

PDH Academy

PDH Academy

Home Inspectors Training Course Student Catalog

Volume 4

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General Information

Trusted by professionals nationwide, PDH Academy is a national continuing education and pre-license education provider. Whether you're looking for approved continuing education to maintain your state license, starting a new career, or are just interested in expanding your knowledge, PDH Academy is your one-stop shop for fast, affordable continuing and pre-license education courses.

In Wisconsin we offer an online home inspection training program for those looking to enter the home inspection business.

Our professional instructors and customer service team are dedicated to providing all students with a positive experience. They are experts in their field and yours and will help guide you through the process of starting your career.

Institutional Mission

Our mission is to provide hassle free, cost-effective education that will allow our students to renew their licenses or provide them with the skills needed to get started in a new career.

School Owners

PDH Academy is owned and operated by PDH Academy, LLC. PDH Academy, LLC, is wholly owned by PDH Learning, LLC. PDH Learning, LLC is wholly owned by Plato Global Holdings, LLC.

What a Home Inspector Does

Home Inspectors have the job of inspecting a home in a non-invasive visual examination of walking through each area of a residential dwelling. Areas of inspection include but are not limited to rooftops, cellars, attics, plumbing, electrical, mechanical, and anything structural. Home inspectors then prepare a full report of the evaluation of the dwelling and give an overall condition of the dwelling that includes or offers a solution of repairs or replacements that are needed on the date of the inspection. The report will also offer any potential safety concerns of the dwelling.

PDH Academy Office Hours

Given that our courses are all online, PDH Academy maintains office space in Waukesha, WI. PDH Academy offices are open Monday – Friday and are available to provide full student support during the hours of 8:00 a.m. to 6:00 p.m. The office will be closed on Saturday and Sunday. PDH Academy also observes the following holidays and will be closed during the following holidays each year:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

PDH Academy courses are available on line 24 hours a day, 7 days a week, and 365 days per year.

School Administrators and Instructors

You can rely on PDH Academy's real-world professionals, subject matter experts and leading instructional designers to give you current and up-to-date learning.

Find bio of our Chief School Administrator below:

Sara Glassmeyer has been a part of education and course delivery for over 25 years, the majority of which has been in skilled trades and other regulated courses. She has overseen development of more than 350 print products and 200 online courses. Being an avid believer of lifelong learning, she enjoys working with adult students to ensure that course delivery meets the needs of the program, and that student administration is in line with regulatory requirements. She also enjoys working with authors to bring great products to market.

Find the bio of our lead home inspector instructor below:

Steve Preins is the former President of the American Society of Home Inspectors (ASHI) Northern Illinois Chapter, former Chairman of the ASHI Public Relations Committee, and recipient of the ASHI President's Award. He will facilitate training sessions nearly every year at the NAHI and ASHI national conferences, where he educates exiting home inspectors on the most innovative inspection techniques and strategies in the industry. Steve has been successfully training new and existing home inspectors for over 20 years.

PDH Academy Online Learning System

Students must access their course through a computer, tablet, or other mobile device. Students must have access to an internet connection in order to complete the course.

Students will complete the course through our learning management system Litmos. Student progress will be measured through the completion of modules and exams in Litmos.

PDH Academy utilizes Litmos for hosting, web security and backup. Below is a brief description you're protected by a [SSL \(HTTPS\)](#) secure connection. Our core database and servers are hosted in a world class data center and managed by Rackspace. We also use Amazon's S3 storage [technology](#) to store and serve uploaded files."

This course will be available to students 24/7/365. Students may call or email our support team from 8am-6pm CST Monday- Friday (except holidays) for assistance with their online course.

Commitment to Excellence

School self-evaluation and external evaluation are complementary processes, both focused on improvement. PDH Academy involves the students in their self-evaluation process by giving student evaluations after courses are taken by the student. This process gives our school a means of identifying and addressing priorities, and of ensuring a whole-school focus on improving specific aspects of teaching and learning and ensuring material that is significant to the students needs. Based on the feedback given, our courses are updated annually.

Admissions and Entrance Requirements

Requirements for Admission

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment based on sex, race, ethnic origin or religion.

Applicants must meet the following requirements:

1. Have a high school diploma or equivalent.
2. Pay appropriate fees. See Tuition and Payment Plans Policy.
3. Have access to the internet.

Once the student signs the enrollment agreement and is determined to meet all of the requirements, they will be enrolled in the online course. Students will be notified via email with login information.

Course Deadlines and Session Dates

There are no session/term dates for the online course. Students may apply/enroll in the course at any time during the year. PDH Academy online courses expire one year from date of enrollment.

Student with Disabilities

Our online course is used by many with special needs or disabilities. People who work as a home inspector must have certain physical abilities to visually inspect buildings and structures, to include the roof and other hard to reach areas. The ability to write inspection reports, and to communicate with clients is also essential.

PDH Academy Training Course Offered

Course Name: Online Inspection Certification Course

Course Hours: 80

The Online Home Inspection Certification Course is designed to give you a step by step process on how to perform a home inspection. We will teach you the state and national standards that go through what is required and what isn't required to inspect during a home inspection. We will cover all aspects of the home, including structure, roof, exterior, interior, plumbing, heating, cooling, air conditioning, ventilation, and electrical. In addition, we will teach you how to write an inspection report and how to market your business.

Advanced Standing

Transfer of Credits

No life experience, credit, or previous training may be applied to this course. There is no guarantee that home inspection courses can be transferred to other schools. PDH Academy has not entered into any articulation or transfer agreements with any other institution. The transferability of credits you earn at PDH Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the home inspection course is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at PDH Academy will meet your educational goals.

Student Progress

Academic Information and Standards of Progress

Standards of progress are maintained through a quiz at the end of each module. The modules are required to be completed in order, and the student must answer 10 study questions upon completion of a module. Students must achieve an 80% correct or better before moving on to

the next module. The students are allowed unlimited retakes of quizzes at no additional charge and will have access to modules for additional studying. Our Learning Management System keeps track of the completed modules and study questions as the student progresses through the course.

At the completion of the course, the student will be required to pass a final exam consisting of 125 questions. The student must achieve a score of 70% correct or better to receive a certificate of completion. If the student fails the exam, they are directed to complete additional studying before trying the exam again. The student will be able to retake the final exam two additional times after the initial final exam. If they fail all 3 times, they will be directed to retake the program in its entirety at no additional charge.

Student Records

PDH Academy uses a secure, private database through Salesforce to maintain all student records permanently, to include record of participation, dates and location of course, instructor names and credentials, number of hours earned by the participants and final results of the program evaluation. Students will need to contact the school to request their student records.

Academic Probation, Dismissal and Readmittance

There are no probationary periods for the course as it is an online course and the course material is not of significant length. Modules are short; however, students have the choice to withdraw from the course if there is no satisfactory progress. Students are able to retake modules of the course at any time until they pass at no additional charge, as the course is available online at all times. Course availability will expire after one year from purchase.

Student Conduct

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

Not complying with school rules and regulations:

- Unprofessional conduct.
- Failure to pay fees when due.
- Cheating or falsifying records.
- Breach of enrollment agreement.
- Harassment of any kind including intimidation and discrimination.

Dismissal/Readmission

• Students who have been dismissed or terminated will be readmitted at the school director's discretion. If readmittance occurs within year of starting the program, student will start from the point at which they left off.

Leave of Absence

Students are required to complete every section of the training course. Students may request a leave of absence for extraordinary circumstances. Students are granted the ability to complete their course for up to one year from enrollment date. All Students must satisfactorily complete course requirements in order to graduate and receive a certificate of completion.

Attendance Policy

Attendance is monitored through our Online Learning System. Your progress through the online course will be recorded and maintained in the Online Learning System.

Grievance Policy

Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment by phone to speak with the school chief administrator. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student file. Every attempt at a satisfactory resolution will be made. If the complaint cannot be resolved after speaking with the director of the school, the student may contact the licensing board for their state.

Wisconsin Unresolved Disputes

A review of the complaint will be documented and an attempt at a satisfactory resolution put in place. The results of the meeting will be documented. Should the student believe the problem was still not satisfactorily resolved, the he/she may contact the school license board: Wisconsin Education Approval Program, Madison, WI. (609-266-1996) email: DSPSEAP@wisconsin.gov

Tuition and Fees

The cost of this course \$695. This cost includes a \$95 application fee. The total cost of \$695 is a one-time fee and includes all course materials. No additional course materials need to be purchased to finish the course. Students must have an internet connection in order to complete the course. There is no other special equipment or material needed.

Refund and Cancellation Policies

Refund Policy

The student will receive a full refund of all money paid (including the application fee) if the student:

1. Cancels within the three-business-day cancellation period under SPS 406.03;
2. Accepted was unqualified and the school did not secure a disclaimer under SPS 409.04;
3. Enrollment was procured as the result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.

Refunds will be made within 10 business days of cancellation.

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund as follows:

AT LEAST	BUT LESS THAN	REFUND OF TUITION
1 unit/class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	70%	No refund

A student will receive the refund within 40 days of termination date. It is highly recommended that the student contact the school if they would choose to withdrawal from the course. If the student is inactive within the course for 90 or more consecutive days, the company will assume

the student has withdrawn from the course and refunded based on the students last date of attendance.

Program Curriculum

Online Inspection Training Course – 80 hours - \$695 Tuition

The PDH Academy Online Inspection Certification Course will teach you step by step on how to perform a professional home inspection. Here are the objectives of the course:

- A. Upon completion of this course, the student will thoroughly understand how to evaluate the condition of all building systems in an existing dwelling unit.
- B. The student will be able to recognize and effectively report on hazardous situations which should be corrected to prevent possible injury or death of the occupants.
- C. The student will be able to advise the occupants and/or the home buyer of the overall energy efficiency of the dwelling unit and various methods to address deficiencies.
- D. The student will be able to write a comprehensive inspection report using recognized Standards of Practice.

1. Overview of Home Inspections	2.49 Hours
Provides an introduction and review of the home inspection industry	
2. Legal and Business Aspects	2.57 Hours
Forming a business, pre-inspection agreements, insurance, marketing	
3. The Inspection Process	3.36 Hours
Method of inspecting a house, Standards of Practice	
4. Roofing 1	3.52 Hours
Roofing terms, materials, shingles types, roofing inspection process	
5. Roofing 2	3.03 Hours
Roofing inspection process continued, roofing defects	
6. Exterior 1	2.62 Hours
Site as it affects the home, grading, siding materials, defects	
7. Exterior 2	2.73 Hours
Trim, porches, decks, steps, steps, paving, vegetation, defects	
8. Structure 1	2.73 Hours
Structural basics, beams, joists, trusses, roof and wall framing, foundations	
9. Structure 2	2.79 Hours
Structural inspection and defect recognition	
10. Interior 1	2.77 Hours
Attics, insulation, interior rooms, walls, windows, doors	
11. Interior 2	2.76 Hours
Bathrooms, kitchens, household appliances, basements, crawl spaces	

12. Plumbing 1	3.27 Hours
Supply and waste piping, cross connections, vents, drainage	
13. Plumbing 2	3.02 Hours
Fixtures, faucets, water heaters	
14. Plumbing 3	3.27 Hours
Water heaters continued, fuel piping and storage, sump and ejector pumps	
15. Heating 1	3.26 Hours
Combustion air requirements, forced air heating inspection process	
16. Heating 2	3.27 Hours
Hydronic heating systems inspection process	
17. Heating 3	2.77 Hours
Space heating, fireplaces, wood stoves, chimneys and vents	
18. Air Conditioning 1	2.96 Hours
Refrigeration theory, split systems, ductless split systems, high-velocity	
19. Air Conditioning 2	2.79 Hours
Air source heat pumps, geothermal heat pumps	
20. Electrical 1	3.57 Hours
Electrical theory, service drops, wire gauges	
21. Electrical 2	3.06 Hours
Wire material and types, electrical panels	
22. Electrical 3	3.74 Hours
Main panels, sub panels	
23. Electrical 4	2.47 Hours
Outlets, switches, fixtures, smoke detectors, carbon monoxide detectors	
24. Report Writing	2.27 Hours
Providing a proper written report for the client	
25. Marketing 1	3.77 Hours
Strategies for building your home inspection business	
26. Marketing 2	3.52 Hours
Strategies for building your home inspection business	
27. Commercial Inspection	3.40 Hours
Inspecting commercial buildings, covers ASTM standards	
28. Inspection with Drones	2.52 Hours
Using a drone to complete roof inspections	
Total Hours	80 Hours

Employment Services

PDH Academy does not offer any employment services. No employment guarantee or wage guarantee is made.