

ILLINOIS HOME INSPECTOR

FOR
SALE



Home Inspector
Examination
for Illinois

Candidate Handbook

Effective February 2008



APPLIED MEASUREMENT PROFESSIONALS, INC.

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QUESTIONS ABOUT LICENSING

Questions regarding license application or information concerning licensure requirements should be directed to:

Illinois Department of Financial
and Professional Regulation
500 E. Monroe, Ste. 200
Springfield, IL 62701

HOW TO CONTACT AMP

For inquiries and general registration information write or call:

Candidate Support Center
AMP
18000 W. 105th Street
Olathe, KS 66061-7543
800/345-6559
Fax: 913/895-4651
info@goAMP.com
www.goAMP.com

INTRODUCTION

The State of Illinois has retained the services of Applied Measurement Professionals, Inc. (AMP) to assist with the administration, scoring and analysis of the Home Inspector Examination for Illinois. As a full-service testing company, AMP provides expertise and support to associations, state credentialing agencies and private industry in test development, administration, scoring and reporting of examinations.

The Home Inspector Examination is a home inspection competence assessment tool developed primarily by the Examination Board of Professional Home Inspectors (EBPHI) with additional Illinois specific questions as noted in the content overview in this handbook. The examination evaluates the technical and professional qualifications of home inspectors and consists of questions covering topics derived from a formal role delineation study. The study determined the knowledge bases and skills necessary for competent practice in home inspection.

This handbook provides information that you will need to register for the Home Inspector Examination for Illinois. Be sure to keep this handbook after you have registered for the examination; you may wish to refer to it later.

STATEMENT OF NONDISCRIMINATION

AMP does not discriminate among candidates on the basis of age, gender, race, religion, national origin, disability or marital status.

EXAMINATION INFORMATION

This handbook contains general information regarding the Home Inspector Examination developed by the EBPHI. The EBPHI is an independent examination organization whose objective is to promote excellence and exemplary practice within the home inspection profession and to serve the public through its quality assurance efforts.

HOME INSPECTOR LICENSE REQUIREMENTS

As a prerequisite to sitting for the examination, an applicant must:

1. Successfully complete 60 hours of pre-license education from an education provider approved and licensed by DFPR.
2. Take and successfully pass a state examination.
3. Be at least 21 years of age.
4. Have graduated from high school or obtained the equivalent of a high school diploma.

Note: Candidates must bring an original transcript bearing an embossed seal to the Assessment Center on the day of the examination. Your transcript will NOT be accepted if altered by any method (e.g., correction fluid, handwritten or typed).

HOW THE EXAMINATION IS ADMINISTERED

The Home Inspector Examination for Illinois is administered by computer at AMP Assessment Centers by appointment only Monday through Saturday at 9:00 a.m. and 1:30 p.m. Saturday testing is available at select locations. AMP Assessment Centers are typically located in H&R Block Offices. Once you enter the H&R Block Office, look for the signs indicating AMP Assessment Center Check-in.

A supplemental insert with Illinois Assessment Center locations, holidays and a Saturday testing schedule is included with this handbook.

EXAMINATION FEE

Examination Fee: \$125

Payment may be made by credit card (VISA, MasterCard, American Express or Discover), cashier's check or money order made payable to AMP. Company checks, personal checks and cash are not accepted.

Credit card transactions that are declined will be subject to a \$25 handling fee. You must send a certified check or money order for the amount due, including the handling fee, to AMP to cover declined credit card transactions.

SCHEDULING AN EXAMINATION

Candidates may register for the Home Inspector Examination for Illinois by one of the following methods:

1. **Schedule Online:** The candidate may schedule an examination appointment online at any time by using our Online Application/Scheduling service at www.goAMP.com. To use this service on our website, follow these easy steps:
 - Go to www.goAMP.com and select "Candidates."
 - Follow the simple, step-by-step instructions to choose your examination program and register for the examination. Please have your credit card available for online payment of examination fees.
 - If special accommodations are being requested, please submit the Request for Special Examination Accommodations Form included on page 11 prior to contacting AMP at 800/345-6559 to schedule your examination.

OR



2. **Telephone Scheduling:** Call AMP at 800/345-6559 to schedule an examination appointment. This toll-free number is answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday and 8:30 a.m. to 5:00 p.m. on Saturday. Please have your credit card available for payment of examination fees.

OR

3. Fax your registration form
Complete the registration form included in this handbook and fax it to AMP at the number included on the form. All sections of this form must be completed. Within 24 hours of receiving your faxed registration form, AMP will fax you a notice that it has been received. This option is available only for individuals paying the examination fee by credit card.

OR

4. Mail your registration form
This is a two-step process:
First, complete the registration form included in this handbook and mail it to AMP with the examination fee (paid by cashier's check or money order) to the address indicated on the form. All sections of this form must be completed. This form will be returned, if it is incomplete, illegible or submitted with an incorrect fee.
Second, call AMP at 800/345-6559 to schedule an examination appointment.

When you contact AMP to schedule an appointment, please be prepared to confirm a date and location for testing and to provide your name and Social Security number. Note: Your Social Security number is required for unique identification. All individuals are scheduled on a first-come, first-served basis. Refer to the following chart.

If you call AMP by 3:00 p.m. Central Time on...	Depending on availability, your examination may be scheduled beginning...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

You will be notified of the time to report to the Assessment Center; please make a note of it since you will NOT receive an admission letter. You will only be allowed to take the examination type for which you have applied; no changes in examination type will be made at the Assessment Center. **UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED** to the Assessment Center.

Special Arrangements for Candidates with Disabilities

AMP is interested in ensuring that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. AMP will provide reasonable accommodations for candidates with disabilities.

1. Wheelchair access is available at all established Assessment Centers. Candidates must advise AMP at the time of registration that wheelchair access is necessary.
2. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements using the form included on page 11 of this handbook.

Please inform AMP of your need for special accommodations when scheduling your examination. Be prepared to provide documentation from an appropriate professional (e.g., education professional, doctor, psychologist, psychiatrist).

Candidates requesting special accommodations will be required to submit documentation of their disability via fax or mail before they are scheduled for an examination. All special arrangements will be made on an individual basis.

TELECOMMUNICATION DEVICES FOR THE DEAF

AMP is equipped with Telecommunication Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates. TDD calling is available 8:30 a.m. to 5:00 p.m. (Central Time) Monday-Friday at 913/895-4637. This TDD phone option is for individuals equipped with compatible TDD machinery.



EXAMINATION APPOINTMENT CHANGES

Candidates who have scheduled an examination appointment may reschedule their appointment for a future date on one occasion per examination fee paid, if they contact AMP by phone at least two business days prior to the examination. Candidates desiring to change their examination appointments, must call AMP at 800/345-6559 at least two business days prior to the examination. Candidates wishing to change their examination appointments less than two days prior to the examination will not be refunded their examination fee and will be required to pay the entire examination fee for any future examinations.

If the examination is scheduled on...	AMP must be contacted by 3:00 p.m. Central Time to reschedule the examination by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

Candidates who fail to appear for their scheduled examination appointment will be considered on an individual basis for the following reasons:
1) hospitalization, 2) death in the immediate family, 3) disabling traffic accident, 4) court appearance or jury duty, or 5) military duty.

MISSED APPOINTMENTS AND CANCELLATIONS

A candidate will forfeit the application and all fees paid to take the examination under the following circumstances. A complete application and examination fee are required to reapply for the examination.

- The candidate wishes to reschedule an examination but fails to contact AMP at least two business days prior to the scheduled examination session.
- The candidate wishes to reschedule a second time.
- The candidate appears more than 15 minutes late for an examination.
- The candidate fails to report for an examination appointment.
- The candidate refuses to provide a fingerprint scan.

INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the Assessment Center. If power to an Assessment Center is temporarily interrupted during an administration, your examination will restart where you left off and you may continue the examination.

Candidates may contact AMP's Weather Hotline at 800/380-5416 (24 hours/day) prior to the examination to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

NO REFUNDS

Candidates failing to arrive at the Assessment Center on the dates and times they are scheduled for the examination will not be refunded any portion of their examination fees and must reregister by contacting AMP; examination fees may NOT be transferred to another appointment.

Candidates arriving more than 15 minutes late for an appointment, failing to present the appropriate identification or required documentation, or refusing to provide a fingerprint scan will not be admitted, will forfeit their examination fee, and must reregister for the examination by contacting AMP.

PREPARING FOR THE EXAMINATION

The study and test-taking advice described here may be helpful as you prepare for the examination. Try to be objective about yourself and your individual learning needs when deciding how best to study. Plan your study schedule well in advance. Use learning techniques, such as reading or audiovisual aids. Be sure you find a quiet place to study where you will not be interrupted. We suggest you concentrate your study efforts on a few carefully chosen textbooks.

■ Test-taking Advice

1. The examination will be timed and the computer will indicate the time remaining on the screen. If you find it distracting, the time feature may be turned off during the examination. If you choose to turn off the time



feature, you should pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments. Remember, the more questions you answer, the better your chances of achieving a passing score. The time limit is intended to allow candidates to complete the entire examination by working quickly and efficiently.

2. Be sure to answer each question, even the ones for which you are uncertain. Avoid leaving any questions unanswered; this will maximize your chances of passing. It is better to guess than to leave a question unanswered; there is no penalty for guessing.

EXAMINATION CONTENT

To begin your preparation in an informed and organized manner, you should know what to expect from the actual examination in terms of the content. Information regarding the content of the examination you will be taking is presented in the following sections.

The questions on the examination are designed to measure your ability to understand and apply the fundamental principles of Home Inspection; and to demonstrate your knowledge of applicable laws and rules in Illinois. The examination consists of 190 four-option multiple-choice questions covering 5 major content areas. The first four are based on the National Home Inspector Examination (NHIE) produced by the Examination Board of Professional Home Inspectors (EBPHI) and the last category covers state law. The total time is 4 hours.

The major categories are shown below, along with the approximate percentage of the 190 questions associated with the category. A detailed content outline is included on pages 15-20 of this handbook.

Home Inspector Examination for Illinois Examination Specifications

Major Category	%
1. Inspection Methods	26%
2. Building Systems	37%
3. Reporting	25%
4. Professional Practice	4%
5. Illinois Law and Rules	8%
Total	100%

Sample Examination Questions

The following illustrate the type of questions used in the Home Inspector Examination for Illinois. These sample questions do not represent the full range of content or difficulty levels contained in the examinations. They are intended to help you become familiar with the types and formats of questions on the examination. Read each question and decide which answer is best. You may then check

your answers with the answer key that follows. Categories refer to the detailed content outline.

SAMPLE QUESTIONS

1. The vertical face of a step that supports the tread on a stairway is the
 - A. corridor.
 - B. cornice.
 - C. rafter.
 - D. riser.
2. Illinois Home Inspector Licenses expire on
 - A. January 1 of each year.
 - B. the licensees' birthday each year.
 - C. June 30 of the year following issuance.
 - D. November 30 of even numbered years.
3. The home inspector discovers a gas leak that he/she believes to be an immediate safety hazard. He/she should
 - A. open doors and windows and continue with the inspection.
 - B. note the leak in the report and recommend repair by a qualified technician.
 - C. repair the leak, note this in the report, and bill the client for the additional work.
 - D. vacate the house, notify appropriate parties, and indicate the problem in the report.
4. When a GFCI is installed on a two-wire non-grounded system, it provides
 - A. full grounding protection.
 - B. no protection as there is no ground wire.
 - C. fault protection rather than grounding protection.
 - D. a false reading when testing the GFCI using the built-in test button on the unit.
5. What flashing(s) is/are acceptable when a roof plane meets the side of a masonry chimney?
 - A. apron flashing
 - B. counterflashing and kickout flashing
 - C. continuous flashing
 - D. step and counter flashing

Answer Key

1. D; category 2.8.c.1
2. D; category 5
3. D; category 2.7.e.9
4. C; category 2.4.d.5
5. D; category 2.3.d.1

TAKING THE EXAMINATION

Your examination will be given by computer at an AMP Assessment Center. You do not need any computer experience or typing skills to take your examination.

On the day of your examination appointment, report to the Assessment Center no later than your scheduled examination time. Look for signs indicating AMP Assessment Center Check-in. A CANDIDATE WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED EXAMINATION TIME WILL NOT BE ADMITTED.

■ Identification, Proof of Education and Fingerprinting

To gain admission to the Assessment Center, candidates must present proper identification and provide a fingerprint scan prior to beginning their exam. Each candidate must present two forms of identification, one with a current photograph. Both forms of identification must be current and include the candidate's current name and signature. The candidate will be required to sign a roster for verification of identity.

Acceptable forms of photo identification include a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as the primary form of identification.

As proof of successful completion of education, you must bring to the Assessment Center an original transcript showing completion of 60 hours of pre-license education from an education provider approved and licensed by the DFPR.

During your testing process, you will be required to provide biometric verification of your identity. Biometric identification may include photography, fingerprint scan, or other. Your testing session is also subject to video surveillance. If you do not agree to these conditions, you will not be able to test and will be excused from the Assessment Center. Your testing fee will NOT be refunded.

YOU MUST HAVE PROPER IDENTIFICATION, PROOF OF EDUCATION AND PROVIDE A FINGERPRINT SCAN TO GAIN ADMISSION TO THE ASSESSMENT CENTER. Failure to provide appropriate identification, proof of education and a fingerprint scan at the time of the examination is considered a missed appointment. There will be no refund of your examination fee.

RULES FOR THE EXAMINATION

■ Security

AMP maintains examination administration and security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously

monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, personal digital assistants (PDAs), pagers or cellular phones are allowed in the examination room.
- No programmable calculators are permitted. Only silent, hand-held, solar- or battery-operated calculators without paper tape-printing capabilities or alphabetic keypads, may be used. Financial calculators are allowed if they meet these specifications. Calculator malfunction during an examination does not constitute grounds for challenging examination scores or requesting additional examination time.
- No guests, visitors or family members are allowed in the examination room or reception areas.
- No personal items, valuables, or weapons should be brought to the Assessment Center. Only keys and wallets may be taken into the examination room and AMP is not responsible for items left in the reception area.

■ Examination Restrictions

- No personal belongings will be allowed in the Assessment Center. Pencils will be provided during check-in.
- You will be provided with scratch paper to use during the examination, which must be returned to the proctor at the completion of testing, or you will not receive a score report. No documents or notes of any kind may be removed from the examination room.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

■ Misconduct

Individuals who engage in any of the following conduct may be dismissed from the examination, their scores will not be reported and examination fees will not be refunded. Examples of misconduct are when a candidate:

- creates a disturbance, is abusive, or otherwise uncooperative;
- displays and/or uses electronic communications equipment such as pagers, cellular phones, PDAs;
- gives or receives help or is suspected of doing so;
- attempts to record examination questions or make notes;
- attempts to take the examination for someone else; or
- is observed with notes, books or other aids.

■ Copyrighted Examination Questions

All examination questions are the copyrighted property of AMP. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

■ Practice Examination

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your Social Security number. You will be prompted to provide a fingerprint scan and take your photograph which will remain on screen throughout your examination session. This photograph will also print on your score report.

Prior to attempting the timed examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

■ Timed Examination

Following the practice examination, you will begin the actual examination. Before beginning, instructions for taking the examination are provided on-screen.



The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the "Time" box in the lower right portion of the screen or select the Time key to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination ques-

tions are identified as A, B, C, or D. You must indicate your choice by either typing the letter in the response box in the lower left portion of the computer screen or clicking in the option using the mouse. To change your answer, enter a different option by pressing the A, B, C, or D key or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen or select the NEXT key. This action will move you forward through the examination question by question. If you wish to review any question, click the backward arrow (<) or use the left arrow key to move backward through the examination.

A question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the hand icon or select the NEXT key to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the hand icon or press the NEXT key. When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

Clicking the "Help" key will describe all of these functions.

■ Candidate Comments

During the examination, online comments may be provided for any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

FOLLOWING THE EXAMINATION

After you finish the examination, you will be required to answer the following candidate screening questions. Candidates must answer these questions and provide any required documentation when applying for a license.

Personal History Questions:

1. Are you a high school graduate or have you received a GED?
2. Have you ever been convicted of any criminal offense in any state or federal court (other than a minor traffic violation)? *If yes, submit documentation for each conviction that includes an official copy of the court docket which shows the offense, the final disposition inclusive of the sentence, a statement from the probation/parole officer if probation was served and that all*



conditions of the sentence have been met. Submit a brief statement indicating what you have been doing since your conviction/release.

3. Have you ever held a home inspector license in Illinois?
4. Have you ever held, or do you currently hold, a home inspector license in any other jurisdiction? *If yes, submit an official licensing certification (licensure history with the state seal) from each authority. You may use the Certification of License History form found in the candidate handbook.*
5. Have you been denied a professional license or permit or the privilege of taking an examination? *If yes, submit a copy of the denial letter and/or statement of discipline.*
6. Have you ever had a professional license or permit disciplined in any way by any licensing authority in Illinois or any other state/jurisdiction? *If yes, submit a copy of the denial letter and/or statement of discipline.*
7. Have you ever been discharged other than honorable from the armed service or from a city, county, state or federal position? *If yes, submit a DD-214 if discharged other than honorably from a city, county, state or federal position; submit all documentation regarding discipline.*
8. Are you more than 30 days in arrears on any court-ordered child support payments? *If yes, submit a statement concerning your arrearage, an official court docket which shows the payment schedule or any change in the original court order, and/or an official copy of an order issued by the Illinois Department of Public Aid concerning your arrearage which would outline a payment agreement.*
9. Are you in arrears on any state taxes due to the Illinois Department of Revenue? *If yes, submit a statement concerning your arrearage and an official document issued by the Illinois Department of Revenue concerning your arrearage and your payment agreement.*
10. Are you in arrears on any student loan acquired through the Illinois Student Assistance Commission? *If yes, submit a statement concerning your arrearage and an official document issued by the Illinois Student Assistance Commission concerning your arrearage and your payment agreement.*

You will also be required to answer a short series of questions regarding the Assessment Center facilities.

■ Your Score Report

After you have completed the examination, you will be instructed to report to the examination proctor to receive your score report. When you receive your score report, it will reflect either a “pass” or a “fail.” Your pass/fail status is determined by whether you provided enough correct answers to meet or exceed the passing point for the examination. A panel of experts established the passing

point authorized by the DFPR. This passing point was established by a commonly accepted criterion referenced methodology that ensures that passing candidates have demonstrated an appropriate level of knowledge to warrant an inspector license in Illinois.

If you pass the examination, you will receive a score report/licensure application. If you answer “yes” to any candidate screening question, 2-10, you must follow the license instructions and provide any required documentation when you submit your application for licensure.

If you fail the examination, you will receive a diagnostic score report showing your percentage score on the examination. Your score report will also show your scores on major content areas of the examination. To reregister for the examination, call AMP or visit www.goAMP.com (if payment is made by credit card) or submit a new completed registration form (if payment is made by cashier's check or money order). There is no limit to the number of times you may take the examination.

■ Score Averaging

It is important to keep in mind that your total score on the examination is not the average of the subscores provided for each of the major content areas. This is because some content areas contain larger numbers of questions than others. Your total percentage score reflects the number of questions that you answered correctly divided by the total number of questions.

■ Duplicate Score Report

Candidates may purchase additional copies of their score reports at a cost of \$25 per copy. Requests must be submitted to AMP, in writing. Complete the request form on page 13 of this handbook and submit it with the required fee payable to AMP. Duplicate score reports will be processed and mailed within approximately two weeks following receipt of the request.

LICENSE APPLICATION INSTRUCTIONS

After you have passed the Home Inspector Examination for Illinois, you must follow the directions provided on your passing score report/license application. The licensure process cannot begin until you have passed the examination and received a passing score report from AMP. Licensure application materials must be submitted to:

AMP
P.O. Box 8496
Springfield, IL 62791

REFERENCES

References that may be useful to help you prepare for the examination are listed at www.homeinspectionexam.org.

ILLINOIS HOME INSPECTOR EXAMINATION APPLICATION

To apply for the Home Inspector Examination for Illinois, register online at www.goAMP.com or contact AMP toll-free at 800/345-6559. If you are paying the examination by cashier's check or money order, complete this form and mail it to AMP, 18000 W. 105th Street, Olathe, KS 66061-7543. You may also fax this form with credit card information to 913/895-4651.

1. NAME _____
Last Name First Name Middle Initial

2. MAILING ADDRESS _____
Number, Street and Apartment Number

City State Zip Code

3. TELEPHONE NUMBER (_____) _____ - _____ FAX NUMBER (_____) _____ - _____
Daytime Telephone (Complete only if faxing form to AMP.)

4. SOCIAL SECURITY NUMBER _____ - _____ - _____

5. BIRTH DATE _____ - _____ - _____
Month Day Year

6. E-MAIL ADDRESS _____

7. I have successfully completed 60 hours of pre-license education from an education provider approved and licensed by DFPR. (Original transcript is required for admission to the examination.)

8. EXAMINATION FEE – \$125
Payment may be made by credit card, cashier's check or money order made payable to AMP.
If payment is made by credit card, complete the following and fax this form to 913/895-4651.

VISA MasterCard American Express Discover

Credit Card Number Expiration Date

Name on Card Signature

9. SIGNATURE AND DATE

I have read and understand the information provided in the Candidate Handbook, and the information I have provided in this registration form is true and complete to the best of my knowledge.

Yes No

Signature: _____ Date: _____

Mail this form with cashier's check or money order.
Fax this form if payment is made by credit card.
AMP Examination Services
Home Inspector Examination for Illinois
18000 W. 105th Street
Olathe, KS 66061-7543
Fax: 913/895-4651



REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-Related Needs on the reverse side so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for examination accommodations will be treated with strict confidentiality.

Candidate Information

Social Security # _____ - _____ - _____ Requested Assessment Center: _____

Name (Last, First, Middle Initial, Former Name)

Mailing Address

City State Zip Code

Daytime Telephone Number

Special Accommodations

I request special accommodations for the _____ examination.

Please provide (check all that apply):

- Special seating or other physical accommodation
- Reader
- Extended examination time (time and a half)
- Distraction-free room
- Other special accommodations (Please specify.)

Comments: _____

Signed: _____ Date: _____

**Return this form with your examination application and fee to:
Candidate Support Center, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543.
If you have questions, call the Candidate Support Center at 913/895-4600.**



DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that AMP is able to provide the required test accommodations.

Professional Documentation

I have known _____ since ____ / ____ / ____ in my capacity as a
Examination Candidate Date

Professional Title

The candidate discussed with me the nature of the examination to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

Description of Disability: _____

Signed: _____ Title: _____

Printed Name: _____

Address: _____

Telephone Number: _____ E-mail Address: _____

Date: _____ License # (if applicable): _____

**Return this form with your examination application and fee to:
Candidate Support Center, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543.
If you have questions, call the Candidate Support Center at 913/895-4600.**

Mail your completed form and correct fee to:
AMP/Home Inspector, 18000 W. 105th Street, Olathe, KS 66061-7543

DUPLICATE SCORE REPORT REQUEST FORM FOR ILLINOIS HOME INSPECTOR

DIRECTIONS: Use this form to request a duplicate score report. Complete all requested information. Please include a check or money order for \$25. Duplicate score reports will be processed and mailed within approximately two weeks following receipt of the request.

Name: _____ Social Security #: _____

Address: _____

_____ Daytime Phone: _____

Examination Taken: Home Inspector Examination for Illinois

Examination Date: _____ Assessment Center: _____

I hereby authorize AMP to send me a duplicate of my examination results.

Signature: _____ Date: _____

HOME INSPECTOR EXAMINATION CONTENT OVERVIEW

The first four categories of this outline are based on a formal role delineation study conducted by the National Home Inspector Examination (NHIE) that defines the profession as practiced in the field. Home inspector subject matter experts from a variety of practice specialties and geographic areas contributed to the study, and home inspectors from throughout the nation then reviewed the study via a statistically valid survey. The resulting content areas and their associated knowledge and skill requirements

serve as the “blueprint” for the NHIE. The percentage of questions on the exam for each content area is indicated below.

This document, based on the role delineation study, is intended to provide home inspectors with topics for study that may appear on the NHIE. The fifth category covers Illinois law and rules as noted. The contents of this document are neither a complete listing of all topics covered by the examination nor all skills necessary to perform a competent inspection.

1. Inspection Methods (26%)

Task 1: Sensory Observation

Seeing, smelling, touching, and hearing observed components during the course of inspections.

- a. Exterior systems
- b. Structural systems
- c. Roofing systems
- d. Electrical systems
- e. Heating and cooling systems
- f. Insulating and ventilation systems
- g. Plumbing systems
- h. Interior systems
- i. Fireplace and chimney systems

Task 2: Measurement Methods

Using instruments to determine or quantify conditions.

- a. Exterior systems
- b. Structural systems
- c. Roofing systems
- d. Electrical systems
- e. Heating and cooling systems
- f. Insulating and ventilation systems
- g. Plumbing systems
- h. Interior systems
- i. Fireplace and chimney systems

Task 3: Additional Methods

Using probes, disassembly, or other processes to determine the condition of not-readily-accessible systems and components.

- a. Exterior systems
- b. Structural systems
- c. Roofing systems
- d. Electrical systems
- e. Heating and cooling systems
- f. Insulating and ventilation systems
- g. Plumbing systems
- h. Interior systems
- i. Fireplace and chimney systems

2. Building Systems (37%)

Task 1: Exterior Systems

- a. Vegetation, grading, drainage, and retaining walls
 1. Common retaining wall types, materials, applications, installation methods, construction techniques, and clearance requirements
 2. Common grading/drainage system types, materials, applications, installation methods, and construction techniques
 3. Typical defects
 4. Typical vegetation and landscape conditions and maintenance practices and how they may affect the building
 5. Maintenance concerns and procedures
 6. Safety issues, applicable standards, and appropriate terminology
- b. Driveways, patios, and walkways
 1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical defects
 3. Maintenance concerns and procedures
 4. Safety issues, applicable standards, and appropriate terminology
- c. Decks, balconies, stoops, stairs, steps, porches, and applicable railings
 1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical defects (e.g., flashing, attachment issues, railing)
 3. Maintenance concerns and procedures
 4. Safety issues, applicable standards, and appropriate terminology
- d. Wall cladding, flashing, trim, eaves, soffits, and fascia
 1. Common types (e.g. plywood, aluminum cladding, step flashing, composite siding, SIPS, EIFS)
 2. Typical defects (e.g., nailing, water absorption)
 3. Appropriate tools and their uses (e.g., probe, awl, moisture meter)
 4. Maintenance concerns and procedures
 5. Safety issues, applicable standards, and appropriate terminology



- e. Exterior doors and windows
 - 1. Common door and window types, materials, applications, installation methods, and construction techniques
 - 2. Typical defects
 - 3. Appropriate tools and their uses (e.g., probe, awl, moisture meter)
 - 4. Safety issues, applicable standards, appropriate terminology, and glazing requirements (e.g., egress requirements)

Task 2: Structural Systems

- a. Foundation
 - 1. Common foundation types, materials, applications, installation methods, and construction techniques
 - 2. Typical foundation system modifications, repairs, upgrades, and retrofits methods and materials
 - 3. Common foundation conditions and defects (e.g., cracks, settlement) and their common causes and effects
 - 4. Soil types and conditions and how they affect foundation types
 - 5. Applied forces and how they affect foundation systems (e.g., wind, seismic, loads)
 - 6. Safety issues, applicable standards, and appropriate terminology
- b. Floor structure
 - 1. Common floor system types (e.g., trusses, concrete slabs), materials, applications, installation methods, and construction techniques
 - 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 - 3. Typical defects (e.g., improper cuts and notches in structural members)
 - 4. Limitations of framing materials (e.g., span)
 - 5. Applied forces and how they affect floor systems (e.g., wind, seismic, loads)
 - 6. Safety issues, applicable standards, and appropriate terminology
- c. Walls and vertical support structures
 - 1. Common types, materials, applications, installation methods, and construction techniques
 - 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 - 3. Typical defects
 - 4. Seismic and wind-resistant construction methods and hardware
 - 5. Fire blocking
 - 6. Safety issues, applicable standards, and appropriate terminology
- d. Ceilings
 - 1. Common ceiling structure types, materials, applications, installation methods, and construction techniques
 - 2. Acceptable truss and ceiling structural-member modifications, repairs, upgrades, and retrofits methods and materials
 - 3. Typical defects

- 4. Limitations of framing materials (e.g., span)
- 5. Applied forces and how they affect ceiling structures (e.g., wind, seismic, loads)
- 6. Safety issues, applicable standards, and appropriate terminology

Task 3: Roofing Systems

- a. Roofs
 - 1. Common roof structure types, materials, applications, installation methods, and construction techniques
 - 2. Typical roof structure modifications, repairs, upgrades, and retrofits methods and materials
 - 3. Typical defects
 - 4. Limitations of framing materials (e.g., span)
 - 5. Seismic and wind-resistant construction and hardware
 - 6. Insufficient ventilation and how it affects roof structures
 - 7. Applied forces and how they affect roof structures (e.g., wind, seismic, loads)
 - 8. Cathedral ceilings and how they affect roof framing
 - 9. Maintenance concerns and procedures
- b. Roof covering
 - 1. Common roof-covering types, materials, applications, installation methods, construction techniques, and manufacturing requirements
 - 2. Typical roof covering repair methods and materials
 - 3. Typical defects
 - 4. Characteristics of different roofing materials
 - 5. Deck and sheathing requirements for different types of roof coverings
 - 6. Maintenance concerns and procedures
 - 7. Safety issues, applicable standards, and appropriate terminology
- c. Roof drainage systems
 - 1. Common drainage system types, materials, applications, installation methods, and construction techniques
 - 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 - 3. Typical defects (e.g., ponding, improper slopes, disposal of water run-off)
 - 4. Maintenance concerns and procedures
 - 5. Safety issues, applicable standards, and appropriate terminology
- d. Flashings
 - 1. Common types, materials, applications, installation methods, and construction techniques
 - 2. Typical defects
 - 3. Purpose of roof flashing
 - 4. Maintenance concerns and procedures
 - 5. Safety issues, applicable standards, and appropriate terminology
- e. Skylights and other roof penetrations
 - 1. Common skylight and other roof penetration types, materials, applications, installation methods, and construction techniques

2. Typical defects
3. Maintenance concerns and procedures
4. Safety issues, applicable standards, and appropriate terminology

Task 4: Electrical Systems

- a. Service drop of service lateral, service equipment, and service grounding
 1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects (e.g., water and rust in panel equipment, height)
 4. Electrical service capacity
 5. Service grounding and bonding
 6. Maintenance concerns and procedures
 7. Safety issues, applicable standards, and appropriate terminology
- b. Interior components of service panels and subpanels
 1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects
 4. Main disconnects
 5. Panel grounding and subpanel neutral isolation
 6. Panel wiring
 7. Overcurrent protection devices
 8. Function of circuit breakers and fuses
 9. Maintenance concerns and procedures
 10. Inspection safety procedures
 11. Safety issues, applicable standards, and appropriate terminology
- c. Wiring systems
 1. Common types, materials, applications, and installation methods
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects
 4. Problems with aluminum wire
 5. Obsolete electrical wiring system
 6. Maintenance concerns and procedures
 7. Safety issues, applicable standards, and appropriate terminology
- d. Devices, equipment, and fixtures (e.g., switches, receptacles, lights)
 1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects
 4. Equipment grounding
 5. Wiring, operation, location of typical devices and equipment (e.g., air conditioners, GFCI, arc fault)
 6. Maintenance concerns and procedures

7. Safety issues, applicable standards, and appropriate terminology

Task 5: Heating and Cooling Systems

- a. Heating and cooling
 1. Typical defects
 2. Theory of refrigerant cycle (latent and sensible heat)
 3. Theory of heat transfer and how it takes place in different heating system types
 4. Theory of equipment sizing
 5. Methods of testing the systems
 6. Performance parameters
 7. Condensate control and disposal
 8. Byproducts of combustion, their generation, and how and when they become a safety hazard
 9. Maintenance concerns and procedures
 10. Safety issues, applicable standards, and appropriate terminology
- b. Distribution systems
 1. Common distribution system types, materials, applications, installation methods, and construction techniques
 2. Typical defects
 3. Methods of testing the system
 4. Maintenance concerns and procedures
 5. Safety issues, applicable standards, and appropriate terminology
- c. Venting systems
 1. Common venting system types, materials, applications, installation methods, and construction techniques
 2. Typical defects
 3. Theory of venting
 4. Equipment sizing
 5. Safety issues, applicable standards, and appropriate terminology

Task 6: Insulating and Ventilating Systems

- a. Thermal insulation
 1. Common thermal insulation types, materials, applications, installation methods, and construction techniques
 2. Typical defects
 3. Theory of heat transfer and energy conservation
 4. Performance parameters (e.g., R-value)
 5. Maintenance concerns and procedures
 6. Safety issues, applicable standards, and appropriate terminology
- b. Moisture management
 1. Common vapor retarder types, materials, applications, installation methods and construction techniques
 2. Typical defects
 3. Theory of moisture generation and movement
 4. Performance parameters
 5. Vapor pressure and its effects
 6. Theory of relative humidity



7. Effects of moisture on building components, occupants, and indoor air quality
 8. Moisture control systems
 9. Appearance or indications of excessive moisture
 10. Likely locations for condensation to occur
 11. Maintenance concerns and procedures
 12. Safety issues, applicable standards, and appropriate terminology
- c. Ventilation systems of attics, crawl spaces, roof assemblies, and interior spaces
1. Common types, materials, applications, installation methods and construction techniques
 2. Typical ventilation defects and how they affect buildings and people
 3. Theory of air movement
 4. Theory of relative humidity
 5. Air movement in building assemblies
 6. Inter-dependence of mechanical systems and ventilation systems
 7. Appliance vent systems requirements (e.g., dryers, range hoods)
 8. Screening, sizing, and location requirements for vent openings
 9. Maintenance concerns and procedures
 10. Safety issues, applicable standards, and appropriate terminology
- Task 7: Plumbing Systems*
- a. Water supply distribution system
1. Common water distribution types, materials, applications, installation methods, and construction techniques
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects (e.g., cross-connection, back flow)
 4. Common water pressure/flow problems and how they affect the water distribution system
 5. Pipe deterioration issues (e.g., PVC, galvanized, brass)
 6. Maintenance concerns and procedures
 7. Safety issues, applicable standards, and appropriate terminology
- b. Fixtures and faucets
1. Common fixture and faucet types, materials, applications, installation methods, and construction techniques
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
 3. Typical defects (e.g., cross-connection, back flow)
 4. Maintenance concerns and procedures
 5. Safety issues, applicable standards, and appropriate terminology
- c. Drain, waste, and vent systems
1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical modifications, repairs, upgrades, and retrofits methods and materials
3. Typical defects
 4. Theory and usage of traps and vents
 5. Acceptable piping, materials, and applications
 6. Indications of defective venting or drain slope
 7. Identification of public or private disposal (when possible)
 8. Joining dissimilar pipe materials
 9. Proper support spacing
 10. Maintenance concerns and procedures
 11. Safety issues, applicable standards, and appropriate terminology
- d. Water heating systems
1. Common types, materials, applications, installation methods, and construction techniques (e.g., instant, tankless, indirectly heated)
 2. Typical water heater defects (e.g., improper vent/flue materials, condition, unsafe locations, connections)
 3. Accessory items (e.g., drainpans, seismic restraints)
 4. Connections to and controls for energy source
 5. Combustion air requirements
 6. Maintenance concerns and procedures
 7. Safety issues, applicable standards, and appropriate terminology
- e. Fuel storage and fuel distribution systems
1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical defects
 3. Defects in above-ground oil/gas storage tanks
 4. Fuel leak indications, repairs, and remediation methods
 5. Basic components of gas appliance valves and their functions
 6. Tank restraints and supports
 7. Underground storage tank indicators and reporting requirements
 8. Maintenance concerns and procedures
 9. Safety issues, applicable standards, and appropriate terminology
- f. Drainage sumps, sump pumps, sewage ejection pumps, and related piping
1. Common types, materials, applications, installation methods, and construction techniques
 2. Typical defects
 3. Sump pump location significance
 4. Pump discharge location significance
 5. Wiring installation methods
 6. Maintenance concerns and procedures
 7. Safety issues, applicable standards, and appropriate terminology
- Task 8: Interior Systems*
- a. Walls, ceiling, floors, doors, and windows
1. Types of defects in interior surfaces not caused by defects in other systems
 2. Typical defects in interior surfaces caused by defects in other systems

3. Safety issues, applicable standards, and appropriate terminology
- b. Walls, ceiling, floors, doors, windows, and related fire/life safety equipment
 1. Common wall, ceiling, floor, door, and window types, materials, applications, installation methods and construction techniques
 2. Typical defects
 3. Egress requirements
 4. Applicable fire/safety and occupancy separation requirements (e.g., smoke detectors, window bars, ladders, firewalls, fire doors, and penetrations)
 5. Operation of windows, doors, window bars, and other fire/life safety equipment and components
 6. Maintenance concerns and procedures
 7. Safety issues, applicable standards, and appropriate terminology
- c. Steps, stairways, landings, and railings
 1. Common step, stairway, landing, and railing types, materials, applications, installation methods and construction techniques
 2. Typical defects
 3. Maintenance concerns and procedures
 4. Safety issues, applicable standards, and appropriate terminology
- d. Installed countertops and cabinets
 1. Common cabinet and countertop types, materials, applications, installation methods and construction techniques
 2. Typical defects
 3. Maintenance concerns and procedures
 4. Safety issues, applicable standards, and appropriate terminology
- e. Garage doors and operators
 1. Common garage door and door operator types, materials, applications, installation methods and construction techniques
 2. Typical defects
 3. Maintenance concerns and procedures
 4. Safety issues, applicable standards, and appropriate terminology
4. Common direct-vent fireplace vent types, materials, applications, installation methods and construction techniques
5. Chimney terminations (e.g., spark arrestors)
6. Chimney height and clearance requirements
7. Theory of heat transfer and fire safety fundamentals
8. Effects of moisture and excessive heat on fireplaces
9. Fuel types and combustion characteristics
10. Typical defects
11. Combustion air supply requirements
12. Operation of equipment, components, and accessories
13. Maintenance concerns and procedures
14. Safety issues, applicable standards, and appropriate terminology

3. Reporting (25%)

Task 1: Distinguishing Characteristics

Describe building systems and components in accordance with the agreement with the client by documenting distinguishing characteristics (e.g., type, size, location) and inspection methods (when necessary) to inform the client.

- a. Knowledge of:
 1. Minimum and critical information required in an inspection report (e.g., property data, participants, weather conditions, inspection methods, systems and components inspected, findings)
 2. Distinguishing characteristics of system or component (e.g., type, size, location)
- b. Skill in:
 1. Documenting distinguishing characteristics (e.g., type, size, location)
 2. Documenting inspection methods, limitations, and restrictions to inspection

Task 2: Condition

Communicate in writing the condition of systems and components to inform the client.

- a. Knowledge of terminology for describing findings and defects
- b. Skill in:
 1. Documenting findings and defects clearly and completely
 2. Documenting evidence of an adverse condition even if the evidence is not conclusive
 3. Documenting notification to third parties about unsafe conditions that required immediate action, if any
 4. Documenting limitations and restrictions

Task 3: Action/Consequence

Document the need for correction or additional evaluation in order to inform the client.

- a. Knowledge of consequences associated with property defects

Task 9: Fireplace and Chimney Systems

- a. Fireplaces, solid-fuel burning appliances, chimneys, and vents
 1. Common manufactured fireplaces and solid-fuel burning appliance types, materials, applications, installation methods and construction techniques
 2. Common manufactured fireplaces and solid-fuel burning appliance chimney, vent connector, and vent types, materials, applications, installation methods and construction techniques of direct-vent and non-vented fireplaces
 3. Common masonry fireplace types, materials, applications, installation methods and construction techniques

- b. Skill in describing clearly and completely a recommendation based on the inspection findings

4. Professional Practice (4%)

Task 1: Elements of the inspection contract

- a. Knowledge of:
 - 1. Purpose of a contract
 - 2. Elements of a contract

Task 2: Third-party stakeholders with financial or technical interests (e.g., lenders, sellers, builders, code officials)

Knowledge of:

- a. Nature of conflict of interest among third parties
- b. Appropriate protocols for disclosing inspection information to third parties

Task 3: Conditions of immediate safety concern

Knowledge of:

- a. The duty to inform parties at risk of immediate life-threatening conditions
- b. The duty to inform the client of the disclosure to others of immediate life-threatening conditions

Task 4: Inspector financial responsibilities

Knowledge of types of business insurance (e.g., errors and omissions, general liability, bonding)

Task 5: Professional conduct

Knowledge of:

- a. Fundamental legal concepts (e.g., fiduciary responsibility, contractual responsibility, liability, negligence, due diligence)
- b. Need to disclose and document conflicts of interest of the home inspector
- c. Inspector behavior that adversely affects concerned parties (e.g., harassment, racism, libel, slander)
- d. Methods for responding to a complaint
- e. Boundaries of personal expertise and professional scope of practice

5. Illinois Law and Rules (8%)

Task 1: Home Inspector License Act, 225 ILCS 441

Task 2: Administrative Rules

CERTIFICATION BY LICENSING AGENCY/BOARD

Illinois Department of Financial and Professional Regulation
COMPLETE ONLY IF YOU ARE/WERE LICENSED IN ANOTHER STATE

APPLICANT: Complete this section only. Forward it to the state from which you are requesting certification by a licensing agency/board. Contact certifying state for appropriate fee. You are authorized to photocopy this form as necessary.

1. Name: Last First M.I.	6. Indicate Profession Name for which you are applying
2. Date of Birth: Month Day Year	7. Applicant's Telephone Number ()
3. Social Security Number	8a. License Number
4. Street Address	8b. Name of Profession as it appears on license from the state to which this form is being forwarded
City State Zip Code	8c. Issuance Date of License
5. Maiden or Given Surname	

I hereby authorize _____ (Name of state licensing agency or board) to furnish the Bureau of Real Estate Professions, Department of Financial and Professional Regulation, the information requested below.

Signature of Applicant _____ Date _____

LICENSING AGENCY: Other forms of certification will be accepted, provided all applicable information requested on this form is contained in the certification. Return completed form directly to the applicant.

A. Name of Profession as it appears on license	F. Reciprocal Registration This state <input type="checkbox"/> does <input type="checkbox"/> does not have a reciprocal agreement with Illinois.
B. License Number	G. Is there now or has there ever been any disciplinary action commenced against the applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No
C. Issuance Date of License	H. If "G" is answered yes, have there ever been any formal sanctions imposed against the applicant's license as a matter of public record including but not limited to fine, reprimand, probation, censure, revocation, suspension, surrender, restriction or limitation? (If yes, attach a certified copy of disciplinary action.) <input type="checkbox"/> Yes <input type="checkbox"/> No
D. Expiration Date of License	
E. Current License Status: <input type="checkbox"/> Active <input type="checkbox"/> Lapsed <input type="checkbox"/> Inactive Other (Explain)	

CERTIFICATION OF LICENSE

I certify that the information contained herein is true and correct according to the official records of this state.

Signature _____	Agency/Board Street Address, City, State, Zip Code, Telephone
Print Name _____	_____
Title _____	_____
Date _____	_____

EMBOSSSED SEAL



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