

 <b>CONSUMER PROTECTION BC</b>	<b>Home Inspector Approved Trainer and/or Evaluator Policy</b>	<b>Version:</b> OP.2016.Version 3 <b>Approved:</b> June 28, 2016 <b>Amended:</b> December 2, 2016 <b>Approved by:</b> S. Noorani
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## 1.0 Purpose

This document sets out the policy Consumer Protection BC will follow when a home inspector applies to be approved as a trainer and/or evaluator for the purposes of section 3(3)(b) and section 3(3)(c) of the Home Inspector Licensing Regulation.

## 2.0 Definitions

“**Act**” means the *Business Practices and Consumer Protection Act*.

“**approved evaluator**” means a licensed home inspector who has completed 1000 home inspections and has been officially accepted by Consumer Protection BC to perform the duties as per section 3 (3)(c) of the HILR.

“**approved trainer**” means a licensed home inspector who has completed 250 home inspections and has been officially accepted by Consumer Protection BC to perform the duties as per section 3 (3)(b) of the HILR.

“**Director**” means the individual or administrative authority designated as director under section 157 of the Act.

“**HILR**” means the *Home Inspector Licensing Regulation*.

“**home inspection**” means an opinion as to the condition of a residential dwelling or property based on a visual examination of readily accessible features and components of the dwelling or property.

“**home inspector**” means a person who engages in the business or occupation of *home inspection*.

“**licence**” means a licence, as defined in section 1 of the *Act*, to engage in a designated activity referred to under section 2 of the *HILR*.

“**licensee**” means a home inspector who holds a current and active *licence*.

“**licence applicant**” means a person that applies to Consumer Protection BC for a home inspector *licence*.

## 3.0 Policy Statement

- 3.1 The business and occupation of home inspector has been designated by Regulation as requiring a licence from Consumer Protection BC.
- 3.2 The HILR requires that a licence applicant must accompany one or more approved trainers on home inspections for at least 50 hours.
- 3.3 Separately, and in addition, a licence applicant must also submit to the Director a peer recommendation letter that meets the requirements under section 3 (1)(d) of the HILR. The peer recommendation letter must be completed by an approved evaluator.

- 3.4 A home inspector licence holder can be approved at both levels (i.e. capable of being an approved trainer and an approved evaluator). However, the approved evaluator cannot sign a peer recommendation letter for a licence applicant if they were also the approved trainer for that licence applicant.
- 3.5 Consumer Protection BC will ensure that all qualified home inspector licence holders have an equal and fair opportunity to apply to become approved trainers and/or evaluators and will seek to provide a decision on their approval without undue delay.
- 3.6 Consumer Protection BC will ensure that potential licence applicants for a home inspector licence will have access to a list of approved trainers and evaluators by publishing a listing on the Consumer Protection BC website and by making such information available on request.
- 3.7 Consumer Protection BC will not rank or promote one approved trainer or evaluator over another, nor will it make any recommendation on which one to choose. Consumer Protection BC does not set practical training fees or make arrangements for practical training on behalf of a licence applicant, nor does the law prescribe any contract requirements between the licence applicant and the approved trainer and/or evaluator. Approved trainers and/or evaluators are expected to adhere to the expectations set out in Section 6 of this policy.

#### **4.0 Documentation needed to become an approved trainer and/or evaluator**

- 4.1 To become an approved trainer and/or evaluator the licensee must:
  - (1) be currently licensed as a home inspector in good standing with Consumer Protection BC and;
  - (2) complete and submit a Commissioned Home Inspector approved trainer and/or evaluator statutory declaration form.

#### **5.0 Approval Process**

- 5.1 When Consumer Protection BC receives an application to become an approved trainer and/or evaluator the following steps will be taken:
  - a. Consumer Protection BC will review the application for completeness and compliance with the regulation.
  - b. Upon review Consumer Protection BC will either:
    - 1. contact the requestor to obtain missing or supporting information  
or
    - 2. will approve or deny the application
  - c. The approval will be communicated in writing to the requestor.

#### **6.0 Expectations of an approved trainer and/or evaluator**

- 6.1 The approved trainer and/or evaluator will assist the licence applicant with their learning and experience
- 6.2 Where the commitment is related to the 50 hour requirement, the approved trainer must not withhold the signing or confirmation of the hours once completed by the licence applicant.

- 6.3 The approved trainer and/or evaluator is encouraged to provide detailed feedback to the licence applicant
- 6.4 The approved trainer and/or evaluator may be requested to provide Consumer Protection BC with details and copies of all supporting documents related to the commitment entered into with licence applicant and the outcome from the commitment.
- 6.5 Where the commitment is related to the peer recommendation letter requirement, the approved evaluator must not unduly withhold the signing of the said letter upon the licence applicant's satisfactory completion of the trial home inspection and subsequent report. Where the approved evaluator determines that they are unable to sign said letter or to provide a peer recommendation of the licence applicant, they will be required to provide the reasons and detailed explanation for this in writing to the licence applicant
- 6.6 The peer recommendation letter as outlined in 6.5 above must meet the requirement within the HILR 3(1)(d). The letter must attest *that the applicant has the knowledge and ability necessary to*
- (i) *Conduct home inspections, and*
  - (ii) *prepare home inspection reports*
- In a manner consistent with the standards prevailing among licensees.*
- 6.7 A trainer and/or evaluator should maintain documentation and records related to the commitment with licence applicants for a minimum period of 2 years

## **7.0 Cancellation of approved trainer or evaluator status**

- 7.6 The director, at all times, has authority and discretion to cancel approval given to an approved trainer and/or evaluator to act in the capacities under sections 3(3)(b) or 3(3)(c) of the HILR.
- 7.7 Written notification with reasons for the cancellation will be provided to the trainer and/or evaluator.
- 7.8 A trainer and/or evaluator that has their approval suspended and/or cancelled can attest by signature to any hours of accompaniment with a licence applicant prior to the date of suspension and/or cancellation.

## **8.0 Automatic revocation of approved trainer and/or evaluator status**

- 8.1 If an approved trainer and/or evaluator allows their home Inspector licence to expire, the approved trainer and/or evaluator status expires at the same time and the individual must not act in a capacity under section 3(3)(b) or 3(3)(c) of the HILR.
- 8.2 An approved trainer and/or evaluator who has their home inspector licence suspended and/or cancelled will also automatically lose their approved trainer and/or evaluator status.
- 8.3 A trainer and/or evaluator that has their approval status suspended and/or cancelled can attest by signature to any hours of accompaniment with a licence applicant prior to the date of suspension and/or cancellation.

## **9.0 Rationale**

This policy is meant to provide guidance to current home inspector licensees who want to seek approval as a trainer and/or evaluator for the purposes of acting in the capacities prescribed by section 3(3)(b) and 3(3)(c) of the HILR.

This policy should be reviewed in conjunction with the HILR.

## 10.0 Authority

### ***Business Practices and Consumer Protection Act and Home Inspector Licensing Regulation***

The *Business Practices and Consumer Protection Act* affords the director the authority to require the information and other records necessary to assess the suitability of an approved trainer and/or evaluator or a licence applicant.

## 11.0 Reference

[\*Business Practices and Consumer Protection Act  
Home Inspector Licensing Regulation\*](#)