



## **Inspection Certification Associates**

### **Professional Real Estate Inspection Certification**

#### **Institutional Catalog**

Volume 2, Kansas

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**Inspection Certification Associates is authorized by the Kansas Board of Regents (1000 SW Jackson, Ste 520., Topeka, KS 66612). This authorization must be renewed each year and is based on a rigorous evaluation to ensure institutions are educationally sound and financially stable.**

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## **General Information**

Inspection Certification Associates (ICA) is a national pre-license home inspection provider. If you are looking towards starting a new career, Inspection Certification Associates is the best way to receive the training you need to become a certified home inspector.

Our home inspection training program has been carefully designed so that you can confidently enter the home inspection business with the necessary skills and knowledge.

When you enroll to become a home inspector through ICA, you are taking the first step on your way to an exciting and rewarding career. Our professional instructors and customer service team are dedicated to providing all students with a positive experience. They are experts in their field and will help guide you through the process of starting your new career.

### **Institutional Mission**

Our mission is to provide hassle free, cost-effective education that will provide our students with the skills needed to get started in a new home inspection career.

### **School Owners and Board Members**

Inspection Certification Associates is owned and operated by Inspection Certification Associates, LLC which is wholly owned by PDH Learning, LLC.

Board of Directors: Mark Newcomer, Dina Said Dwyer, Will Darman, Doug Kaplan, Dale den Dulk

Nader Qaimari, Chief Executive Officer  
Sara Glassmeyer, Institutional Director  
Greg Kuick, Operations Manager  
Tiffany Duncan, School Administrator

## 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.

## Faculty Members

**Floyd Gibbs** is the founder and co-owner of [Quality Home Inspections](#). He started the business in 1999 as a home inspector after selling his construction business. Floyd has propelled the company into one of the largest family-owned and operated home inspection companies in Southeast Virginia. Floyd has an extensive resume which includes, but not limited to, being a Certified Master Inspector, State certified home inspector in Virginia, State licensed home inspector in North Carolina, a South Carolina State licensed inspector, and a Class "A" contractor in residential and commercial building in Virginia. He is also a certified teacher of continuing education in North Carolina with classes that hold copyright privileges. He is often used as an expert witness in the State of Virginia and North Carolina in multiple municipalities. Throughout his career he has performed over 18,000 inspections and has personally trained all of the inspectors on his team. Regardless of who is assigned to your inspection, you can rest assured you will be treated with the same level of customer satisfaction and knowledge that Floyd provides with his expertise. His experience in state of the art housing technologies, building materials, indoor air quality, commercial buildings and other specialty inspections are just a fraction of what makes him the best in his field.

**Patrick Hardy** is a graduate of the Inspection Certification Associates online home inspection course. He has gone on to start [H & H Home Inspections](#), a multi-inspector home inspection company based in Central Florida that performs home inspections, commercial property inspections, WDO, wind mitigation inspections and 4-point inspections. In addition to performing classroom training for ICA, Patrick also teaches continuing education classes for home inspectors.

**Clint Laney** has an extensive background in electrical, roofing, and residential structural design. He is highly skilled in the industry standards of practice and is a natural educator. He is also bilingual, helping our Spanish speaking clients understand their perspective home. Clint holds a Bachelors of Science in Computer Engineering, a Bachelors of Science in Leadership and

Organizational Management, and a Masters of Education. His thoroughness and attention to detail ensures that every customer knows their perspective home inside and out.

**Robert Ruggiero** is a licensed home inspector, licensed mold assessor, licensed mold remediator, and certified lead paint assessor in Florida. Rob has personally completed over 3,000 home inspection in Florida, Pennsylvania, New York, New Jersey, Connecticut and Arizona. He has also done numerous mold assessment inspections since 2007, as well as FEMA disaster inspections. Rob enjoys mentoring new home inspectors and sharing the knowledge that he has accumulated from over 3,000 home inspections. This knowledge not only includes tips of what to do, but also what to avoid.

## **ICA Office Hours**

ICA offices are open Monday – Friday and are available to provide full industry expert support during the hours of 8:00 a.m. to 6:30 p.m. CST. The office will be closed on Saturday and Sunday. ICA 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 Day  
Christmas Eve Day  
Christmas Day

## **Commitment to Excellence**

School self-evaluation and external evaluation are complementary processes, both focused on improvement. Inspection Certification Associates involves the students in their self-evaluation process by giving student evaluations after courses are completed. This process gives our school a means of identifying and addressing priorities, ensuring a whole-school focus on improving specific aspects of teaching and learning, as well as ensuring course materials meet all student needs. Based on the feedback given, our courses are updated.

# 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 and attest to the following requirements before admission:

1. Is at least 18 years of age
2. Have a high school diploma
3. Have access to a computer and/or other device and the internet
4. Student will receive and electronically sign the Transferability of Clock Hours Disclosure
5. Student will receive an electronic PDF of the Institutional Catalog and acknowledge receipt
6. Student will receive and electronically sign the Pre-Enrollment Checklist

## Once Admitted:

Upon admission, applicants must adhere to the following for course enrollment:

1. Student will receive and electronically sign the Enrollment Agreement
2. Upon execution of Enrollment Agreement, student will pay for the course. (See Tuition Policy)
3. Following payment the student will be enrolled immediately and will be notified via email with login information.

Previous education or training will not replace institution's training. A hardcopy of this catalog will be provided upon request by emailing [support@icaschool.com](mailto:support@icaschool.com) or you can call (888) 374-4096.

## Course Deadlines and Session Dates

The enrollment date of the student shall be the date the student meets the admission requirements and pays tuition. Students may apply and be enrolled in the course at any time during the year. Students are granted the ability to complete their course for up to one year (365 days) from enrollment date.

## Student with Disabilities

Our online course is used by many students 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.

## 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. Students are required to complete every section of the online training course within 365 days of the enrollment date.

## Leave of Absence

Leave of absence refers and is limited to students who have completed admission and entrance requirements in this pre-licensure course. Students may request to withdraw for up to 1 year from this course due to reasons beyond their control, such as medical conditions, compulsory military service, or, personal or family hardships. Students are granted the ability to complete their course for up to one year from the enrollment date. All students must satisfactorily complete the online course requirements in order to receive a certificate of completion.

### **Process for requesting a Leave of Absence**

To apply for a Leave of Absence (LOA), students must complete the Application for Student Leave of Absence. An application for Student Leave of Absence can be requested at with proper documentation addressing one of the permitted reasons a student would qualify for a LOA must accompany the applications, as indicated below:

- Medical Condition: a letter from a medical provider
- Military Service: a letter or verification from the Armed Forces
- Personal or Family Hardship: a personal letter

Students will be notified of a final decision by the Institutional Director.

## Student Progress

### **Academic Probation and Standards of Progress**

Standards of progress are maintained through a quiz at the end of each module for our online course. Students must achieve an 80% correct or better on the multiple-choice questions before moving on to the next module. The students will be allowed 4 retakes of module quizzes

throughout the course at no additional charge and will have access to modules for additional studying. If after the 4<sup>th</sup> attempt of retaking a quiz and not passing with 80% correct or better, the student will be placed on academic probation and will need to contact our industry experts at [support@icaschool.com](mailto:support@icaschool.com) or (888)374-4096. After contact with our industry experts the student will be taken off of probation and placed back into the unpassed module and will be allowed 4 additional attempts to pass the module quiz with a score of 80% or better. If the student is still unable to pass the module quiz after the second round of 4 attempts, the student will be required to start the entire course over from the beginning in its entirety. To complete the 90-hour online course, students must also pass the final exam with a score of 80% or higher. Students will be allowed 4 attempts at the final exam. If the student fails to pass the final exam in 4 attempts, the student will be withdrawn and required to contact our industry experts at [support@icaschool.com](mailto:support@icaschool.com) or (888) 374-4096 to reapply and submit a request for readmittance into the course. Our Learning Management System keeps track of the completed modules and study questions as the student progresses through the course.

## **Online Learning System**

Students will access their online 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 quizzes in Litmos.

Inspection Certification Associates utilizes Litmos for hosting, web security, and backup. Following is a brief description of Litmos: "All Litmos accounts are password protected and when you are online using Litmos 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."



# Student Conduct

It is expected that students will conduct themselves in a professional manner and demonstrate respect for their instructors, peers, and Inspection Certification Associates' employees. The school administration reserves the right to terminate a student on any of the following grounds. These conduct expectations apply to all formats of classes, whether instruction is delivered live, virtually, or asynchronously. The actions listed in this section will not be tolerated in person, by phone or electronically (chat/email). Termination notice will be in writing citing the reasons for termination. Tuition will be refunded according to the applicable refund policy.

## Actions that do not comply 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.
- Abuse of drugs, alcohol, or illegal substances resulting in unprofessional conduct.

## Dismissal/Readmission

- Termination due to harassment of any kind – physical, emotional, or mental – or falsifying of records will not allow for readmittance. If there is a financial hardship, students may contact a school administrator to discuss the situation for review and consideration of readmittance. If readmittance occurs within year of starting the course, student will retake the course in its entirety.

Contact the school administrator at 888-374-4096 or [support@icaschool.com](mailto:support@icaschool.com)

# ICA Training Course Offered

**Course Name: Professional Real Estate Inspection Certification**

**Course Hours: 90 clock hours online**

**Program award: Certificate**

- 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.

## **Online Course Outline:**

- 1. **Overview of Home Inspections – Duration 2.5 Hours**  
Provides an introduction and review of the home inspection industry
- 2. **Legal and Business Aspects – Duration 2.5 Hours**  
Forming a business, pre-inspection agreements, insurance, marketing
- 3. **The Inspection Process – Duration 3.5 Hours**  
Method of inspecting a house, Standards of Practice
- 4. **Roofing 1 – Duration 3.5 Hours**  
Roofing terms, materials, shingles types, roofing inspection process
- 5. **Roofing 2 – Duration 3 Hours**  
Roofing inspection process continued, roofing defects
- 6. **Exterior 1 – Duration 2.5 Hours**  
Site as it affects the home, grading, siding materials, defects
- 7. **Exterior 2 – Duration 3 Hours**  
Trim, porches, decks, steps, steps, paving, vegetation, defects
- 8. **Structure 1 – Duration 3 Hours**  
Structural basics, beams, joists, trusses, roof and wall framing, foundations
- 9. **Structure 2 – Duration 3 Hours**  
Structural inspection and defect recognition
- 10. **Interior 1 – Duration 3 Hours**  
Attics, insulation, interior rooms, walls, windows, doors
- 11. **Interior 2 – Duration 3 Hours**  
Bathrooms, kitchens, household appliances, basements, crawl spaces
- 12. **Plumbing 1 – Duration 3.5 Hours**  
Supply and waste piping, cross connections, vents, drainage
- 13. **Plumbing 2 – Duration 3 Hours**  
Fixtures, faucets, water heaters

14. **Plumbing 3 – Duration 3 Hours**  
Water heaters continued, fuel piping and storage, sump and ejector pumps
15. **Heating 1 – Duration 3 Hours**  
Combustion air requirements, forced air heating inspection process
16. **Heating 2 – Duration 3 Hours**  
Hydronic heating systems inspection process
17. **Heating 3 – Duration 3 Hours**  
Space heating, fireplaces, wood stoves, chimneys and vents
18. **Air Conditioning 1 – Duration 3 Hours**  
Refrigeration theory, split systems, ductless split systems, high-velocity
19. **Air Conditioning 2 – Duration 3 Hours**  
Air source heat pumps, geothermal heat pumps
20. **Electrical 1 – Duration 5 Hours**  
Electrical theory, service drops, wire gauges
21. **Electrical 2 – Duration 5 Hours**  
Wire material and types, electrical panels
22. **Electrical 3 – Duration 4.5 Hours**  
Main panels, sub panels
23. **Electrical 4 – Duration 4.5 Hours**  
Outlets, switches, fixtures, smoke detectors, carbon monoxide detectors
24. **Report Writing – Duration 2.5 Hours**  
Providing a proper written report for the client
25. **Inspection with Drones – Duration 2 Hours**  
Using a drone to complete roof inspections
26. **Commercial Inspection – Duration 3.5 Hours**  
Inspecting commercial buildings, covers ASTM standards
27. **Super Charged Marketing – Duration 6 Hours**  
Strategies for building your home inspection business

## Tuition and Fees

The cost of the **Online Home Inspection Training Course** is \$695. The total cost of \$695 is a one-time fee and includes all course materials. Price is subject to change, please see [icaschool.com](http://icaschool.com) for current pricing.

## Student Records

Inspection Certification Associates uses a secure, private database through Salesforce to maintain all student records permanently, to include record of participation and 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.

### Obtaining Student Certificate Upon Completion of Course

Upon completion of your online course, the student will automatically be able to electronically access the certificate of completion. The student may request a hardcopy of the certificate of completion/transcript from Inspection Certification Associates. Requests can be made through email at: [support@icaschool.com](mailto:support@icaschool.com) or by phone at (888) 374-4096.

## Refund and Cancellation Policies

If for any reason an applicant is not accepted by the school, no money will be exchanged.

Five Day Cancellation: An applicant who provides written notice of cancellation within five days (excluding Saturday, Sunday and federal and state holidays) of signing the enrollment agreement and making the initial payment prior to entering the course is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund. This provision shall not apply where a student has already started class/course progression.

### Refund after the commencement of progression of class/course:

1. Procedure for withdrawal/withdrawal date:
  - A. The date on the expulsion notice if a student is expelled from the institution.
  - B. The date the institution receives a written notice of withdrawal from the student
  - C. When no written notice of withdrawal is give, the institution shall use the last day of attendance as the date of withdrawal
  - D. The date the student fails to return from an approved leave of absence

2. Tuition charges/refunds:  
 A. After the enrollment date and for those that have unsuccessfully completed the course, the tuition refund **will** be determined as follows:

<b>% of days of course/class progression (out of 365 days):</b>	<b>Tuition refund amount:</b>
10% or fewer days (36.5 days or less from enrollment date)	75%
More than 10% and less than or equal to 25% of 365 days (days 36.5 – 91.25 from enrollment date)	25%
More than 25% of 365 days from enrollment date (days 91.25 and over from enrollment date)	No Refund is required

The percentage of the days is determined by dividing the total number of days in a year (365 days) from the student’s enrollment date to the student’s last login to the online course.

**Refunds** will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

## Grievance Procedure

**Student Grievance Procedure:** Should a student have a complaint with the Institution, then the following steps shall be taken by him/her:

1. Student shall first attempt to address the grievance informally with the instructor or applicable staff member and try to resolve it. If unsuccessful, proceed to the written grievance procedure.
2. Student may state the grievance in writing to:

**Inspection Certification Associates**  
 Attn: Sara Glassmeyer – Institutional Director  
 N17W23217 Stone Ridge Drive, Suite 290  
 Waukesha, WI 53188  
 support@icaschool.com  
 888-374-4096

Inspection Certification Associates shall have ten (10) business days in which to investigate and address the grievance.

3. Should Administrator or designee fail to or unacceptably address the grievance; the Student may state the grievance in writing to the owner of the school:

**Inspection Certification Associates**  
Attn: Nader Qaimari – Chief Executive Officer  
N17W23217 Stone Ridge Drive, Suite 290  
Waukesha, WI 53188  
support@icaschool.com  
888-374-4096

4. If ICA still fails to adequately address the grievance, the Student may file a complaint with the Kansas Board of Regents. Full information on filing a complain can be found at [https://www.kansasregents.org/academic\\_affairs/private\\_out\\_of\\_state/complaint\\_process](https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process)

## Advanced Standing

### Transfer of Clock Hours

Clock hours earned at Inspection Certification Associates may not transfer to another educational institution. Clock hours earned at another educational institution may not be accepted by Inspection Certification Associates. You should obtain confirmation that Inspection Certification Associates will accept any clock hours you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer clock hours earned at Inspection Certification Associates to determine if such institutions will accept clock hours earned at Inspection Certification Associates prior to executing an enrollment contract or agreement. The ability to transfer clock hours from Inspection Certification Associates to another educational institution may be very limited. Your clock hours may not transfer and you may have to repeat courses previously taken at Inspection Certification Associates if you enroll in another educational institution. You should never assume that clock hours will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of clock hours policy of Inspection Certification Associates and of any other educational institutions you may in the future want to transfer the clock hours earned at Inspection Certification Associates before you execute an enrollment contract or agreement.

## Employment Services

Inspection Certification Associates does not offer any employment services. No employment guarantee or wage guarantee is made.

## Facilities

This course is an online course and the student will be allowed to take this course at any location where they will have access to a computer or other mobile device and the internet. Students will have access to the program by logging into their personal course through our learning management system.

Our corporate headquarters office is located at N16 W23217 Stone Ridge Dr. Suite 290 Waukesha, WI 53188.

**A hard copy of this manual may be requested at [support@icaschool.com](mailto:support@icaschool.com) or by calling 888-374-4096.**