efforts.

HOME INSPECTOR LICENSE REQUIREMENTS

As a prerequisite to sitting for the examination, an applicant must:

1. Successfully complete 60 hours of pre-license education and a minimum of 5 field events from an education provider approved and licensed by DFP.
2. Take and pass the state examination.
3. Be at least 18 years of age.
4. Have graduated from high school or obtained the equivalent of a high school diploma.

HOW THE EXAMINATION IS ADMINISTERED

The Home Inspector Examination for Illinois is administered by computer at PSI Test Centers by appointment only Monday through Saturday. Saturday testing is available at select locations. Appointment starting times may vary by location.

EXAMINATION FEE

Examination Fee: \$125

Payment may be made by credit card (VISA, MasterCard, American Express or Discover), cashier's check or money order made payable to PSI Services Inc. Company checks, personal checks and cash are not accepted.

Credit card transactions that are declined will be subject to a \$25 handling fee. You must send a certified check or money order for the amount due, including the handling fee, to PSI to cover declined credit card transactions.

Fees are valid for 12 months.

SCHEDULING AN EXAMINATION

You may register for the Home Inspector Examination for Illinois by one of the following methods:

1. **Online Scheduling:** Go to <http://schedule.psiexams.com> at any time and select "Begin Scheduling." Follow the simple, step-by-step instructions to choose your examination program and register for the examination. Please have your credit card available for online payment of examination fees.

If special accommodations are being requested, please submit the two-page Request for Special Examination Accommodations Form included on page 10 prior to contacting PSI at 855-340-3893 to schedule your examination.

OR

2. **Telephone Scheduling:** Call PSI at 855-340-3893 to schedule an examination appointment. This toll-free number is answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday and 8:30 a.m. to 5:00 p.m. on Saturday. Please have your credit card available for payment of examination fees.

OR

3. **Fax your registration form**

Complete the registration form included in this handbook and fax it to PSI at the number included on the form. All sections of this form must be completed.



Within 24 hours of receiving your faxed registration form, PSI will fax you a notice that it has been received. This option is available only for individuals paying the examination fee by credit card.

OR

4. Mail your registration form

Complete the registration form included in this handbook and mail it to PSI with the examination fee (made by cashier's check or money order payable to PSI Services Inc.) to the address indicated on the form. All sections of this form must be completed. This form will be returned if it is incomplete, illegible or submitted with an incorrect fee.

Call PSI at 855-340-3893 to schedule an examination appointment.

When you contact PSI to schedule an appointment, please be prepared to confirm a date and location for testing and to provide your name and Social Security number. Note: Your Social Security number is required for unique identification. All individuals are scheduled on a first-come, first-served basis. Refer to the following chart.

If you contact PSI by 3:00 p.m. Central Time on...	Depending on availability, your examination may be scheduled beginning...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

You will be notified of the time to report to the Test Center; please make a note of it since you will NOT receive an admission letter. You will only be allowed to take the examination type for which you have applied; no changes in examination type will be made at the Test Center. **UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED to the Test Center.**

Special Arrangements for Candidates with Disabilities

PSI is interested in ensuring that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. PSI will provide reasonable accommodations for candidates with disabilities.

1. Wheelchair access is available at all established Test Centers. Candidates must advise PSI at the time of registration that wheelchair access is necessary.
2. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements using the form included on page 10 of this handbook.

Please inform PSI of your need for special accommodations when scheduling your examination. Be prepared to provide documentation from an appropriate professional (e.g., education professional, physician, psychologist, psychiatrist).

Candidates requesting special accommodations will be required to submit documentation of their disability via fax or mail before they are scheduled for an examination. All special arrangements will be made on an individual basis.

EXAMINATION APPOINTMENT CHANGES

You may reschedule your appointment ONCE at no charge by calling PSI at 855-340-3893 at least two business days prior to your scheduled appointment. The following schedule applies.

If your examination is scheduled on...	You must contact PSI by 3:00 p.m. Central Time to reschedule the examination by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday/Saturday	Tuesday

If you fail to appear for your scheduled examination appointment, you will be considered on an individual basis for the following reasons: 1) hospitalization, 2) death in the immediate family, 3) disabling traffic accident, 4) court appearance or jury duty, or 5) military duty.



MISSED APPOINTMENTS AND FORFEITURES

You will forfeit the application and all fees paid to take the examination under the following circumstances. A complete application and examination fee are required to reapply for the examination.

- You wish to reschedule an examination but fail to contact PSI at least two business days prior to the scheduled examination session.
- You wish to reschedule a second time.
- You appear more than 15 minutes late for an examination.
- You fail to report for an examination appointment.
- You refuse to provide a fingerprint scan.

INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.

You may visit the www.psonline.com/openings website prior to the examination to determine if PSI has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to a Test Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact, but for security reasons the questions will be scrambled.

NO REFUNDS

If you fail to arrive at the Test Center on the date and time you are scheduled for the examination, you will not be refunded any portion of your examination fee and must reregister by contacting PSI; examination fees may NOT be transferred to another appointment.

If you arrive more than 15 minutes late for an appointment, fail to present the appropriate identification or required documentation, or refuse to provide a fingerprint scan, you will not be admitted, will forfeit your examination fee, and must reregister for the examination by contacting PSI.

PREPARING FOR THE EXAMINATION

The study and test-taking advice described here may be helpful as you prepare for the examination. Try to be objective about yourself and your individual learning needs when deciding how best to study. Plan your study schedule well in advance. Use learning techniques, such as reading or audiovisual aids. Be sure you find a quiet place to study where you will not be interrupted. We suggest you concentrate your study efforts on a few carefully chosen textbooks.

■ Test-taking Advice

1. The examination will be timed and the computer will indicate the time remaining on the screen. If you find it distracting, the time feature may be turned off during the examination. If you choose to turn off the time feature, you should pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments. Remember, the more questions you answer, the better your chances of achieving a passing score. The time limit is intended to allow candidates to complete the entire examination by working quickly and efficiently.
2. Be sure to answer each question, even the ones for which you are uncertain. Avoid leaving any questions unanswered; this will maximize your chances of passing. It is better to guess than to leave a question unanswered; there is no penalty for guessing.

EXAMINATION CONTENT

To begin your preparation in an informed and organized manner, you should know what to expect from the actual examination in terms of the content. Information regarding the content of the examination you will be taking is presented in the following sections.

The questions on the examination are designed to measure your ability to understand and apply the fundamental principles of Home Inspection and to demonstrate your knowledge of applicable laws and rules in Illinois. The examination consists of 190 four-option multiple-choice questions covering four major content areas. The first three are based on the National Home Inspector Examination (NHIE) produced by the Examination Board of Professional Home Inspectors (EBPHI) and the last category covers state law. The total testing time is 4 hours.

The major categories are shown below, along with the approximate percentage of the 190 questions associated with the category. A detailed content outline is included on pages 13-19 of this handbook.



Home Inspector Examination for Illinois Examination Specifications

Major Category	%
1. Building Science	34%
2. Analysis and Reporting	38%
3. Business Operations	20%
4. Illinois Law and Rules	8%
Total	100%

Sample Examination Questions

The following illustrate the type of questions used in the Home Inspector Examination for Illinois. These sample questions do not represent the full range of content or difficulty levels contained in the examinations. They are intended to help you become familiar with the types and formats of questions on the examination. Read each question and decide which answer is best. You may then check your answers with the answer key that follows. Categories refer to the detailed content outline.

SAMPLE QUESTIONS

- The vertical face of a step that supports the tread on a stairway is the
 - corridor.
 - cornice.
 - rafter.
 - riser.
- Illinois Home Inspector Licenses expire on
 - January 1 of each year.
 - the licensees' birthday each year.
 - June 30 of the year following issuance.
 - November 30 of even numbered years.
- The home inspector discovers a gas leak that he/she believes to be an immediate safety hazard. He/she should
 - open doors and windows and continue with the inspection.
 - note the leak in the report and recommend repair by a qualified technician.
 - repair the leak, note this in the report, and bill the client for the additional work.
 - vacate the house, notify appropriate parties, and indicate the problem in the report.
- When a GFCI is installed on a two-wire non-grounded system, it provides
 - full grounding protection.
 - no protection as there is no ground wire.
 - fault protection rather than grounding protection.
 - a false reading when testing the GFCI using the built-in test button on the unit.
- What flashing(s) is/are acceptable when a roof plane meets the side of a masonry chimney?
 - apron flashing
 - counterflashing and kickout flashing
 - continuous flashing
 - step and counter flashing

Answer Key

- D; category 2.8.c.1
- D; category 5
- D; category 2.7.e.9
- C; category 2.4.d.5
- D; category 2.3.d.1

TAKING THE EXAMINATION

Your examination will be given by computer at a PSI Test Center. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the Test Center no later than your scheduled examination time. Look for signs indicating PSI Test Center Check-in. IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED EXAMINATION TIME, YOU WILL NOT BE ADMITTED.

Identification, Proof of Education and Fingerprinting

To gain admission to the Test Center, you must present proper identification and provide a fingerprint scan prior to beginning your examination. You must present two forms of identification. The primary form must be government issued, current and include your name, signature and photograph. No form of temporary identification will be accepted. You will also be required to sign a roster for verification of identity.

- Examples of valid primary forms of identification are: driver's license with photograph; state identification card with photograph; passport; military identification card with photograph.
- The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).
- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

During your testing process, you will be required to provide biometric verification of your identity. Biometric identification may include photography, fingerprint scan,



or other. Your testing session is also subject to video surveillance. If you do not agree to these conditions, you will not be able to test and will be excused from the Test Center. Your testing fee will NOT be refunded.

YOU MUST HAVE PROPER IDENTIFICATION AND PROVIDE A FINGERPRINT SCAN TO GAIN ADMISSION TO THE TEST CENTER. Failure to provide appropriate identification and a fingerprint scan at the time of the examination is considered a missed appointment. There will be no refund of your examination fee.

RULES FOR THE EXAMINATION

■ Security

PSI administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- Only silent, non-programmable calculators without alphabetic keypads or printing capabilities are allowed in the testing room.
- No guests, visitors or family members are allowed in the testing room or reception areas.

■ Personal Belongings

No personal items, valuables, or weapons should be brought to the Test Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- watches
- hats
- wallets
- keys

Once you have placed everything into the soft locker, you will be asked to pull your pockets out to ensure they are empty. If all personal items will not fit in the soft locker you will not be able to test. The site will not store any personal belongings.

If any personal items are observed in the testing room after the examination is started, the administration will be forfeited.

■ Examination Restrictions

- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive your score report.
- No documents or notes of any kind may be removed from the Test Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Test Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

■ Misconduct

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular/smart phones;
- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Test Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or
- are observed with notes, books or other aids without it being noted on the roster.

■ Copyrighted Examination Questions

All examination questions are the copyrighted property of PSI. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

■ Practice Examination

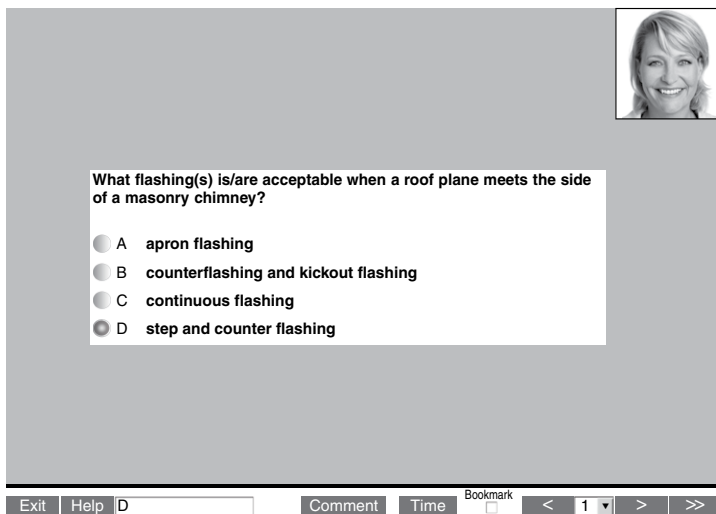
After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your Social Security number. You will be prompted to provide a fingerprint scan and take your photograph which will remain on-screen throughout your examination session. This photograph will also print on your score report.



Prior to attempting the timed examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

■ Timed Examination

Following the practice examination, you will begin the actual examination. Before beginning, instructions for taking the examination are provided on-screen.



The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the “Time” box in the lower right portion of the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination questions are identified as A, B, C, or D. You must indicate your choice by either typing the letter in the response box in the lower left portion of the computer screen or clicking on the option using the mouse. To change your answer, enter a different option by typing A, B, C, or D or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question, click the backward arrow (<) or use the left arrow key to move backward through the examination.

A question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the double arrows (>>) to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the double arrows (>>). When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

Clicking the “Help” key will describe all of these functions.

■ Candidate Comments

During the examination, you may make comments for any question by clicking on the Comment button to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

FOLLOWING THE EXAMINATION

After you finish the examination, you will be required to answer the following candidate screening questions. You must answer these questions and provide any required documentation when applying for a license.

You are not required to report: (1) law enforcement records, court records, and conviction records if you were 17 years old at the time of the offense and before January 1, 2014, unless the nature of the offense required you to be tried as an adult; or (2) arrests not followed by a charge or conviction; or (3) records of arrest where the charges were dismissed unless the charges were related to the practice of the real estate profession; or (4) convictions or arrests that have been sealed or expunged; or (5) convictions that were overturned by a higher court. You are also not required to report a juvenile adjudication occurring prior to your 18th birthday involving a violation or attempt to violate any federal, State, county or municipal law or ordinance other than (i) first degree murder, (ii) aggravated criminal sexual assault, or (iii) aggravated battery with a firearm.

Personal History Questions:

1. Are you a high school graduate or have you received your GED?
2. Have you been convicted in ANY state or federal jurisdiction, including military courts, of a felony?
3. Have you been convicted in ANY state or federal jurisdiction, including military courts, of any crime of which an essential element is dishonesty?
4. Have you ever held a home inspector license in Illinois?
5. Have you ever held, or do you currently hold, a home inspector license in any other state/jurisdiction?



6. Have you ever been denied the privilege of taking an examination, or had a professional license or permit disciplined or denied by any licensing authority in Illinois or any other state/jurisdiction?
7. Have you ever received other than an honorable discharge from the armed services, or from a city, county, state, or federal position?
8. Are you more than 30 days delinquent on any court ordered child support payments?
9. Have you been notified of any unpaid state taxes or unfiled tax return due to the Illinois Department of Revenue?

You will also be asked to answer a short evaluation of your examination experience.

■ Your Score Report

After you have completed the examination, you will be instructed to report to the examination proctor to receive your score report. When you receive your score report, it will reflect either a “pass” or a “fail.” Your pass/fail status is determined by whether you provided enough correct answers to meet or exceed the passing point for the examination. A panel of experts established the passing point authorized by the DFPR. This passing point was established by a commonly accepted criterion referenced methodology that ensures that passing candidates have demonstrated an appropriate level of knowledge to warrant an inspector license in Illinois.

If you pass the examination, you will receive a score report/ licensure application. If you answer “yes” to any candidate screening question, 2-9, you must follow the license instructions and provide any required documentation when you submit your application for licensure.

If you fail the examination, you will receive a diagnostic score report showing your percentage score on the examination. Your score report will also show your scores on major content areas of the examination. To reregister for the examination, call PSI or visit <http://schedule.psiexams.com> (if payment is made by credit card) or submit a new completed registration form (if payment

is made by cashier’s check or money order). There will be a 30-day wait period to retake a failed examination. There is no limit to the number of times you may take the examination.

■ Score Averaging

It is important to keep in mind that your total score on the examination is not the average of the subscores provided for each of the major content areas. This is because some content areas contain larger numbers of questions than others. Your total percentage score reflects the number of questions that you answered correctly divided by the total number of questions.

■ Duplicate Score Report

You may purchase additional copies of your score report at a cost of \$25 per copy. Requests must be submitted to PSI, in writing, within 12 months after the examination. Complete the request form on page 12 of this handbook and submit it with the required fee payable to PSI Services Inc. Duplicate score reports will be processed and mailed within approximately five business days following receipt of the request.

LICENSE APPLICATION INSTRUCTIONS

After you have passed the Home Inspector Examination for Illinois, you must follow the directions provided on your passing score report/license application. The licensure process cannot begin until you have passed the examination and received a passing score report from PSI. Licensure application materials must be submitted to:

PSI
3223 South Meadowbrook Road, Suite B
Springfield, IL 62711

REFERENCES

References that may be useful to help you prepare for the examination are listed at www.homeinspectionexam.org.

ILLINOIS HOME INSPECTOR EXAMINATION APPLICATION

Submit this form ONLY if you are paying your \$125 examination fee by cashier's check or money order. If payment is to be made by credit card, visit <http://schedule.psiexams.com> or call PSI at 855-340-3893 to schedule your appointment and do not submit this form.

1. NAME _____

Last Name
First Name
Middle Initial
2. MAILING ADDRESS _____

Number, Street and Apartment Number

City
State
Zip Code
3. TELEPHONE NUMBER (_____) _____ - _____ FAX NUMBER (_____) _____ - _____

Daytime Telephone
(Complete only if faxing form to PSI.)
4. SOCIAL SECURITY NUMBER _____ - _____ - _____
5. BIRTH DATE _____ - _____ - _____

Month
Day
Year
6. EMAIL ADDRESS _____
7. ☐ I have successfully completed 60 hours of pre-license education from an education provider approved and licensed by DFPR.
8. REAL ESTATE EDUCATION PROGRAM COMPLETED
School Name: _____
Graduation Date: _____
9. SIGNATURE AND DATE
I have read and understand the information provided in the Candidate Handbook, and the information I have provided in this registration form is true and complete to the best of my knowledge.

Signature: _____ Date: _____

Mail this form with cashier's check or money order.

PSI

**3223 South Meadowbrook Road, Suite B
Springfield, IL 62711**



REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, **please complete this form and provide the Documentation of Disability-Related Needs on the next page and submit it with your application at least 45 days prior to your requested examination date.** The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

Candidate Information

Candidate ID # _____ Requested Test Center: _____

Name (Last, First, Middle Initial, Former Name)

Mailing Address

City

State

Zip Code

Daytime Telephone Number

Email Address

Special Accommodations

I request special accommodations for the _____ examination.

Please provide (check all that apply):

_____ Reader

_____ Extended testing time (time and a half)

_____ Reduced distraction environment

_____ Please specify below if other special accommodations are needed.

Comments: _____

PLEASE READ AND SIGN:

I give my permission for my diagnosing professional to discuss with PSI staff my records and history as they relate to the requested accommodation.

Signature: _____ Date: _____

Return this form with your examination application and fee to:
PSI, 18000 W. 105th St., Olathe, KS 66061-7543
If you have questions, call Candidate Services at 800-367-1565 ext. 6750.



DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that PSI is able to provide the required accommodations.

Professional Documentation

I have known _____ since ____ / ____ / ____ in my capacity as a
Candidate Name
Date

My Professional Title

The candidate discussed with me the nature of the test to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the Request for Special Examination Accommodations form.

Description of Disability: _____

Signed: _____ Title: _____

Printed Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

Date: _____ License # (if applicable): _____

Return this form with your examination application and fee to:

PSI, 18000 W. 105th St., Olathe, KS 66061-7543

or submit this form with your online request at

https://psi-cdexp.zendesk.com/hc/en-us/requests/new?ticket_form_id=360000150872

If you have questions, call Candidate Services at 800-367-1565 ext. 6750.

Mail your completed form and correct fee to:
PSI/IL Home Inspector, 18000 W. 105th St., Olathe, KS 66061-7543

DUPLICATE SCORE REPORT REQUEST FORM FOR ILLINOIS HOME INSPECTOR

DIRECTIONS: Use this form to request a duplicate score report. Complete all requested information. This form must be received within one year of the examination date and include a cashier's check or money order for \$25 payable to PSI Services Inc. Duplicate score reports will be processed and mailed within approximately five business days following receipt of the request.

Name: _____ Social Security #: _____

Address: _____

_____ Daytime Phone: _____

Examination Taken: ☐ Home Inspector Examination for Illinois

Examination Date: _____ Test Center: _____

I hereby authorize PSI to send me a duplicate of my examination results.

Signature: _____ Date: _____



HOME INSPECTOR EXAMINATION DETAILED CONTENT OUTLINE

The first three categories of this outline are based on a formal role delineation study conducted by the National Home Inspector Examination (NHIE) that defines the profession as practiced in the field. Home inspector subject matter experts from a variety of practice specialties and geographic areas contributed to the study, and home inspectors from throughout the nation then reviewed the study via a statistically valid survey. The resulting content areas and their associated knowledge and skill requirements serve as the “blueprint” for the NHIE. The percentage of questions on the exam for each content area is indicated below.

This document, based on the role delineation study, is intended to provide home inspectors with topics for study that may appear on the NHIE. The fourth category covers Illinois law and rules as noted. 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. (4%)

- a. Vegetation, Grading, Drainage, and Retaining Walls
 1. Common retaining wall types, materials, applications, installation methods, construction techniques, and clearance requirements
 2. Common grading and drainage system types, materials, applications, installation methods, and construction techniques
 3. Typical defects (e.g., negative grade, site drainage problems)
 4. Typical vegetation and landscape conditions, maintenance practices, and how they affect the building
 5. Maintenance concerns and procedures
 6. Safety issues, applicable standards, and appropriate terminology
- b. Driveways, Patios, and Walkways
 1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical defects (e.g. root damage, trip hazards)
 3. Maintenance concerns and procedures
 4. Safety issues, applicable standards, and appropriate terminology
- c. Decks, Balconies, Stoops, Stairs, Steps, Porches, & Applicable Railings
 1. Common types, materials, applications, installation methods, and construction techniques
 2. Attachment methods (e.g., lag screws, bolts, web joists, tgi joists, cantilevered flooring)
 3. Deck load to grade transfer theory (e.g., deck to joist to girder to post to grade)
 4. Typical defects (e.g., flashing, railings, decayed wood, results of deferred maintenance)

5. Maintenance/design concerns and procedures
6. 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
 1. Common types (e.g., stucco, composite siding, aluminium and vinyl cladding, SIPs, EIFS, step flashing)
 2. Typical defects (e.g., cracking, improper installation, water infiltration, decay)
 3. Maintenance concerns and procedures
 4. Safety issues, applicable standards, and appropriate terminology
- b. Exterior Doors and Windows
 1. Common door and window types, materials, applications, installation methods, and construction techniques
 2. Typical defects (e.g., delaminating, decayed wood, thermal seal failure, flashings, cracked glass)
 3. Maintenance concerns and procedures
 4. Safety issues, applicable standards, appropriate terminology, and glazing requirements (e.g., egress requirements, safety glazing, release for security bars)
- c. Roof Coverings
 1. Common roof-covering types, materials, applications, installation methods, construction techniques, and manufacturing requirements
 2. Typical roof covering repair methods and materials
 3. Typical defects (e.g., improper installation, cracking, curling, deterioration, damage)
 4. Characteristics of different roofing materials



5. Sheathing and underlayment requirements for different types of roof coverings
 6. Maintenance concerns and procedures
 7. Safety issues, applicable standards, and appropriate terminology
- d. Roof Drainage Systems
1. Common drainage system types, materials, applications, installation methods, and construction techniques (e.g., slope, gutters, roof drains, scuppers)
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects (e.g., ponding, improper slopes, clogging/leaking, disposal of roof water runoff)
 4. Maintenance concerns and procedures
 5. Safety issues, applicable standards, & appropriate terminology
- e. Flashings
1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical defects (e.g., separation, corrosion, improper installation, missing flashing)
 3. Maintenance concerns and procedures
 4. Safety issues, applicable standards, & appropriate terminology
- f. Skylights and Other Roof Penetrations
1. Common skylight and other roof penetration types, materials, applications, installation methods, & construction techniques
 2. Typical defects (e.g., cracked glazing, improper installation, deterioration, failure, faulty flashing)
 3. Maintenance concerns and procedures 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

1. Common foundation types, materials, applications, installation methods, and construction techniques
2. Typical foundation system modifications, repairs, upgrades, and retrofits methods and materials
3. Typical defects (e.g., cracks, settlement, decomposition, failed damp-proofing) and their common causes and effects.
4. Soil types & conditions and how they affect foundation types
5. Applied forces and how they affect foundation systems (e.g., wind, seismic, loads)
6. Safety issues, applicable standards, & appropriate terminology
7. Water management (e.g., grading, foundation drains, sumps)

b. Floor Structure

1. Common floor system types (e.g., trusses, concrete slabs), materials, applications, installation methods, and construction techniques
2. Typical modifications, repairs, upgrades, and retrofits methods and materials
3. Typical defects (e.g., improper cuts and notches in structural members, decayed or damaged structural members, effects of long-term loading and/or bearing & environmental exposure)
4. Limitations of framing materials (e.g., span)
5. Applied forces and how they affect floor systems (e.g., wind, seismic, loads)
6. Safety issues, applicable standards, & appropriate terminology

c. Walls and Vertical Support Structures

1. Common types, materials, applications, installation methods, and construction techniques
2. Typical modifications, repairs, upgrades, and retrofits methods and materials
3. Typical defects (e.g., decayed or damaged structural members, earth to wood contact, structural deformation)
4. Seismic and wind-resistant construction methods and hardware
5. Fire blocking and fire walls
6. Safety issues, applicable standards, & appropriate terminology

d. Roof and Ceiling Structures

1. Common roof and ceiling structure types, materials, applications, installation methods, and construction techniques
2. Typical roof structure modifications, repairs, upgrades, and retrofits methods and materials
3. Acceptable truss and ceiling structural-member modifications, repairs, upgrades, and retrofits methods and materials
4. Roof and ceiling structure conditions and defects (e.g., moisture stains, fungal/mold growth, sagging rafters, modified/damaged trusses, decayed or damaged structural members)
5. Limitations of framing materials (e.g., span)
6. Applied forces and how they affect roof/ceiling structures (e.g., wind, seismic, loads)
7. Safety issues, applicable standards, and appropriate terminology
8. Seismic and wind-resistant construction and hardware
9. 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



1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects (e.g., water and rust in panel equipment, height, deteriorated conductor sheathing)
 4. Electrical service capacity
 5. Service grounding and bonding
 6. Maintenance concerns and procedures
 7. Safety issues, applicable standards, and appropriate terminology
- b. Interior Components of Service Panels and Subpanels
1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects (e.g., un-bonded sub panels, double-tapping, over-fusing)
 4. Main disconnects
 5. Panel grounding and sub-panel neutral isolation
 6. Panel wiring
 7. Over-current protection devices
 8. Function of circuit breakers and fuses
 9. Maintenance concerns and procedures
 10. Inspection safety procedures
 11. Safety issues, applicable standards, & appropriate terminology
- c. Wiring Systems
1. Common types, materials, applications, & installation methods
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects (e.g., open splices, exposed non-metallic cable)
 4. Problems with aluminum wire
 5. Obsolete electrical wiring system (e.g., knob & tube wiring)
 6. Maintenance concerns and procedures
 7. Safety issues, applicable standards, and appropriate terminology
- d. Devices, Equipment, & Fixtures (e.g., switches, receptacles, lights)
1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects (e.g., reverse polarity, open grounds, faulty GFCIs)
 4. Equipment grounding
 5. Wiring, operation, location of typical devices and equipment (e.g., receptacles and lights, appliances, GFCI protection, arc fault protection)
 6. Maintenance concerns and procedures
 7. 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

1. Common types, materials, applications, installation methods, and construction techniques
2. 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)
3. Theory of refrigerant cycle (latent and sensible heat)
4. Theory of heat transfer
5. Theory of equipment sizing
6. Methods of testing the systems
7. Condensate control and disposal
8. Maintenance concerns and procedures
9. Safety issues, applicable standards, & appropriate terminology

b. Distribution Systems

1. Common distribution system types, materials, applications, installation methods, and construction techniques
2. Typical defects (damaged ducts, incorrect configuration/installation, insufficient air flow, condensation at supply registers, blower operation, and improper air temperature at register)
3. Methods of testing the system
4. Maintenance concerns and procedures (e.g., filter, condensation pump and lines)
5. Safety issues, applicable standards, & 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

1. Common types, materials, applications, installation methods, and construction techniques
2. Typical defects (e.g., cracked heat exchanger, humidifier, dirty fan, improper fuel line installation/material)
3. Theory of heat transfer and how it takes place in different heating system types
4. Heating system types (e.g., forced draft, gravity, boiler, hydronic, heat pump, solid fuel)
5. Theory of equipment sizing
6. Methods of testing the systems
7. Performance parameters
8. Condensate control and disposal



9. By-products of combustion (e.g., H₂O, CO₂, CO, NO₂), their generation, & how & when they become a safety hazard
 10. Maintenance concerns and procedures
 11. Safety issues, applicable standards, and appropriate terminology
- b. Distribution Systems
1. Common distribution system types, materials, applications, installation methods, and construction techniques
 2. Typical defects (e.g., damaged ducts, incorrect configuration/installation, insufficient airflow, blower operation, and improper air temperature at register)
 3. Methods of testing the system
 4. Maintenance concerns and procedures (e.g., filter, humidifier)
 5. Safety issues, applicable standards, & appropriate terminology
- c. Flue and Venting Systems
1. Common venting system types, materials, applications, installation methods, and construction techniques
 2. Typical defects (e.g., separated flue, back drafting, clearance to combustible materials, proper slope, combustion make-up air vent sizing and configuration)
 3. Theory of venting and exhaust flues
 4. Equipment sizing
 5. Safety issues, applicable standards, & appropriate terminology
3. Theory of moisture generation and movement
 4. Performance parameters
 5. Vapor pressure and its effects
 6. Theory of relative humidity
 7. Effects of moisture on building components, occupants, and indoor air quality
 8. Moisture control systems
 9. Appearance or indications of excessive moisture and likely locations for condensation to occur
 10. Maintenance concerns and procedures
 11. Safety issues, applicable standards, & appropriate terminology
- c. Ventilation Systems of Attics, Crawl Spaces, and Roof Assemblies
1. Common types, materials, applications, installation methods and construction techniques
 2. Typical ventilation defects and how they affect buildings and people
 3. Theory of air movement in building assemblies (e.g., conditioned vs. unconditioned, draft stopping)
 4. Theory of relative humidity
 5. Interdependence of mechanical systems and ventilation systems
 6. Appliance vent systems requirements (e.g., clothes dryers, range hoods, bathroom exhausts)
 7. Screening, sizing, and location requirements for vent openings
 8. Maintenance concerns and procedures
 9. Safety issues, applicable standards, & 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
1. Common thermal insulation types, materials, applications, installation methods, and construction techniques
 2. Typical defects (e.g., lack of insulation, uneven insulation, damaged insulation, flame spread concerns, improper clearances and alignment)
 3. Theory of heat transfer and energy conservation
 4. Performance parameters (e.g., R-value)
 5. Maintenance concerns and procedures
 6. Safety issues, applicable standards, & appropriate terminology
- b. Moisture Management
1. Common vapor retarder types, materials, applications, installation methods, and construction techniques
 2. Typical defects (e.g., inadequate ventilation, evidence of condensation)

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
1. Common water distribution types, materials, applications, installation methods, and construction techniques
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects (e.g., cross-connection, back flow)
 4. 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)
 5. Pipe defect/deterioration issues (e.g., PVC, galvanized, brass, polybutylene, PEX)
 6. Maintenance concerns and procedures
 7. Safety issues, applicable standards, and appropriate terminology (e.g., understanding of term “functional flow”)



- b. Fixtures and Faucets
 - 1. Common fixture and faucet types, materials, applications, installation methods, and construction techniques
 - 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 - 3. Typical defects (e.g., cross-connection/back-flow, fixture attachment)
 - 4. Maintenance concerns and procedures
 - 5. Safety issues, applicable standards, & appropriate terminology
 - c. Drain, Waste, and Vent Systems
 - 1. Common types, materials, applications, installation methods, and construction techniques (e.g., supports/spacing)
 - 2. Typical modifications, repairs, upgrades, & retrofits methods and materials (e.g., joining dissimilar piping materials)
 - 3. Theory and usage of traps and vents
 - 4. Identification of public or private disposal (when possible)
 - 5. Typical defects (e.g., faulty installation, deterioration, leakage, defective venting or drain slope)
 - 6. Maintenance concerns and procedures
 - 7. Safety issues, applicable standards, and appropriate terminology (e.g., understanding of term “functional drainage”)
 - d. Water Heating Systems
 - 1. Common types, materials, applications, installation methods, and construction techniques (e.g., conventional, instant, tank less, indirectly heated, atmospheric/gravity/induced draft)
 - 2. 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)
 - 3. Accessory items (e.g., drain pans, seismic restraints, expansion tanks, recirculation systems)
 - 4. Connections to and controls for energy source
 - 5. Combustion, make-up, and dilution air requirements
 - 6. Maintenance concerns and procedures
 - 7. Safety issues, applicable standards, and appropriate terminology
 - e. Fuel Storage and Fuel Distribution Systems
 - 1. Common types, materials, applications, installation methods, and construction techniques
 - 2. Typical defects (e.g., piping supports/spacing, shut-off requirements, unprotected fuel lines, leaking fuel fittings)
 - 3. Defects in above-ground oil/gas storage tanks
 - 4. Fuel leak indications, repairs, and remediation methods
 - 5. Basic components of gas appliance valves & their functions
 - 6. Tank restraints and supports
 - 7. Underground storage tank indicators and reporting requirements
 - 8. Maintenance concerns and procedures
 - f. Safety issues, applicable standards, appropriate terminology, drainage sumps, sump pumps, sewage ejection pumps, related valves and piping
 - 1. Common types, materials, applications, installation methods, and construction techniques
 - 2. Typical defects (e.g., inoperative sump pumps, improperly installed/designed equipment and systems, alarms, lid seals)
 - 3. Sump pump location significance
 - 4. Pump discharge location significance
 - 5. Maintenance concerns and procedures
 - 6. Safety issues, applicable standards, & 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
 - 1. Types of defects in interior surfaces not caused by defects in other systems (e.g., attachment defects, damage)
 - 2. Typical defects in interior surfaces caused by defects in other systems (e.g., structural movement, moisture stains)
 - 3. Common wall, ceiling, floor, door, and window type, materials, applications, installation methods and construction techniques
 - 4. Egress requirements (e.g., window security bar release, basement windows, opening size, sill height, and ladders)
 - 5. Applicable fire/safety and occupancy separation requirements (e.g., fire barriers, fire walls, fire rated doors, & penetrations)
 - 6. Operation of windows or doors
 - 7. Fire and life safety equipment (e.g., smoke/CO detectors inoperative or missing)
 - 8. Maintenance concerns and procedures
 - 9. 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
 - 1. Common step, stairway, landing, and railing types, materials, applications, installation methods, & construction techniques
 - 2. Maintenance concerns and procedures
 - 3. Typical defects (e.g., loose/damage elements, improper rise/run, inadequate/omitted handrails)



4. Safety issues, applicable standards, & appropriate terminology
- c. Garage Vehicle Doors and Operators
 1. Common garage vehicle doors and door operator types, materials, applications, installation methods, and construction techniques
 2. Typical defects (e.g., damaged components, safety considerations, spring retention, opener adjustment)
 3. Maintenance concerns and procedures
 4. Safety issues, applicable standards, & 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, & Vents
 1. Common manufactured fireplaces (e.g., vented, direct vent, non-vented) & solid-fuel burning appliance types, materials, applications, installation methods, & construction techniques
 2. 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
 3. Common masonry fireplace types, masonry flues, materials, applications, installation methods, & construction techniques
 4. Chimney terminations (e.g., spark arrestors, chimney cap)
 5. Chimney foundation, height and clearance requirements
 6. Theory of heat transfer
 7. Effects of moisture and excessive heat on fireplaces
 8. Fuel types and combustion characteristics, air supply, and combustion air requirements
 9. Typical defects (e.g., hearth defects, clearance requirements, firebox damage, damper problems, smoke chamber and flue issues, shared flue considerations)
 10. Operation of equipment, components, and accessories
 11. Maintenance concerns and procedures
 12. 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
 1. Perimeter coping and water level finish
 2. Shell interior finish (e.g., plaster, vinyl, pebble/synthetic)
 3. Entrapment prevention (e.g., dual drains, anti-vortex lid)
 4. Permanently installed handrails and ladders
- b. Mechanical systems
 1. Pump, motors, blowers, skimmer, filter, drains, gauges
 2. Piping and valves
 3. Cleaning systems (e.g., in-floor heads, pool sweeps)
 4. Heating (e.g., gas, electric, solar)
- c. Electrical systems
 1. Lighting and GFCI protection
 2. Timers and controls
 3. 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
 1. Typical modifications, repairs, upgrades, and retrofits methods and materials
 2. Timers and controls (e.g., timing device, manual valves)
 3. Typical defects (e.g., leaks, poor adjustment, inoperative components, cross-connection/back flow, proximity and possible effects on building)
 4. Common water pressure/flow problems and how they affect the water distribution system
 5. Visible and accessible pipe deterioration issues (e.g., PVC, galvanized, brass)
 6. Maintenance concerns and procedures
 7. 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. (6%)

- 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 & 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 & mechanical components
- b. Common indicators of potential failure (e.g., rust & 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)



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