

# Canadian Association of Home & Property Inspectors

## Membership Renewal Credit Program

### Statement of Purpose:

The purpose of this policy is:

- (1) Establish membership retention criteria recognizing the importance of continuing education for practicing professionals.
- (2) To regulate the use of the LOGO and/or name of the Canadian Association of Home & Property Inspectors (CAHPI) and
- (3) To enhance the Association's credibility in the industry.

### Program applies to:

Compliance with this policy is mandatory for all CAHPI (MB) Registered Home Inspectors (RHI) and Associates

### Program Details:

This program requires the submission of *40 MRC's every two (2) year period (following the first year of Associate or **RHI** status)* in order to maintain CAHPI Associate or RHI status.

### When to Submit:

MRC's must be submitted at the same time as membership renewal dues (January 1) every two (2) years following the first year of Associate membership within the association. In order to properly structure the program for ease of administration and ensure a smooth transition for all Associates and Registered Home Inspectors (RHI), the following two criteria were defined.

- 1) Candidate members attaining Associate or Registered Home Inspectors (RHI) status in an even numbered year are required to submit MRC's by January 1 of the second odd numbered year, and 40 MRC's every two (2) years thereafter.  
**Example:** Attained Associate or Registered Home Inspectors (RHI) status in 1998, MRC's are due January 1, 2001
- 2) Candidates attaining Associate or Registered Home Inspectors (RHI) status in an odd numbered year are required to submit MRC's by January 1 of the second even numbered year, and 40 MRC's every two (2) years thereafter. Example: Attained Associate or Member status in 1999, MRC's are due January 1, 2002

**Documentation required:**

With the 2001 Membership Renewal Dues notice will be given to submit "Membership Renewal Credits", along with their invoice for dues.

Every year thereafter, the respective individuals or groups will receive the notice in sequence.

At that time, a duly completed "*Membership Renewal Credit Claim Form*" must be submitted with all appropriate *Proof as* designated on the Claim Form. Special Note for All:

Please do not submit you MRC's until you are asked to do so. CAHPI (MB) will not accept or file MRC material submitted prior to membership renewal period. All material sent prior to this will be returned.

**Proof Required:**

Types of proof required are defined in the right column of the claim form.

Please note that if you are going to request MRC's for: articles written, book/paper authored, course/seminar taken in pursuit of continuing education, instructor of courses/seminars delivered, etc. you should forward a copy of such, at the time of publication, etc. to the education Committee Chairperson for review and approval prior to the renewal process.

The education committee will be responsible for assigning the number of MRC's based on the established criteria (which is to be established at a later date) the committee will then issue a certificate to include with your claim form.

**Suspension:**

Failure to comply and provide satisfactory MRC documentation and or proof with membership dues will result in suspension.

MRC's will not be accepted without dues and dues will not be accepted without MRC's

**Extension:**

CAHPI (MB) will consider an extension for special circumstances. Advise CAHPI (MB) in writing to obtain approval for such an extension.

**All claims for Membership Renewal Credits (MRC'S) must be properly and completely documented with proof attached to this form.**

# **CAHPI (MB)**

## **SIGNED STATEMENT FOR MRC'S**

**I (PRINT NAME) \_\_\_\_\_ hereby certify and affirm that the total MRC'S listed on the following pages are true and accurate to the best of my knowledge. Failure to produce relevant documentation will jeopardize my Membership Status.**

**Signed this \_\_\_\_\_ day of \_\_\_\_\_ , 20**

**Signature: \_\_\_\_\_**

