



**STUDENT REGISTRATION**

Student Name: \_\_\_\_\_ FULL Student SS Number: \_\_\_\_\_

Student Address: \_\_\_\_\_ Town: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Student DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Telephone Number: \_\_\_\_\_ Race: \_\_\_\_\_

Student Email: \_\_\_\_\_

Highest Level Education: \_\_\_\_\_ Sex:  Male  Female

**PROGRAM TITLE: HOME INSPECTION CERTIFICATION PROGRAM**

This fulfills the 180-hour training requirement required for licensing as an NJ. Home Inspector as governed by NJ. Administrative Code Title 13 Law and Public Safety Chapter 40 Subchapter 15 Home Inspection Advisory Committee Sub Section 6.

**PROGRAM SCHEDULE**

Sunday 9:00 am – 5:30 pm  
 Monday & Wednesday 6:00 pm – 10:00 pm

Current schedules & starting dates of the ten-week classroom training periods can be found at: [NJ-AHI.com](http://NJ-AHI.com).

Course Start Date: \_\_\_\_\_ Course End Date \_\_\_\_\_

There is a non-refundable registration fee of **\$195.00**. The tuition will cover the entire Program, including the cost of the textbook. The STUDENT is responsible for a **minimum payment of \$995** payable on or before the first day of the first module. **Accepted forms of payment include Cash, Venmo, Personal Checks, and all Major Credit Cards. Credit card payments may have additional fees associated with them.**

<b>Total Cost:</b>	
<b>Payment Received:</b>	
<b>Payment Owed:</b>	

While **NJ Academy of Home Inspectors (NJAHI®)** sends out weekly payment reminders, it is the STUDENTS responsibility to ensure they are making payments according to the below **Tuition Payment Guidelines**. If the STUDENT opts to make payments, the below Tuition Payment Guideline must be followed and is **strictly enforced on the balance owed after the minimum payment is made.**

**TUITION PAYMENT GUIDELINES**

End of week 3 – 25% of tuition paid
End of week 5 – 50% of tuition paid
End of Week 8 – 75% of tuition paid
End of Week 10 – 100% of tuition paid



If STUDENT fails to adhere to the Tuition Payment Requirement Guidelines, it WILL delay them from starting the field mentoring portion of the Program when eligible. If the STUDENT has started the field mentoring portion of the Program, nonpayment WILL result in the STUDENTS access to the field training online scheduler to become blocked and they will no longer be able to conduct training inspections until payment has been received. Failure to adhere to the payment requirement guidelines MAY also result in the STUDENT being suspended from attending classes until any payment(s) owed are received.

The tuition fee must be paid in full by the end of the course (**End of Course Date**) in order to receive course certificate(s) and to continue with the field mentorship program (if applicable). **STUDENTS lapsing in payment 45 days after the completion of the course end date will be removed from the Program and have their accounts submitted to a collection agency. All extenuating circumstances will be handled on a case-by-case basis.** The Program does not include tools or any additional application or exam fees, etc.

## **TUITION REFUND POLICY**

Should the STUDENTS enrollment be terminated, or should the STUDENT withdraw for any reason, all refunds must be made according to the below guidelines and Reimbursement Scale.

1. STUDENTS who wish to cancel their enrollment must do so in writing. The request must include the date of withdrawal and must be dated and signed by the STUDENT. This letter must be received within one week of the withdrawal (5 business days) to receive tuition reimbursement for that date. All financial obligations on the part of the school and the STUDENT will be calculated on the withdrawal date. It is the STUDENTS responsibility to withdraw officially from the school. Failure to withdraw formally may result in a breach of contract, dismissal, and additional financial obligations.
2. All monies will be refunded if the applicant is not accepted by the school or if the STUDENT cancels within three (3) business days after the enrollment agreement is signed by both parties.
3. Cancellation after the third (3rd) business day but before the first class will result in a refund of all monies paid, with the exception of the application and registration fees.
4. Withdrawal after attendance has begun is based on the below refund policy and the effective date of the withdrawal (modules taught).

## **NJAHl® REIMBURSEMENT SCALE**

IF WITHDRAWAL OR CANCELATION OCCURS	THE SCHOOL WILL RETAIN
After the start of the first module.	10% of the tuition
After the start of the second module.	20% of the tuition
After the start of the third module but prior to completion of the fifth module.	50% of the tuition
After the completion of the fifth module.	100% of the tuition

STUDENTS who fail to submit a letter of withdrawal will continue to have access to classes and will remain liable for the costs associated with these classes/modules, regardless of attendance, in accordance with the NJAHl® reimbursement scale. This reimbursement scale is determined by access to classes/modules rather than actual attendance. Furthermore, NJAHl® is not responsible for any STUDENT loans for any reason, including but not limited to withdrawal.

## **FIELD MENTORING**

The Field Mentoring Program was created under PL 1997 c.323 (C.45:8-61 et seq.) and is required under NJ. Home Inspection Licensing requirements. Home Inspector applicants must complete no less than (40) hours of unpaid, field-based inspections in the presence of and under the direct supervision of a NJ licensed home inspector.

NJAHl® will provide onsite supervision for the STUDENTS field training component of the course. No guarantee is made regarding the timeframe for completion of the required field hours, as it will be subject to the STUDENT and FIELD TRAINING INSTRUCTOR (FTI) availability. However, the NJAHl® will make every effort to help the STUDENT complete his/her fieldwork in a reasonable time period.

Request to attend an inspection must be made at least 24 hours beforehand. The FTI has sole discretion as to what inspections the STUDENT can attend. The STUDENT understands that all field training inspections are made by appointment ONLY and are subject to cancellation by the FTI or other parties for a variety of reasons which are



beyond the control of NJAHI®.

No guarantee is provided regarding the number of inspections that must be completed to meet the 40-hour requirements. NJAHI® does not provide preferential treatment to any STUDENT when scheduling field training inspections. **It is solely the STUDENT'S responsibility to check SuperSaas daily, ensure their availability, and schedule their field training inspections. NJAHI® shall not be liable if a STUDENT fails to attend field training inspections within the nine (9) month allotted time frame due to their unavailability.** This policy follows state guidelines and ensures equitable and unbiased treatment for all STUDENTS, without exception.

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 training reports with their application. STUDENT understands all field-based inspections must be conducted in the presence of and under the direct supervision of an NJ licensed home inspector who has been vetted and approved by NJAHI®.

The STUDENT acknowledges that attendance of this field training is done at the STUDENTS own risk and agrees to follow safe inspection practices and heed any warnings or advice provided by the inspector/instructor during the field sessions. The STUDENT also understands their position as an inspector-in-training and agrees to follow the inspector/instructor's direction and not interfere with the inspection process. The STUDENT agrees to address all attendees and the property with due respect and not take any liberties regarding the use of house facilities or features or offer advice or provide information about the inspection or property to any client, homeowner, agent or other parties during or after the inspection. The STUDENT agrees that they will not partake in ANY unsafe practices which may lead to their, or others, physical harm or damage to any property.

The STUDENT agrees to hold harmless the NJAHI® instructors, property owners, and any other inspection attendees for any incidents, accidents or bodily injuries that may occur associated with STUDENTS attendance at or travel to and from an inspection. Furthermore, the STUDENT agrees to indemnify the NJAHI® and the inspector/instructor for any claims that may be brought forth against the NJAHI®, the inspector/instructor and/or any affiliated entity resulting from STUDENT acts, omissions, or conduct, including, but not limited to, those alleging negligence or improper training.

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## **SCHOOL CLOSURES**

In the event of an unannounced school closure, STUDENTS enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the STUDENT from any available form of assistance. The contact number to call is (609) 292-4287. NJAHI® post-training placement information is available at [www.njtopps.com](http://www.njtopps.com). The STUDENT agrees to maintain regular attendance and abide by the rules and regulations of the school. The STUDENT understands that regular attendance is the obligation of the STUDENT, and the school's policy regarding absence and make-up, as stated in the school catalog, will apply. Violation of school rules and regulations may subject the STUDENT to removal from the Program.

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## **DURATION**

In order to receive a certificate(s) of completion, this school requires STUDENTS to be in attendance for a minimum of 140 hours of classroom training and 40 hours of unpaid field-based inspections. Failure to complete either will result in removal from the program and no certificates will be issued. If STUDENTS are removed from the program for any reason, they must reapply to reenter the program as a new STUDENT. Any classes missed can be made up during the next ten (10) week cycle immediately following the STUDENT **Course End Date**. This will be known as the STUDENT Make-Up Cycle. Any classes not made up within that time will result in an incomplete and will result in removal from the program. STUDENTS can apply for an extension, any request for extensions must be made in writing prior to the end of the STUDENTS Make-Up Cycle. All requests will be reviewed on a case-by-case basis.

The STUDENT understands that they will have six (6) months to complete the required 40 hours of unpaid field-based inspections. This timeframe will commence upon the successful completion of a minimum of 5 weeks of classroom training. This is to ensure the student receives the necessary training to perform home inspections, as they have no

prior experience. All STUDENTS will receive an additional three (3) month grace period to complete their required training inspections. During this grace period, STUDENTS will be required to pay \$50 per inspection. **If, after nine (9) months from the time access was granted to the Field Training Online Scheduler, the STUDENT has not completed the required 40 hours of unpaid field-based inspections, they will be removed from the program.** If STUDENTS are removed from the program for any reason, they must reapply to reenter the program as a new STUDENT. Any requests for extensions must be made in writing prior to the end of the three (3) month grace period and will be reviewed on a case-by-case basis. Extensions, if granted, will extend the time frame by three (3) months.

Please note that NJAHI® does not provide preferential treatment to any STUDENT when scheduling field training inspections. It is the STUDENTS responsibility to check SuperSaas daily and ensure their availability for field training inspections. **NJAHI® shall not be liable for any STUDENTS failure to attend field training inspections within their nine (9) month allotted time frame due to their unavailability.** This policy adheres to the state's guidelines and aims to be equitable and unbiased for all STUDENTS, **allowing no exceptions.**

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NJAHI® offers classes both in-person and online and may take photos and audio/video recordings for educational and other purposes. These materials are the property of NJAHI®. By signing, you consent to being recorded, release NJAHI® from any liabilities, and waive any rights to payment or inspection of these materials. If you wish to opt out, please email NJAHI® at [mail@nj-ahi.com](mailto:mail@nj-ahi.com) before your first class.

If attending remotely, the STUDENT agrees not to operate any motor vehicles or machinery during the course. The STUDENT must participate from a quiet, distraction-free environment. No photos or recordings are permitted, and all PowerPoint presentations remain the exclusive property of the NJAHI®. These materials may not be published, copied, or disseminated without prior written consent from NJAHI®.

The STUDENT acknowledged being afforded the opportunity to review the course catalog prior to signing this contract. The school catalog can be downloaded at <https://nj-ahi.com/school-catalog/> or a copy can be obtained by contacting NJAHI® at [info@nj-ahi.com](mailto:info@nj-ahi.com).

STUDENT acknowledges that prior to applying for a Home Inspector license under NJSA 48:868c(1), they must have a High School Diploma or GED. Additionally, STUDENT understands that US citizenship is required prior to applying for licensure as a Home Inspector and proof may be requested. STUDENT is aware that a felony conviction may disqualify them from becoming licensed home inspectors. It is the STUDENT'S responsibility to contact the Home Inspection Advisory Committee to determine if such a conviction will exclude them from becoming a licensed home inspector.

The STUDENT, by signing this contract, affirms that this agreement and the school catalog contain all commitments made and that no other promises exist outside of these documents. The STUDENT confirms having read, understood, and agreed to all terms and conditions of this contract. The school's signature on this contract serves as official confirmation that the STUDENT is approved for the specified Program(s). This agreement becomes legally binding three business days after it is signed by both parties. The school will keep a copy of this agreement and will furnish the STUDENT with a copy for their records.

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**STUDENTS Signature**

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**Date**

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**School Official Signature**

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**Date**