



Mbition LLC DBA
American Home Inspectors Training

Home Inspection Training Courses Academic Catalog

Volume 8
January 1st, 2021 - December 31st, 2021

Corporate Office

18500 W. Corporate Drive Suite 250
Brookfield, WI 53045
www.ahit.com
ahitadmin@mbitiontolearn.com
800-441-9411 Toll Free
262-347-0776 FAX

School Locations

Fairfield Inn & Suites by Marriott Louisville East
1220 Kentucky Mills Drive
Louisville, Kentucky 40299

Courtyard by Marriott Lexington
3100 Wall Street
Lexington, KY 40513

Postsecondary School Locations

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

Kentucky Approving Boards

Kentucky Commission on Proprietary Education
Capital Plaza Tower, Room 302
500 Metro Street
Frankfort, KY 40601
(502) 564-4185

Kentucky Board of Home Inspectors
911 Leawood Drive
Frankfort, KY 40601
(502) 564-3296

2021 Classes

February 27- March 7, 2021
March 13- 21, 2021
May 1- 9, 2021
June 5- 13, 2021
July 17- 25, 2021
September 18- 26, 2021
December 4- 12, 2021

TABLE OF CONTENTS

Topic	Page Number
AMERICAN HOME INSPECTORS TRAINING	3
ADMISSION REQUIREMENTS	3
KENTUCKY REQUIREMENTS FOR HOME INSPECTORS	4
MEMBERSHIPS & AFFILIATIONS	4
COURSES	5
REGISTRATION & TUITION	7
ACADEMIC INFORMATION, ATTENDANCE, & STANDARDS OF PROGRESS	8
STUDENT SERVICES	9
RULES OF CONDUCT	10
UNRESOLVED DISPUTES	11
REFUND & CANCELLATION POLICIES	12
ADMINISTRATION & FACULTY	13
ADMINISTRATIVE OFFICE HOURS	14
DISCLOSURES	15

AMERICAN HOME INSPECTORS TRAINING

American Home Inspectors Training is the largest home inspection training company in North America. We continue to expand our presence to serve you and with American Home Inspectors Training's industry leading, live class room, online and home study courses, we are committed to providing you the fastest way to achieve success in the home inspection industry.

MISSION

Our mission is to train and provide ongoing support to individuals interested in starting their own successful home inspection business or becoming a significant contributor in an established home inspection company.

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.

WHAT A HOME INSPECTOR DOES

The job of a home inspector is to inspect buildings by walking through each area, sometimes crawling into small spaces such as attics, checking rooftops, and cellars, plumbing, electricity and appliances. Then they write a detailed report outlining the condition of the property, areas where repair or replacement may be needed, and specify any potential safety concerns.

Anyone can train to become a home inspector although typically prospective students are already involved in the real estate or construction fields. The physical ability to navigate through a building is required. In general this means that the prospective student should have the physical abilities to do so.

ADMISSION REQUIREMENTS

Admission is open 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:

1. Be at least 18 years of age.
2. The submission of any required forms (Enrollment Agreements, etc.) as required by state postsecondary regulations.
3. Pay appropriate fees. See REGISTRATION AND TUITION.

Special Accommodations

Students should contact their admission counselor for assistance with requests. People who work as a home inspector must have certain physical abilities to visually inspect buildings and structures, navigate throughout the building including on the roof, the ability to write inspection reports, and communicate with clients.

Language of Training

All Courses are offered only in English. American Home Inspectors Training does not offer English as a Second Language instruction.

Transfer or Granting of Credit

No life experience, credit through challenge exams, or previous training may be applied to any Course.

There is no guarantee that home inspection courses can be transferred to other schools. It is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice.

Late Enrollment

There are no provisions for late enrollment.

TRAINING FACILITIES

American Home Inspectors Training's facilities in Kentucky include technologically equipped classroom. All live training Courses are held in designated training areas on pre-scheduled dates.

KENTUCKY REQUIREMENTS FOR HOME INSPECTORS

In some states licensing is required to inspect work as a home inspector. States are increasingly introducing legislation regarding the home inspection industry. Prospective home inspectors therefore need to contact the proper state agencies regarding requirements in their states. The following are requirements for the state of Kentucky:

- * 64 hours of pre-licensing education
- * 3 UNPAID home inspections
- * Pass the National Home Inspector Exam
- * Application and other requirements at bhi.ky.gov

MEMBERSHIPS & AFFILIATIONS

Professionalism is important and membership in related organizations is encouraged. These organizations have their own requirements. Some administer exams; others require a certain amount of experience.

Membership is voluntary in any professional organization and does not mean state certification or licensure nor does it guarantee employment.

American Home Inspectors Training is affiliated with ASHI®, CREIA, FABI, and InterNACHI® and offers approved pre and continuing education courses.

COURSES

Standards

All of our courses are taught per ASHI®, CREIA and state-specific standards of practice. Our students and graduates receive initial support when in the field. An interactive bulletin board is also available to students to communicate with instructors and other students/ inspectors as well.

Kentucky Professional Home Inspection Course

65 Hours

Clock Hours

One clock hour equals 50 minutes of classroom, lab, or field time.

Student/ Teacher Ratio

The maximum students in any class are 25 with one instructor. The average student-teacher ratio for labs and fieldwork is 13:1.

Classroom Format and Schedule

Classes start at 8 am and conclude by 6 pm each day. There is one lunch break for approximately 30 minutes to an hour and two rest breaks during the day of 10 minutes each. To successfully complete each course students must attend all classes, complete all hours as indicated, attain a minimum grade of 75% on all tests, and satisfactorily complete all projects. Course start dates are listed at the end of this catalog. Courses are short and intense. The nature of the courses encourages students to work collaboratively and study together. No formal study groups are arranged outside of the classroom.

Overview

Through a combination of live lectures and lab/field training, students are provided 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, insulation and ventilation manufactured homes, and Kentucky laws/standards of practice according the guidelines set forth by the Kentucky Board of Home Inspectors. Teaching techniques include hands-on exercises, live inspections, report writing, and on-site equipment evaluation/testing. Students will learn how to conduct a thorough home inspection from the first contact with the customer to submitting a completed report.

Students will receive all the learning material in one initial shipment. 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 prior to and after class completion. Students must successfully complete a final examination with at least a score of 75% to receive a certificate of completion.

Retail Value of Materials Received in Kentucky Professional Home Inspection Course¹

<i>Marketing and Operating a Profitable Home Inspection Business</i>	\$99.00	Home Maintenance Manual	\$4.00
<i>The Practical Guide to Home Inspection</i>	\$245.00	Tools	\$30.00
<i>Professional Home Inspection Online Course Workbook</i>	\$25.00	Handouts	\$10.00
Standard Inspection Report	\$12.50	TOTAL	\$425.50

Daily Schedule

<u>Day 1</u>		<u>9 hours</u>
8a-1p	Standards of practice, etc ²	5 hours
1p-2p	Lunch	
2p-6p	Standards of practice, etc	4 hours
<u>Day 2</u>		<u>9.5 hours</u>
8a-1p	General Res Construction	3 hours
	Manufactured homes	2 hours
1p-1:30p	Lunch	
1:30p-6p	Standards of practice, etc.	1 hour
	HVAC	2.5 hours
	Lab	1 hour
<u>Day 3</u>		<u>9.5 hours</u>
8a-1p	HVAC	3.5 hours
	Exteriors, etc ³	1.5 hours
1p-1:30p	Lunch	
1:30p-6p	Exteriors, etc	4.5 hours
<u>Day 4</u>		<u>9 hours</u>
8a-1p	Structure & Interior	5 hours
1p-2p	Lunch	
2p-6p	Structure & Interior	4 hours
<u>Day 5</u>		<u>9.5 hours</u>
8a-1:30p	Electrical & Plumbing	5.5 hours
1:30p -2p	Lunch	
2p-6p	Live Inspection	4 hours
<u>Day 6</u>		<u>9.5 hours</u>

¹ All books and learning materials needed for successful completion of each Course are provided to students at no additional charge. All tools and equipment needed are available during training. A professional home inspector needs tools to be in business for themselves or work for others.

² Standards of practice, etc. = Standards of practice, KRS 198B.700 to 198B.738 and 815 KAR Chapter 6, contracts, report writing, and communications.

³ Exteriors, etc. = Exterior, roofing, insulation, and ventilation

8a-12:30p	Electrical & Plumbing Env Hazards, etc.	3.5 hours 1 hour
12:30p-1p	Lunch	
1p-6p	Live Inspection	5 hours
Day 7		8 hours
8a-1p	Live Inspection	5 hours
1p-2p	Lunch	
2p-5p	Standards of practice, etc Lab	2 hours 1 hour

REGISTRATION & TUITION

Students may register for class by phone at (800) 441-9411. To complete registration, students must sign an Enrollment Agreement for classes to be taken through American Home Inspectors Training.

A deposit will hold a space in a live training class. The balance must be paid in full two weeks prior to the first day of class. Students will not be permitted to attend class unless tuition is paid in full. Financing is available to students who are unable to pay in full upon enrollment. Enrollment will close two weeks prior to the start of class.

Tuition and Pricing Policies

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
- Tuition prices for courses in Kansas are below (see *Payment Schedules*).

American Home Inspectors Training does not offer scholarships or loans. Financing is available to qualified students. Students should contact their admission counselor for details.

Payment Schedule

COURSE TITLE	LENGTH OF COURSE DAYS	ACTUAL CONTACT HOURS PER COURSE	TUITION	PAYMENT OPTIONS	COURSE CREDENTIAL
Kentucky Professional Home Inspection Course	7 days	65 hours	\$2,245.00	\$695.00 deposit due at enrollment, \$1,550.00 due two weeks before first day of class.	Certificate of Completion

Syllabus

Students receive a copy of the course outlines with their shipment of texts and materials.

Attendance

Attendance 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 of the classes within the time the Course is scheduled in order to receive a Completion Certificate. Students may request withdrawal and make up the missed classes during the next scheduled course. Paid tuition will be refunded according to the applicable refund policy less the registration fee.

Absence

Students are responsible to attend every hour of each training Course. If personal emergencies occur, students may speak with the instructor to arrange ways to make-up missed sections. Students must satisfactorily complete Course requirements in order to graduate and receive a Completion Certificate.

Late Arrival/Early Departure/Make-up Work

Students who are absent due to late arrival or early departure should consult with the instructor to schedule required make-up time.

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 a student stops attending classes and is placed on a leave of absence in lieu of a withdrawal from school, then the school must document the nature of the leave of absence and the date the leave of absence ends. No leave of absence may exceed six (6) months unless otherwise approved in writing. A student who fails to return to school at the end of a leave of absence shall be formally withdrawn from the school and any refund of tuition and fees shall be issued in accordance with the last date of a student's attendance in class or participation in an academic activity.

Re-enrollment/Readmission

See "Leave of Absence."

Students who have been absent during class make arrangements for another class.

Grading

Students are graded on a pass/fail system. Those who attend the 4-Day Professional Home Inspection Blended Course must be present for all classroom time. All students must score a 75% or higher on the exam. A Completion Certificate is issued following the satisfactory completion of the Course.

Satisfactory Progress

Students receive feedback about their skills and knowledge based on in-class participation, fieldwork, and completion of reports.

Unsatisfactory Progress

Should a student receive a grade of less than 75% he/she will be notified in writing immediately after the test is taken and graded. He/she will be requested to take the exam at another time. A second exam failure may result in a student needing to retake the course

Probation

There are no probationary periods because the lengths of the courses are short. Students have the choice to withdraw or re-enroll the next time the course is offered if there is no satisfactory progress. Students should consult with the school regarding their class options.

Completion

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

Records

Student files are retained for the minimum time required by state regulations. Online student files are maintained online in our cloud-based servers, and paper files are held at our corporate office. Student records may be requested in writing by the student at any time. Student records are confidential. No records will be made available to employers, prospective employers, family members, or other schools unless a written request has been made by the student.

STUDENT SERVICES

Accommodation Requests

Students should contact their admission counselor for assistance with requests. People who work as a home inspector must have certain physical abilities to visually inspect buildings and structures, navigate throughout the building including on the roof, the ability to write inspection reports, and communicate with clients.

Language of Training

All courses are offered only in English. American Home Inspectors Training does not offer English as a Second Language instruction.

Housing

Students are expected to make their own housing arrangements during the class.

Family Educational Rights and Privacy Act

American Home Inspectors Training complies with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). All student records are confidential.

Placement

Business and marketing skills are included in some course curriculum to enable graduates to become self-employed.

Library

The use of a library is not required to complete any training Course.

RULES OF CONDUCT

Non-Discrimination

American Home Inspectors Training does not discriminate on the basis of race, color, religion, gender, gender identity and/or expression, national origin, disability, marital status, sexual orientation, or military status. in the establishment of fees, entrance qualifications, or standards for successful completion of any course.

It is expected that students will conduct themselves in a professional manner and demonstrate respect for their instructors and fellow classmates. 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.

Reasons for Termination:

- Not complying with school rules 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

Dismissal/Readmission

Students who have been dismissed or terminated may be readmitted at the school director's discretion.

Dress Code

Dress is casual and neat. Some days include work on actual inspection sites where work clothes are appropriate. Students will need an extra pair of clean shoes to be worn at field training sites.

Drug Free School and Workplace

No student, instructor, or employee may be on the school premises or field/lab site under the influence or in the possession of any controlled substance. As a drug and alcohol-free environment, individuals under the influence or in the possession of any controlled substance will be subject to immediate dismissal/removal. Individuals may request counseling for substance abuse and will be referred to community resources.

Smoking

There is no smoking within the schools, labs, or offices. Individuals may smoke outside. There is no smoking at the field sites.

Sexual Harassment and Hazing Policy

AHIT takes the issue of sexual harassment very seriously. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among students and staff. Sexual harassment or harassment because of age, race, color, religion, national origin, sexual orientation, or disability, will not be tolerated. This includes any kind of intimidation or discrimination. Investigation of such concerns will be undertaken promptly and handled confidentially. Behavior that denigrates the integrity of another student (hazing) will not be tolerated. If a student or employee feels that he or she has suffered a form of discrimination or harassment, then the individual should immediately contact a supervisor or school director. Students or staff involved may be subject to dismissal or termination.

UNRESOLVED DISPUTES

Grievance Procedure

Students are expected to address any disagreements or conflict directly with the school. If the complaint cannot be resolved by management, then the student's information will be forwarded to the leadership team for review. Please allow a minimum of 3 business days to receive communication from the school. Every attempt at a satisfactory resolution will be made.

Kentucky 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. Students may also contact the Kentucky Commission on Proprietary Education via mail, phone, or online:

Kentucky Commission on Proprietary Education
 300 Sower Boulevard
 4th Floor
 Frankfurt, KY 40601
 (502) 564-4185
<http://kcpe.ky.gov/forms/FormtoFileaComplaint.pdf>

Student Protection Fund

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary Education to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed “Form for Claims Against the Student Protection Fund”. This form can be found on the website at www.kcpe.ky.gov . A full refund of all monies paid if the application is not accepted by the school.

REFUND AND CANCELLATION POLICIES

All monies paid by the student, including administration fees, are refunded if s/he requests a refund within five (5) business days after signing this enrollment agreement. A request for cancellation which is not made in writing shall be confirmed in writing by the student within an additional period of five (5) calendar days. The school may retain all of the fees after five (5) calendar days or after ten (10) calendar days absent written confirmation, where required.

If a student terminates the training after five (5) business days and after receiving the texts but prior to class commencement, the student may retain the texts with a charge of \$250.

If a student terminates training after class commencement, the following refunds apply:

% of Course Completed	% of Allowed Refund
First 10% of program materials	90% of tuition less the cost of program materials
After 10% but within first 25% of program materials	75% of tuition less the cost of program materials
After 25% but within first 50% of program materials	50% of tuition less the cost of program materials
After 50%	No refund

Refunds will be provided within 30 days of termination.

The official date of termination or withdrawal of a student shall be determined in the following manner:

1. The date on which the school receives notices of the student’s intention to discontinue the training program,
- OR*
2. The date on which the student was last recorded attending.

The percentage of the program completed will be determined by comparing the number of completed lessons received for services by the school to the total number of lessons in the program.

Extenuating Circumstances

In the case of extenuating circumstances, the director will consider a settlement that is reasonable and fair to the student and the school.

MULTI-STATE LICENSING

1. If a student desires to obtain a license in multiple states that require live training, then AHIT will work with each such student to determine the best schedule for the student.
2. Student will be charged 100% of the more expensive class and assessed an additional \$500 fee for each additional live class.
3. Students have six (6) months from the completion date of the first class to enroll in an additional class to take advantage of this discount. More than six (6) months after completion of the class, student will be charged full price.

CHANGES MADE BY THE SCHOOL

1. 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. If the student chooses to attend a session in an adjacent state or of a longer duration, then the student is required to pay any difference if the chosen class is a higher price than their original enrolled course.
 - a. AHIT is not responsible for any travel expenses (e.g., air, hotel, car rental, etc.) the student incurs.
2. If AHIT cancels a class and the student wishes to modify his or her registration from a live class to an online class, then he or she is eligible to receive the partial refund of the live class equal to the difference between the live class price and the online class price.

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.

ADMINISTRATION AND FACULTY

Mbition LLC is owner of American Home Inspectors Training (AHIT) and Mbition Learn Real Estate.

Leadership
Maure Baker

Instructors
Daniel Baumgardner
Joseph Chitwood
John Coleman
Steven O'Donnell
James Schumacher
James "Mike" Williams

School Operations
Matthew Barlow
Rachella Bennett
Brita Pricco-Byers

Administrative offices are open Monday through Friday and are available to provide full student and graduate support during the following times:

Monday – Friday: 8:00am to 5:00pm (Central)
Saturday – Sunday: Closed
PHONE: 800-441-9411
EMAIL: admin@mbitiontolearn.com

Students enrolled in classes held over the weekends and during times not reflected above have access to trainer/trainers for support and other questions that may arise.

American Home Inspectors Training will be closed for business the following holidays:

New Year's Day	Thanksgiving
Martin Luther King Jr. Day	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Fourth of July	Christmas Day
Labor Day	

Disclosures

American Home Inspectors Training, an Mbition LLC school, 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 policy is true and correct to the best of American Home Inspectors Training's knowledge.