



# NJ ACADEMY of HOME INSPECTORS

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## **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 Field Training Instructors (FTI) onsite instructions, N.J. ADMIN CODE § 13:40-15.16 or 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.supersaas.com) the DAY OF THE INSPECTION to ensure that the inspection is still scheduled.**
- 2) **STUDENT** should bring Notebook, Pen, **Flashlight, Camera & GFCI Outlet Tester** **\*\*STUDENTS ARE RESPONSIBLE FOR THEIR OWN INSPECTION PICTURES\*\***
- 3) **STUDENT** should arrive at least 15-20 minutes before the inspection is scheduled. **STUDENTS arriving late reflects badly on the school, the FTI company, and is disruptive to the inspection.** STUDENTS should make sure they allow adequate travel time. **THOSE STUDENTS WHO ARRIVE LATE FOR AN INSPECTION WILL BE ASKED TO LEAVE.**
- 4) STUDENT should wait in their car until the FTI arrives. **STUDENTS ARE NOT TO APPROACH CLIENT OR REALTOR.**
- 5) **PARKING – STUDENTS SHOULD NOT park in front of the home.** Spots are reserved for the FTI, the clients, realtors, workers etc.
- 6) **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 FTI ONLY! STUDENT SHOULD NOT** ask client or realtor for any information.
- 7) **STUDENT 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 FTI while on the job. Please refer all questions to the FTI if you are questioned by clients.



- 8) If a **STUDENT** needs to cancel their reservation for any reason they must cancel it in SuperSaas. If they are canceling **THE DAY OF** the inspection, they **MUST notify the FTI 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** will be grounds for removal from the Field Mentoring Program.
- 9) 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, DATE OF INSPECTION & CLIENTS NAME**. All training reports should be sent via email to [training@nj-ahi.com](mailto:training@nj-ahi.com) and must be attached in PDF format. Reports that have a downloadable link will not be accepted.
- 10) **STUDENT** should follow the FTI's direction throughout the inspection process. Only assist with the inspection at his explicit request. **STUDENT** should work **with or behind** the FTI **NOT** in **FRONT**.
- 11) **STUDENT** acknowledges that attendance of this field training is done at **STUDENTS** own risk and agrees to follow safe inspection practices.
- 12) **STUDENT** is not allowed to climb ladders or put themselves in an unsafe situation. If **STUDENT** feels they are in an unsafe situation then they must immediately inform the FTI of such.
- 13) **STUDENT** 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.**
- 14) **STUDENT MUST** clean any spills, dirt, messes that they make at the location before leaving the location.
- 15) **STUDENT WILL NOT** Smoke, eat, drink, or use a cell phone while at the inspection site.
- 16) **STUDENT WILL NOT** ask realtors for their business cards or any other information. The realtor is the **FIELD TRAINERS** point of contact. The field trainer is allowing **STUDENTS** as a courtesy to be on **THEIR** inspection. **STUDENTS are not on inspections to market themselves or solicit business.**
- 17) **STUDENTS** are not permitted to fly drones during inspections.
- 18) **NJAH** 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 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 **NJAH**®.

## **FIELD MENTORING DURATION**

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.

To complete the field mentoring portion of the training, STUDENTS must submit the Direct On-Site Supervision Form (Page 9), Student Field Training Log, and Training Report(s) for each training inspection completed. All documentation must be submitted prior to the end of your field mentoring period without exception. If any of the aforementioned documentation is not completed within the specified time, STUDENTS understand they will be removed from the program.

Please note that NJAHI® does not provide preferential treatment to any STUDENT when scheduling field training inspections. **It is the STUDENT'S responsibility to check SuperSaas daily and ensure their availability for field training inspections. NJAHI® shall not be liable for any STUDENT'S 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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If STUDENTS wish to use an outside Field Trainer Instructor (FTI), they can do so provided there is no cost to the school and the FTI is vetted and approved by NJAHI® prior to their first field training inspection.

By signing below, the STUDENT agrees to abide by the NJAHI 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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**STUDENTS Signature**

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**Date**

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**School Official Signature**

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**Date**