



**NJ ACADEMY**  
**of HOME INSPECTORS**  
23 Clyde Rd Suite 201  
Somerset NJ 08873  
(732) 649-3141 - [info@nj-ahi.com](mailto:info@nj-ahi.com)

## **STUDENT FIELD MENTORSHIP AGREEMENT**

Student Name: \_\_\_\_\_ Student SS Number (LAST 4): \_\_\_\_\_

Before their first training inspection, STUDENTS are required to read and adhere to both the N.J. Admin Code § 13:40-15.16 and the NJAHI® Student Field Mentoring Guidelines provided below. A link to N.J. Admin Code § 13:40-15.16 can be found on our Field Mentoring page at <https://nj-ahi.com/field-mentorship/>. This page must also be read in its entirety & adhered to, as it contains additional information regarding the NJAHI® Student Field Mentoring Program and submission of field training reports. Failure to follow the N.J. ADMIN CODE § 13:40-15.16 & the NJAHI® STUDENT FIELD MENTORING GUIDELINES on any field training inspection is grounds for removal from the program.

### **NJAHI® Student Field Mentoring Guidelines**

1. All inspections are subject to cancellation; this does not happen often but does happen for various reasons and is beyond the control of the school. **It is the STUDENTS responsibility to check [SuperSaas.com](https://www.super-saas.com) the DAY OF THE INSPECTION to ensure that the inspection is still scheduled.**
2. STUDENTS are required to have a trial copy of a report writing software downloaded and ready for use. They must also bring a flashlight, camera (cell phone/tablet can be used), and GFCI outlet tester. **STUDENTS ARE RESPONSIBLE FOR TAKING THEIR OWN INSPECTION PICTURES.**
3. STUDENTS should arrive at least 10-15 minutes before the inspection is scheduled. STUDENTS should wait in their car until the Inspector arrives. **STUDENTS ARE NOT TO APPROACH CLIENT OR REALTOR UNTIL INSPECTOR ARRIVES.**
4. **PARKING – STUDENTS SHOULD NOT PARK IN FRONT OF HOME.** Spots are reserved for the inspector (who works out of their truck) the client(s) and realtor(s).
5. STUDENT is responsible for obtaining the buyer's name at the time of inspection. This information is required for your NJ license application. **THIS SHOULD BE OBTAINED FROM THE INSPECTOR ONLY. STUDENTS SHOULD NOT ask the client or realtor for any information.**
6. **STUDENTS SHOULD NOT** talk to the real estate agents, buyers or sellers unless told to do so. STUDENTS shouldn't be answering questions about the home inspection while shadowing. It is important to learn as much as you can and talking to the clients about the inspection can disrupt



the inspector while on the job. Please refer all questions to the inspector if you are questioned by clients.

7. If a STUDENT needs to cancel their reservation for any reason they must cancel it in SuperSaas. If they are cancelling **THE DAY OF** the inspection, they **MUST notify the Inspector via PHONE/TEXT and cancel in SuperSaas**. If a STUDENT does not show up for their reservation 2 times **WITHOUT NOTIFYING ANYONE**, they will lose all credits and will be unable to reserve inspections on their own. STUDENTS will then have to email a request to [training@nj-ahi.com](mailto:training@nj-ahi.com) to make a reservation from that point on. Should the STUDENT not show up for a schedule inspection a third time **WITHOUT NOTIFYING ANYONE** that will be grounds for removal from the Field Mentoring Program.
8. A Training Report must be completed that meets the requirements of the N.J. Home Inspector Standards of Practice (N.J. A.C.13:40-15.2.) for each inspection. It should be noted that each training report must include the STUDENTS NAME, FULL SITE ADDRESS (of home inspected), DATE OF INSPECTION & the CLIENTS NAME. Once the report is received the STUDENT will receive a replacement credit in SuperSaas to schedule another inspection. All training reports should be sent via email and should be attached to [training@nj-ahi.com](mailto:training@nj-ahi.com). Reports that have a downloadable link will not be accepted all report must be attached to email in a pdf format.
9. STUDENTS should follow the Inspector's direction throughout the inspection process. Only assist with the inspection at his explicit request. STUDENTS should work with or behind the inspector NOT in FRONT.
10. STUDENTS acknowledges that attendance of this field training is done at STUDENTS own risk and agrees to follow safe inspection practices.
11. STUDENTS are not allowed to climb ladders or put themselves in an unsafe situation. **If a STUDENT does climb a ladder, it is at their own risk**. If STUDENT feels they are in an unsafe situation, then they should immediately stop what they are doing and remove themselves from that area/situation.
12. STUDENTS must return all systems and components to their original position/status before they leave the location. This includes restoring thermostat settings, **GFCI outlets, panel covers**, furnishings, clothes, belongings, etc.
13. STUDENTS MUST clean any spills, dirt, messes that they make at the location before leaving the location.
14. STUDENTS ARE PROHIBITED FROM smoking, eating, drinking, or making/receiving phone calls while present at the inspection site.
15. STUDENTS SHALL NOT request business cards from realtors, provide their own business cards to them, or exchange any other form of information. The realtor serves as the FIELD TRAINER'S primary point of contact. Allowing STUDENTS to attend inspections is a courtesy

extended by the FIELD TRAINER, and STUDENTS must understand that their presence is not for the purpose of marketing themselves or soliciting business.

- 16. STUDENTS are not permitted to fly drones during inspections.
- 17. Upon completion of their field training, it is the STUDENT's responsibility to fully complete the Direct On-Site Supervision form ('page 9') and ensure it is signed for field training inspections conducted with EACH TRAINING INSTRUCTOR (FTI).
- 18. **NJAHl® has a ZERO tolerance for the use of Alcohol or Drugs.** If a STUDENT is found to be under the influence of Alcohol or Drugs during an inspection they will immediately be removed from the program. No exceptions.

Hours credited towards the forty (40) hour requirement is dependent upon time spent completing a home inspection as defined by NJ Admin Code Section 13:40-15.2 (4). To receive credit for training inspections, students must submit a training report for each inspection completed. For licensing, students will need to include 3 to 6 of these training reports with their application.

**Duration**

STUDENT understands that they have six (6) months from the time they receive access to the Field Training Online Scheduler to complete their field mentoring inspections. All STUDENTS will receive an additional three (3) month grace period to complete their required training inspections. During the three (3) month grace period, students will be required to pay \$50 per inspection. If after nine (9) months from the time STUDENT has received access to the Field Training Online Scheduler, the STUDENT still has not completed the Field Mentoring Training Program, they will receive an incomplete. Any requests for extensions must be made in writing prior to the end of their three (3) month grace period and will be reviewed on a case-by-case basis.

By signing below, the STUDENT agrees to abide by the NJAHl Field Mentoring Guidelines outlined above, the N.J. Admin Code § 13:40-15.1, and the guidelines found at <http://nj-ahi.com/field-mentorship/>. Additionally, the STUDENT commits to maintaining confidentiality regarding the defects observed and reported in the subject homes.

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**STUDENT's Signature**

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**Date**

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**School Official Signature**

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**Date**

