

**APPLICATION FOR
REGISTRATION OF A NON-MEMBER IN THE AIC NON-MEMBER REGISTRY**

NON-MEMBER ELIGIBILITY

The AIC will consider an application for registration of a non-member into the Non-Member Registry.

In order to qualify for the Non-Member Registry, the non-member must be:

- 1.** A member in good standing of a professional association approved by the AIC,
and
- 2.** Hold an appropriate license/certification (if required),
and
- 3.** Have appropriate professional liability insurance coverage,
and
- 4.** Have the required:
 1. Inspection experience (minimum of 10 years) or
 2. education (equivalent to or greater than UBC BUSI 400 Residential Property Analysis, Laval GUI-2103: Real estate and sustainable development, or Seneca RPA 306: Construction and Cost Techniques)

An educational course or program must be substantially similar to the syllabus for BUSI 400: Residential Property Analysis in order to be considered equivalent.

The course Outline and Structure for BUSI 400 are provided below for comparison.

BUSI 400 - Residential Property Analysis

Course Outline

LESSON 1: Plans, Codes, and Neighbourhood Analysis

LESSON 2: Site and House Design

LESSON 3: Structure

LESSON 4: Building Envelope System

LESSON 5: Service Systems

LESSON 6: Finishes and Fitments

LESSON 7: Residential Construction Review

LESSON 8: Exterior and Basement Analysis LESSON 9: Upper Level and Attic Analysis

LESSON 10: Residential Inspection Overview

Course Structure

1. Weekly multiple choice assignments: 10% of final grade.
2. Project 1: Residential construction exercise: 15% of final grade.
 - i. This project requires the student to review a video and answer a series of questions, while applying course concepts and interpreting basic construction principles.
3. Project 2: An inspection of a residential property: 25% of final grade.

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- i. This project requires the student to carry out an inspection of a residential property and submit a detailed report. Students are expected to contact industry participants and visit the subject property to acquire the necessary data to complete their analysis.
4. Final exam: Multiple choice and short-answer written questions: 50% of final grade.
- 5.** Be a reputable, credible professional or tradesperson,
and
- 6.** Be competent to perform the work.

NOTIFICATION OF REGISTRATION OF NON-MEMBER

If the non-member meets all of the eligibility criteria, the AIC Member will be sent a notification of acceptance into the Non-Member Registry with a date for renewal from the AIC.

MAINTAINING REGISTRATION

If the non-member is accepted by the AIC onto the Non-Member Registry, registration will be renewed **only** upon the submission of confirmation of:

- Renewal of an insurance policy
- Continued membership in a Professional Association
- Renewal of License/certification (if required)

Submission of these documents is the responsibility of the Member.

The registration of a non-member will be terminated if these confirmations have not been received by the date for renewal provided in the Notice of acceptance.

Non-Member Registration Form

Non-Member Information

Name:	
Mailing Address:	
Email:	
Telephone:	
Company Name:	
Association/Organization:	
Member Number:	
License/Certification Number (if required):	
10 years inspection experience:	Yes No n/a
Education:	UBC BUSI 400 Laval GUI-2103 Seneca RPA 306 Equivalent: n/a
Liability Insurance:	Yes
These documents must accompany the form in support of the application	Proof of Membership in Association/Organization Copy of License/Certification (if applicable) Resume Copy of Insurance Certificate Copy of Educational Transcripts

Non-member Certification:

I certify that:

- The information that I have provided to the AIC is true and current.
- I am a member in good standing with the Association/Organization identified above.
- I understand that the only professional service that I may provide to the AIC Member named above is inspection of property.

- I will perform professional assistance to the AIC Member named below in accordance with CUSPAP
- I agree to indemnify and hold harmless the Member named below against any and all claims, suits, losses, damages, fines, charges, taxes or penalties and expenses (including legal fees and expenses) for any failure to perform my duties, obligations, covenants, agreements, warranties or representations or to comply with applicable laws, rules, regulations, and professional standards that are in any way related to an inspection, including inspection information, personal information, the use of information by any unauthorized user, and any personal injury and property damage from my negligent act or omission.

Signature

Member Information

Member Name:	
Member Number:	
Member Company Name:	
Member Business Address:	
Member Telephone:	
Member email:	

Member Certification:

I certify that:

- To the best of my knowledge, the information provided to the AIC is true and current.
- I understand that the only professional assistance the non-member named above can provide is inspection of property.
- I will ensure that any professional assistance provided complies with CUSPAP including, but not limited, to competency and disclosure requirements.
- I understand that failure to comply with CUSPAP may affect my professional liability insurance coverage.

Signature

FOR OFFICE USE ONLY

Association is approved by AIC:	Yes	No	
	Date:		
Proof of Membership in good standing received:	Yes	No	
	Date:		
Copy of license/certification received:	Yes	No	n/a
Resume received:	Yes	No	
	Date:		
Educational records received:	Yes	No	n/a
	Date:		
Proof of insurance received:	Yes	No	
	Date:		
Amount of Liability Coverage:	\$		
Registration approved:	Yes	No	
	Date:		
Registration Start and End Dates:	Start Date:		
	End Date:		