



Mbition LLC dba

## American Home Inspectors Training

*Authorized for operation by:* Wisconsin Educational Approval Program  
4822 Madison Yards Way Madison, WI 53705  
Phone: 608-266-1996

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# SCHOOL CATALOG 2023

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Volume 25

Date of Publication: August 01, 2023

Postsecondary School Locations

Arizona, Colorado, Georgia, Kansas, Kentucky, Michigan, Minnesota, Ohio, Pennsylvania,  
Tennessee, Wisconsin

Mbition LLC DBA American Home Inspectors Training (AHIT) is a private (not public) training institution that is a registered LLC in the state of Delaware.

5670 Greenwood Plaza Blvd, Suite 340W  
Greenwood Village, Colorado 80111  
800-441-9411  
[www.ahit.com](http://www.ahit.com)

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# SCHOOL INFORMATION

## MISSION

To ignite your full potential and continuously guide your career through innovative thinking, evolved technology, and valuable learning.

## PURPOSE

Our best-in-class, comprehensive home inspection training, coupled with our marketing and technical support services, will set you up for success in your new home inspection career.

## ADMINISTRATION

Gary Weiss	Chief Operating Officer
Mike Matoush	VP of Education and Learner Experience
Rebecca Piltingsrud	VP of Compliance
Nichol Andler	Director of Compliance
Matthew Barlow	Sales Manager
Brita Pricco-Byers	Product Manager
Deanna Goetz	Marketing Manager
Steve O'Donnell	Instructor

## **FACILITIES**

The American Home Inspectors Training corporate offices are located at 5670 Greenwood Plaza Blvd, Suite 340W, Greenwood Village, Colorado 80111. Courses are delivered through a secure and proprietary Learning Management System (LMS). The LMS is accessible online through common internet browsers (Chrome, Firefox, Internet Explorer, and Safari). An internet connection is required (high speed is recommended but not required). Training facilities include technologically equipped classrooms. All live training courses are held in designated training areas on pre-scheduled dates.

## **REGISTRATION**

Students may register via the website or by calling 800.441.9411. Certain states require a signed Enrollment Agreement and other disclosures to complete registration.

## **HOLIDAY CALENDAR**

New Year's Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Eve  
Christmas Day

## **ADMISSION REQUIREMENTS**

Admission is open to any person meeting the below qualifications. No qualified person may be excluded from enrollment on the basis of race, color, religion, gender, gender identity and/or expression, national origin, disability, marital status, sexual orientation, or military status.

APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:

- Be at least 18 years of age.
- The submission of any required forms (Enrollment Agreements, etc.) as required by state postsecondary regulations.
- Have access to internet compatible devices.
- Possess base-level computer skills including ability to read text on screens, click through course material, and take exams online.
- Pay appropriate fees.

## **TECHNICAL SYSTEM REQUIREMENTS**

Courses are delivered through a secure and proprietary Learning Management System (LMS). An internet connection is required (high speed is recommended, but not required).

## **STUDENT TECHNICAL SUPPORT**

Students can contact our customer support team for technical and administrative support by email, phone, and online chat. Normal business hours are 6:00 am to 7:00 pm MST Monday through Friday. Weekend support is also available via email.

## **DISCLOSURES**

American Home Inspectors Training is not an accredited institution.

American Home Inspectors Training makes no representations except as expressly set forth in this catalog, and under no circumstances does American Home Inspectors Training make any claim, promise, or guarantee for employment or state licensure.

American Home Inspectors Training reserves the right to change courses, start dates, tuition, and to cancel courses. Any changes will be made in accordance with State Board rules and regulations. The information contained in this catalog is true and correct to the best of our knowledge.

# **ADMINISTRATIVE POLICIES**

## **ENROLLMENT PROCEDURE**

Enrollments are accepted via our school website at [www.ahit.com](http://www.ahit.com) or by phone at 800.441.9411.

AHIT partners with Environmental Consultants and Affiliates Network (ECAN LLC) to provide radon and mold course content. When a student enrolls in one of these courses, they will be directed to ECAN for access to the course, and by accessing the course, agrees to ECAN's enrollment and school policies.

## **RESCHEDULING COURSES**

Within five (5) business days of the date of purchase, a student may reschedule class dates at no additional cost. In the event of an extenuating circumstance, and at the discretion of the director, a student may request a one-time change to their class dates. Written notice is required two full weeks prior to the start date of scheduled class. The student will be charged a non-refundable \$150 fee, and tuition must be paid in full at the time the request is made. No requests within two weeks of the start date of class will be allowed, and a student who does not attend will forfeit their tuition.

If AHIT cancels a live class (for any reason), then a student may transfer into another session of his or her choice at no expense to the student. AHIT is not responsible for any travel expenses (e.g., air, hotel, car rental, etc.) the student incurs. If the school is unable to make alternative arrangements that are satisfactory to the student, then the school will refund all monies paid by the student of the class, if the regulatory agency only allows live training.

## **EXPIRATION AND COURSE EXTENSIONS**

Courses and in person/field training must be completed within 12 months of enrollment date. If you are unable to complete your course within the initial 12-month period, then you may extend your course access for a fee, when allowed by the regulatory body. American Home Inspectors Training will charge the student 20% of the current retail price of the course for each 30-day extension or partial 30-day extension in the event that the course expires prior to the end of the final 30-day extension. Students must contact AHIT 30 days prior to expiration to obtain an extension. Access to the course after 30 days from initial expiration requires re-enrollment. A discounted fee of 50% of the current retail price will be charged for re-enrollment in the course and no progress will be kept.

## **CREDIT FOR PREVIOUS TRAINING, EDUCATION, OR EXPERIENCE**

Credits earned from another institution cannot be combined with those earned through American Home Inspectors Training. American Home Inspectors Training does not guarantee the transferability of its credits to any other institution unless a written agreement exists with another institution.

## **RECORDS**

The school will permanently maintain student academic records. Students are entitled to receive a copy of their course completion certificate and/or school transcript if requested. Quiz and exam results display immediately after submission, within the course and all results are accessible at any time through the course navigation feature of the course.

## **JOB PLACEMENT**

American Home Inspectors Training does not offer job placement services. American Home Inspectors Training makes no representations except as expressly set forth in this catalog, and under no circumstances does American Home Inspectors Training make any claim, promise, or guarantee for employment.

## **REASONABLE ACCOMMODATION POLICY**

American Home Inspectors Training provides reasonable accommodations for disabilities. Students must provide 10 to 14 business days' notice in order for their accommodation to be properly processed.

## **STUDENT CONDUCT POLICY**

It is expected that students will conduct themselves in a professional manner and demonstrate respect for their instructors and fellow classmates. The school reserves the right to terminate a student on any of the grounds listed below. Termination notice will be in writing citing the reasons for termination. Tuition will be refunded according to the applicable refund policy.

Possible reasons for termination can include but are not limited to:

- Failure to comply with school rules, policies, and regulations
- Unprofessional conduct
- Unsatisfactory academic progress
- Excessive absence or lateness
- Failure to pay fees when due
- Cheating or falsifying records
- Breach of enrollment agreement
- Entering school site while under the influence or effects of alcohol, drugs, or narcotics of any kind
- Carrying a concealed or potentially dangerous weapon
- Sexual harassment
- Harassment of any kind including intimidation and discrimination

## **TUITION AND PRICING POLICY**

Students enrolled in the same program may pay different tuition based upon effective dates of promotions. Tuition at the time of enrollment is final. Students who modify a program or service in a manner which will reduce or increase tuition may also pay a different price than other students.

Students who meet the following qualifications are eligible for tuition discounts:

- Students enrolling as part of a group
- Students enrolling under the same course schedule where discounts are available to all students
- Military personnel

American Home Inspectors Training does not offer scholarships or loans. Financial aid is not available for any courses. Financing is available to qualified students. Students should contact a customer service representative for details.

## **REFUND AND CANCELLATION POLICY**

AHIT is committed to student satisfaction. If you are unsatisfied for any reason, AHIT will refund the purchase price of any course if the refund request is submitted within thirty (30) days of purchase, prior to course expiration, the course is not more than 50% completed, and the live class hasn't started, minus \$150 cost of materials and books, and any sales tax charged. No refunds will be issued if online training is more than 50% complete or if live classes have started.

Extended payment plans are offered by Affirm, a third-party vendor, for prelicensing course only. For personal use only. Affirm's terms of service apply. By signing up for an extended payment plan, you hereby acknowledge that you have read and agree to Affirm's terms of service.

If one or more items in your order has an extended ship date or your class has started, your loan payment(s), including interest, may be due before the merchant ships all of the items. Please note that you may not receive a rebate of any interest that may have already accrued on an amount that later gets refunded.

## **GRIEVANCE POLICY**

Students who have a grievance with the school are encouraged to resolve the matter with their instructor. If still unsatisfied, the grievance may be addressed to the School Director or President of The CE Shop at The CE Shop, 5670 Greenwood Plaza Blvd, Suite 340W, Greenwood Village, Colorado 80111, Telephone: 888-850-0889. A student may be dismissed for any violation of the school rules, policies, and/or regulations as set forth herein. The CEO of The CE Shop, after consultation with all parties involved, makes the final decision. Where appropriate, the CEO of The CE Shop will review each case and decide whether to grant re-admittance.



## **Wisconsin Unresolved Disputes**

A review of the complaint will be documented in the student file and in the Complaint Log and an attempt at a satisfactory resolution put in place. The results of the meeting will also be documented. Should the student believe the problem(s) was still not satisfactorily resolved, and then submit form EAP 3.01 (accessible here: <https://dsps.wi.gov/Pages/SelfService/FileAComplaint.aspx>) to:

Wisconsin Department of Safety and Professional Services  
Division of Legal Services and Compliance  
P.O. Box 7190  
Madison, WI 53707-7190

# ACADEMIC POLICIES

## PROGRESS, COMPLETION, AND ATTENDANCE REQUIREMENTS

Students must complete 100% of the learning material presented in a course and demonstrate understanding of the material by passing all quizzes and the final exam (where required by the regulatory entity) to receive credit hours for the course. Students not completing 100% of the material will not be issued a certificate of completion and will not receive credit hours for the course.

### ATTENDANCE

Attendance in live classes is taken twice daily, during the morning session and again in the afternoon. Students are asked to sign/initial for each class attended. Attendance information is recorded and retained in the class files. Students are expected to attend all classes within the time the course is scheduled to receive a completion certificate. Paid tuition will be refunded according to the applicable refund policy.

### ABSENCE

Students are responsible for attending every hour of each training course. If personal emergencies occur, then students may speak with the instructor to arrange ways to make-up missed sections. Students must satisfactorily complete course requirements to graduate and receive a completion certificate.

### LEAVE OF ABSENCE/WITHDRAWAL

Students may request a leave of absence for extenuating circumstances. Arrangements may be made to re-enter the next available course or other upcoming classes. Students must complete the live coursework within 12 months. Students must complete the online training within 12 months.

If students are unable to complete the course during the scheduled session or fail to meet AHIT standards for satisfactory progress or completion, re-enrollment is required. A discounted fee of 50% of the current retail price will be charged.

## GRADING

Students are graded on a pass/fail system. Those who attend live training must be present for all class time. The expectation is that students will engage fully, ask questions, and where required during field training, complete inspection reports of acceptable quality. If satisfactory progress is not made during class, AHIT reserves the right to require that the student re-enroll. See "Leave of Absence." A fee may apply.

Depending on your state's requirements, a completion certificate will be available within 72 hours of completing all requirements.

## Course Completion

Students will receive a completion certificate upon satisfactory completion of all course requirements including minimum grades, attendance, and any other requirements.

Once all required coursework has been completed, students must certify that they were the student/licensee who completed the coursework. This is accomplished at the end of each course, within our LMS. A course and instructor evaluation is also presented at this time to the student. Once certification has taken place, the student's certificate of completion is sent to the student via an automated email and is also stored in the student's online account for a minimum of five years unless otherwise stated. Any exceptions to these rules will be provided to the student in the requirement details on the web page, email instructions, and/or course orientation and completion slides.

## EDUCATIONAL PROGRAM

### PROFESSIONAL HOME INSPECTION ONLINE COURSE - 120 HOURS

#### COURSE OBJECTIVE

Upon completion, students will be able to conduct a thorough home inspection from the first contact with the customer to submitting a completed report.

#### COURSE DESCRIPTION

The Professional Home Inspection Online Course is offered to students in a home study format. This course provides graduates with the skills necessary to obtain employment as a home inspector, set up a home inspection company or add home inspection services to their current offerings. Designed by AHIT's team of certified and extensively experienced home inspection instructors, students learn about structures, exteriors, roofing, electrical, plumbing, heating and cooling, interiors, and insulation and ventilation. In addition, students will learn what skills it takes to run a business.

Students are given 500 review questions throughout the course. A 100-question final exam at the end of the course must be passed with a minimum score of 75%. Upon successful completion of the course, graduates receive a certificate of completion. A toll-free number allows students to call instructional staff to discuss topics, tests, and projects; to request additional learning information; and to talk about the home inspection field.

#### COURSE OUTLINE

##### **I. Introduction to Home Inspection**

- A. An Overview
- B. Home Inspection Content
- C. The Home Inspection Process
- D. The Inspection Report
- E. The Real Estate Transaction
- F. Standards of Practice
- G. About the Course

##### **VI. Heating**

- A. Combustion Appliances
- B. Electric Appliances
- C. Thermostats
- D. Furnaces
- E. Boilers
- F. Wall Furnaces
- G. Floor Furnaces
- H. Hydro-Air Systems

##### **X. Ventilation**

- A. Attic
- B. Crawl Space

##### **XI. Interiors**

- A. Walls and Ceilings
- B. Floors
- C. Windows and Doors
- D. Stairs and Railings

**II. Structural**

- A. Foundations
- B. Framing
- C. Roofs

**III. Exterior**

- A. Water Resistant Barrier
- B. Siding/Wall Cladding
- C. Windows
- D. Trim
- E. Exterior Structures
- F. Garages

**IV. Roofing**

- A. Asphalt Shingles
  - B. Wood Shingles/Shakes
  - C. Concrete/Clay Tile
  - D. Slate
  - E. Asbestos Cement
  - F. Metal
  - G. Roll Roofing
  - H. Built-up/Tar & Gravel/Hot-mop
  - I. Membranes
  - J. Flashing
  - K. Chimneys
  - L. Roof Drainage
- V. Plumbing
  - A. Service Entrance Piping
  - B. Distribution Piping
  - C. Drain, Waste & Vent (DWV)

- I. Heat Pumps
- J. Ductwork
- K. Piping

**VII. Cooling**

- A. Refrigeration Cycle
- B. Split Systems
- C. Package Units
- D. Cooling Only
- E. Heat Pumps
- F. Standalone Systems
- G. Ductless Mini-splits
- H. Evaporative Coolers

**VIII. Electrical**

- A. Principles of Electricity
- B. Overhead / Underground Service
- C. Clearances
- D. Main Panels
- E. Sub-Panels
- F. Fuses vs. Breakers
- G. Grounding
- H. Branch Circuit Wiring
- I. Fixtures/Receptacles and Switches

**IX. Insulation**

- A. Materials
- B. Vapor Retarders

- E. Room-by-Room Inspection

**XII. Fireplaces and Woodburning Appliances**

- A. Masonry Fireplaces
- B. Factory-built Fireplaces
- C. Inserts
- D. Pellet Stoves
- E. Flues and Chimneys
- F. Clearances

**XIII. Pools and Spas**

- A. Liners
- B. Finishes
- C. Filters
- D. Pumps
- E. Skimmers
- F. Self-fill Mechanisms
- G. Pop-up heads
- H. Vacuums/Cleaners

**XIV. Standards of Practice & Code of Ethics**

- A. State Requirements
- B. Continuing Education
- C. Trade Associations

**XV. Business Practices**

- A. Contracts
- B. Payments
- C. Recordkeeping
- D. Insurance

**COURSE PRICING**

Professional Home Inspection Starter Package

\$699.00

- Professional Home Inspection Online Course
- A Practical Guide to Home Inspection eBook
- Home Inspector Exam Prep
- 15 Bonus Marketing, Business, and Technical Courses

Professional Home Inspection Advanced Package \$899.00

- Professional Home Inspection Online Course
- A Practical Guide to Home Inspection eBook
- Home Inspector Exam Prep
- 15 Bonus Marketing, Business, and Technical Courses
- Two NHIE Prep eBooks from the Exam Creators
- Marketing and Operating a Profitable Home Inspection Business eBook

Professional Home Inspection Expert Package \$1399.00

- Professional Home Inspection Online Course
- A Practical Guide to Home Inspection eBook
- Home Inspector Exam Prep
- 15 Bonus Marketing, Business, and Technical Courses
- Two NHIE Prep eBooks from the Exam Creators
- Marketing and Operating a Profitable Home Inspection Business eBook
- Online Mold Certification Course
- Online Radon Certification Course

#### Tax

Due to the tax law which mandates that online businesses must collect sales tax in certain states, if your state requires sales tax to be collected, it will automatically be added to the total amount due at checkout minus any donation made to The CE Shop Foundation