

CAHPI (MB) REPORT VERIFICATION

Verification Process

- 1) The inspector applies in writing to the report verification committee and submits the appropriate documents. Only inspectors whose annual dues are paid in full can apply for verification.
- 2) Verification of reports is a three tier process as outlined below.
 - a) Candidates will apply to have his/her blank reports verified to ensure their reports are adequately laid out to conform to CAHPI Standards allowing for proper reporting on observed components of the property.
 - b) In order for a Candidate to advance to an Associate they must submit their reports to be verified to ensure they conform to the CAHPI Standards allowing for proper reporting of observed components of the property and that these components are properly described including material and condition. The inspector will be required to submit a list of 10 reports of which 3 will be selected by the verification committee.
 - c) In order for an Associate to advance to a full Member, they must submit a list of 250 fee paid inspections which need to include only addresses and dates along with a signed affidavit.
- 3) After each verification process, the inspector will receive within *30 days*, written confirmation as to the outcome of the verification. The inspector will be notified of any non compliant items on his/her reports and will be required by the association to make necessary changes to the reporting system.
- 4) Any reports found to be non compliant during the verification process will be reviewed by the entire verification committee to ensure the accuracy of the verifier prior to notifying the inspector. If the committee agrees the reports are non-compliant the inspector will be notified and not granted verification.
- 5) Any inspector who's reports did not meet the verification standards may appeal to the President for additional review. The President, at his choice may review the reports his or herself or appoint an additional committee consisting of not less than two members. At this time, the final review will be made and the decision will be final.
- 6) Any inspector who's reports are found to be inadequate and do not meet the verification standards will be required to submit an additional *three* reports as selected by the verification committee.

Verification Committee

The verification committee is appointed by the President and consists of three people. No one committee member is permitted to do all three stages of the verification process but is permitted to do two stages. Reports cannot be verified by a committee member if the member is in the same company or franchise as the inspector requesting verification. If necessary the President will appoint a temporary committee member to facilitate the verification.