

## Home of Canada's Professional Home and Property Inspectors

### Membership Renewal for 2018/19 and Continuing Educational Credits for 2017

**Note :** Si vous préférez nous communiquer en français, veuillez nous envoyer un courriel à [admin@phpic.ca](mailto:admin@phpic.ca). Vous pouvez aussi nous appeler à 1-855-428-8067.

#### Continuing Education Credits (CECs):

##### Statement of Purpose:

1. Enhance the credibility of the Professional Home and Property Inspectors of Canada in the industry.
2. Recognize the importance of continuing education for the practicing professional.
3. Fulfill our mandate with the National Home Inspector Certification Council (NHICC) – Equivalency Agreement.

**Application:** Continuing Education and the submission of these credits is mandatory for all PHPIC Members.

**Details:** PHPIC requires the submission of 20 CECs every year to maintain your membership status.

- A maximum carryover of 10 CECs per year from the previous year is allowed.
  - Example: if you submit 30 CECs for the current year, 20 will be applied to the current year and 10 will be carried forward for next year.
- A shortfall of 5 CECs per year is permitted. The shortfall will be added to the next year's requirement.
- **Please let us know all training, seminars, etc. which you have attended even if you have more than 20 CECs. If you are a Candidate or Provisional member, we are also asking for the total number of paid inspections you have done in your career.** This will help us determine whether you are ready to apply to the NHICC for NHI certification.
- **You can record your CECs on-line at the PHPIC website.** Go to the member login section at [www.phpic.ca](http://www.phpic.ca).

**When to Submit CEC's:** As a part of the process of your membership renewal, it is your professional responsibility to ensure you are meeting minimum requirements for reported CEC's. You can update your CEC records on-line at [www.phpic.ca](http://www.phpic.ca), under the member section. On-line reporting can be performed at any time prior to your renewal date. As of this year, all recording of CEC's will be on-line. **If we receive CEC records in paper format, this will be filed in your member file, but this information will not be tracked or entered manually by PHPIC member administration.**

**Proof Required:** Types of proof required are defined in the right column of the CECs Tracking Sheet on the next page. You are not required to send your proof with your application renewal; however, you must keep your proof in your records and be prepared to send it to us when requested. Be aware that the PHPIC will conduct periodic auditing of CEC records to ensure the integrity of the Continuing Education Credit process for member self-administration.

**Suspension:** Failure to comply and provide satisfactory CEC documentation if requested will result in suspension of your membership.

#### Membership Renewal:

Your 2018/19 membership fees are payable by the due date maintained in our records, which is your membership expiry date. Membership fees have been set at \$299.00 for the coming year. **SAVE 10%** per year on a 2-year renewal term. Cheques should be made payable to PHPIC. Visa or MasterCard payments will be processed using the credit card payment form on Page 4. *The preferred method of payment is on-line, where you can choose to use the PayPal options available to you when you log-in using your member access. You will need your member user name and password for on-line access.*

**For form submissions: send completed pages 3 and 4 with payment to:**

- By mail, address to: PHPIC, 1150-45 O'Connor St., Ottawa, Ontario, K1P 1A4.
- By email to: [admin@phpic.ca](mailto:admin@phpic.ca).

**Be aware that for administrative purposes, our preferred method of membership renewal and CEC reporting is via on-line submissions.** Use Page 4 of this form if you wish to pay by cheque, or if you wish us to manually process a credit card payment.

## Home of Canada's Professional Home and Property Inspectors

### Continuing Education Credits (CECs) Tracking Sheet

50% of all CECs must be from education

Type of Activity	CEC Value	Proof
Attendance at a Home Inspector Association Meeting	1 per meeting	A or C
Attendance at an annual PHPIC/CAHPI/ASHI National or Regional Conference	1 per educational hour	CP
Service as a PHPIC Board Member/Director/ Committee Chair	10	CP
Service as a National Certification Program Board Member/Director/Committee Chair	10	CP
Service as a PHPIC or National Certification Program Committee Member	5	CP
Author/Co-Author, inspection related book*	10	DTP
Author/Co-Author, of published article or paper relevant to home inspections*	2 per article – must submit	DTP
Instructor at a PHPIC/ASHI/CAHPI Educational Seminar/Meeting/Conference	1 per lecture hour	E
Instructor at a college/university/other Professional Education Program	1 per lecture hour	L
Mentoring novice inspectors (you must be an NHI or RHI)	1 per inspection	L
Continuing Education - Pursuing college or university courses related to home inspection	1 per educational hour – must submit	D
Educational Seminar given by a Trade Association or Government Agency	1 per educational hour	D
<b>Types of Proof</b>		
A = Meeting Attendance Sheet	DTP = Date, Time Publication	
C = Certificate	E = Education/Conference Committee Verification	
CP = Chapter President/Chair Verification	L = Letter from Organization	
D = Documentation to include:		
1) Location, date and time	(*) Co-Authoring 50% of CECs	
2) Description of Course		
3) Course duration		
4) Name, address & telephone number of instructor/institution		
5) Proof of attendance & completion (signed certificate or documentation)		

***You do not need to send proof of your Continuing Education Credits (CECs) with your application, however you should be prepared to supply proof when requested. TIP: you can upload supporting documents when performing on-line CEC entries.***

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### CECs Tracking Sheet – January 1<sup>st</sup>, 2017 to December 31<sup>st</sup>, 2017

You may carry over 10 CECs to the next year or have a shortfall of 5 CECs to make up in the next year.

Name: \_\_\_\_\_

<b>Do you have CECs carried forward from 2016, or were you short of CECs for 2016?</b> Please check which and tell us how many. Carried forward <input type="checkbox"/> Shortfall <input type="checkbox"/>			<u>CEC's 2016</u>
<b>CECs for 2017</b>			
Date		CEC	Type of
DD/MM/2017	2017 ACTIVITY (50% of all CEC must be from education)	Value	Proof
<b>TOTAL (or Sub-Total) of CECs Claimed for 2017</b>			
Surplus or shortfall, if any, to carry forward to 2018. Surplus <input type="checkbox"/> Shortfall <input type="checkbox"/>			

If you have questions, please contact us by phone at 1-855-88PHPIC (855-887-4742) or send an email to [admin@phpic.ca](mailto:admin@phpic.ca).

I (Print Name) \_\_\_\_\_ hereby certify that the total CECs listed on these pages are true and accurate to the best of my knowledge and that failure to produce relevant documentation, when requested, will jeopardize my membership in PHPIC.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**NOTE: this form is not used for tracking purposes by PHPIC administration.** The sole action by the PHPIC will be to place this form, if received, in the paper record file we retain for each PHPIC member. This form is not required to be submitted if you are maintaining your CEC records via on-line CEC submissions. Be aware that the recommended procedure for entering your CEC information is via your on-line member access at the PHPIC web site. If you need assistance in entering CEC information on-line, contact us by email at [admin@phpic.ca](mailto:admin@phpic.ca).

## Home of Canada's Professional Home and Property Inspectors

### Member Contact Information and Payment

Member Name					
Company Name					
Mailing Address					
City		Prov.		Postal Code	
Telephone		Email			
Website					
Insurance	Do you have errors and omissions insurance? Yes <input type="checkbox"/> No <input type="checkbox"/>				
	Who is your carrier and what is your expiry date?				
Number of Inspections	If you are a Candidate or Provisional member, please tell us the number of paid inspections you have done in your career.				
Have you applied to the NHICC for your National Home Inspector (NHI) certification?	Yes <input type="checkbox"/> No <input type="checkbox"/>		If you're already an NHI, what is your number: _____		

**Please initial here if you consent to having your name, company name, phone number, email and website published on the PHPIC Website. Your address will not be listed on the website.**

**Please initial here if you wish to receive the PHPIC Newsletter and other marketing communication from PHPIC. You may unsubscribe from our newsletter at any time. If you unsubscribe, you will still receive any personal communication regarding your membership.**

### Method of Payment

Current fees for PHPIC membership are **\$299 per year** and are non-refundable. Your membership will be valid for one year until the expiry date shown on your Membership Certificate. Fees are set by the PHPIC Board at the start of each fiscal year on July 1, and may change. **SAVE 10% for a 2-year renewal term!** By selecting this option, your 2-year fee will be \$538.20.

1-Year Term \$299.00       2-Year term \$538.20

Cheque payable to PHPIC in the amount of the attached invoice. **Please do not add taxes.** Note that there will be a \$50 charge for returned cheques.

Master Card       Visa

Card Number \_\_\_\_\_ Expiry \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_