

INDICATE YOUR TRAINING CATEGORY				
<i>Evaluator Candidate</i>			<i>Non-Evaluator/Auditor</i>	
PERSONAL INFORMATION				
Last Name*	First*	MI	Title	Suffix
Date of Birth (MM/DD/YYYY)*		Name as you would like it to appear on certificate:*		
PRIMARY ADDRESS*				
Address Type: (Business or Home)		Organization		
Street Address or P.O. Box				
City	State	Zip Code	Country	
SECONDARY ADDRESS				
Address Type: (Business or Home)		Organization		
Street Address or P.O. Box				
City	State	Zip Code	Country	
CONTACT INFORMATION				
Primary Phone*		Ext.	Secondary Phone	
			Ext.	
Fax		Primary Email*		
Secondary Email				
ADDITIONAL INFORMATION				
Organizational Focus (example: Architecture)		Organization Website		
Current Position				
Describe Current Duties				

**ADDITIONAL INFORMATION (CONTINUED)**

Where did you learn about FORITFIED?	Highest Level of Education
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Field of Study

**QUALIFICATIONS (complete only if you are an Evaluator candidate)**

**\*Select how you qualify from the choices below.**

- I have the computer skills, and work experience listed required
- I do not have the computer skills, and work experience required
- I do have the computer skills; but do not have the work experience required, but I have equivalent experience that I can describe

***I have at least five years of professional or field experience in residential construction or related experience including at least one of the following:***

- As a certified, registered or licensed general contractor, residential contractor/builder or building contractor.
- As a certified, registered or licensed architect or engineer
- As an ICC certified Building Code Official
- As an ICC certified Residential Inspector
- As a certified, registered or licensed home inspector

\*attach copies of current licenses or documents that indicate certification or registration.

***If you indicated that you are a certified or licensed home inspector above, you also must be affiliated with at least one of the following approved national associations.***

- I am a current member of InterNACHI
- I am a current NAHI Certified Real Estate Inspector (NAHI CRI)
- I am a current NAHI Regular Member
- I am a current member of ASHI

\*attach copies of current certification or membership documents.

## FORTIFIED for Existing Homes™ Evaluator

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### Becoming a certified FORTIFIED for Existing Homes™ Evaluator

Effective June 21, 2011

**Thank you** for your interest in becoming a FORTIFIED for Existing Homes™ Evaluator! The Institute for Business & Home Safety (IBHS) is responsible for training and certifying eligible individuals to verify that homes submitted for designation across the country meet the criteria of the FORTIFIED for Existing Homes™ program.

Consumer protection is our top priority and one way IBHS safeguards consumers is by selecting professionals that are fully qualified, competent, and ethical. Individuals may work for a company or organizations, but FORTIFIED Evaluators are certified on an individual basis.

### Evaluator Fees

The first year training and certification fee of \$350 covers the cost of training, the certification exam, and listing in the FORTIFIED Professional Directory. The fee is non-refundable and must be paid when you are accepted into the training program.

### Evaluator Certification Process

In order to become certified by the Institute for Business & Home Safety as a FORTIFIED for Existing Homes™ Evaluator, you must:

1. Download and complete a FORTIFIED Evaluator application from [www.DisasterSafety.org](http://www.DisasterSafety.org), and submit it via email to [fortified@ibhs.org](mailto:fortified@ibhs.org) or fax at (813)-286-9960.
2. Submit supporting documentation to IBHS that verifies your experience.
3. Pay the \$350 FORTIFIED Evaluator training and certification fee as directed on the training announcement for the class you plan to attend.

4. Successfully complete all required FORTIFIED Evaluator training programs conducted by the Institute for Business & Home Safety (IBHS) or a certified trainer, including passing a certification exam with a score of 85 percent or better. The exam details how to evaluate current construction conditions and verify compliance in accordance with national program standards.
5. Upon successfully completing the required training and certification exam, you will be required to submit documentation of your insurance coverage.
6. The FORTIFIED Evaluator Agreement must be fully executed by you and IBHS prior to being listed by IBHS as a FORTIFIED certified Evaluator, before you are entitled to advertise as a FORTIFIED certified Evaluator; and before conducting any FORTIFIED evaluations or inspections. Those who have successfully completed Evaluator training can get all the necessary certification forms and instructions by contacting IBHS at (813) 286-3400 or [fortified@ibhs.org](mailto:fortified@ibhs.org) to complete the certification process.

### **After Becoming Certified, FORTIFIED for Existing Homes™ Evaluators must:**

- Maintain appropriate records and agree to be audited by IBHS FORTIFIED program staff.
- Maintain an appropriate knowledge base of the FORTIFIED for Existing Homes™ program requirements by attending an annual continuing education seminar approved by IBHS.

### **Evaluator Eligibility Prerequisites and Limitations**

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In order to become a certified FORTIFIED for Existing Homes™ Evaluator you must meet experience requirements, successfully complete the required FORTIFIED for Existing Homes™ training by peril and the FORTIFIED certification examination with a passing score of at least 85 percent, as well as obtain and maintain the required workers' compensation, professional liability and general liability coverage. A "certified FORTIFIED for Existing Homes Evaluator" means a person who possesses a certificate of competency issued by the Institute for Business & Home Safety.

You must provide proof of a minimum of five years of design, construction and/or inspection experience in the residential construction industry; either as a licensed engineer or architect, a licensed building contractor or licensed home inspector or demonstrate a combination of post-secondary education and experience totaling a minimum of five years; three of which must be in a supervisory capacity. Qualified



applicants must have been active in design, construction and/or inspection within three years of your application date.

Work experience that qualifies:

- ✓ A certified, licensed or registered general contractor, residential contractor/builder, or building contractor ;
- ✓ A registered, certified or licensed architect or engineer;
- ✓ An ICC certified building code official;
- ✓ An ICC certified residential inspector;
- ✓ A certified, licensed or registered home inspector

Applicants that indicate certification, registration or licensure as a home inspector, must also be affiliated with at least one of the following IBHS approved national associations:

- ✓ American Society of Home Inspectors (ASHI)
- ✓ International Association of Certified Home Inspectors (InterNACHI)
- ✓ National Association of Home Inspectors (NAHI) as a Certified Real Estate Inspector (NAHI CRI) or as a NAHI regular member

Required computer skills:

- ✓ Proficiency in Microsoft Office 2003 or newer version, and a working knowledge of Word and Excel.
- ✓ Ability to scan and e-mail a copy of a signed form.
- ✓ Capable of sending a photo attachment using email.
- ✓ The ability to navigate the Internet using common browsers.

### **Eligibility Limitations**

In order to avoid conflicts of interest, the following individuals, who are otherwise certified FORTIFIED Evaluators, cannot perform evaluations or inspections on any home where they are:

- Property owners who built or have a financial interest in the home being inspected for designation purposes.
- Trade contractors and suppliers who have supplied materials and/or installed products or systems in the home being inspected for designation purposes.
- Sales agents for the home being designated



## FORTIFIED Evaluator Key Functions

Certified FORTIFIED Evaluators are required to perform the following key functions:

- Executing a property evaluation inspection agreement with the property owner. The agreement shall define specific evaluation and inspection fees.
- Confirming that the property owner understands the differences between the FORTIFIED for Existing Homes™ tiers and designation levels, and describing types of property evaluation inspections offered.
- Scheduling the initial Tier 1 Property Evaluation Inspection. The Evaluator must then notify the Institute for Business & Home Safety of the scheduled evaluation date.
- Entering all data for evaluations and follow-up inspections into the FORTIFIED Online Evaluation System (FOES).
- Reviewing with the property owner, the Current Condition Report generated after the initial evaluation and explaining the various retrofits required to attain each level of designation.
- Conducting intermediate inspections, as required, and documenting the results in FOES.
- Scheduling final inspection and transmitting the results of the final inspection to the Institute for Business & Home Safety via the FOES.

## FORTIFIED Evaluator Training

Eligible applicants must participate in a training course approved by the Institute for Business & Home Safety and achieve a score of 85% or higher on the FORTIFIED Evaluator Certification Exam. The course covers the protocol for verifying that a house meets the national designation program requirements, and it is intended to ensure consistency in evaluations conducted nationwide.

## Documenting Your Qualifications

*If you are a licensed or registered architect, engineer, contractor or home inspector:*

You will be required to submit a copy of:

- Your professional resume
- Your active professional license or registration
- Your ICC certification documents (if applicable)
- Verification of your active membership in ASHI, InterNACHI or NAHI (if applicable)



***If you are not a licensed or registered professional and will seek to qualify using a combination of education and experience:***

You will be required to submit a copy of:

- Your professional resume
- A letter documenting your experience
  - Your experience must have been within three years of your application date. This work experience must be documented by a supervisor or project manager in the form of a letter, which describes your specific responsibilities. In the case of an audit, IBHS will review this letter to ensure it meets the following requirements:
    - Printed on letterhead or includes other evidence of authenticity;
    - The letter should be limited to 750 words or less.
    - Dated and signed by a supervisor, project manager or someone else qualified to evaluate your performance;
    - The letter also must include proof of the author's title and relationship; example, the author's business card; a summary and confirmation of the applicant's employment, including:
      - A brief explanation of how the applicant's profession or company relates to home inspection, property hazard mitigation or the home building industry;
      - Affirmation of the applicant's employment, including job title or company and date(s) of employment.



A program of the Institute  
for Business & Home Safety

#### Legal Notice

**FORTIFIED for Existing Homes™** is a service mark owned by the Institute for Business & Home Safety (IBHS) and may not be used without the express written permission of IBHS. The process for becoming a certified **Fortified for Existing Homes** Evaluator is governed exclusively by the guidelines contained in this document and the Evaluator Agreement referenced herein. IBHS makes no representations or warranties, express or implied, as to the accuracy or timeliness of the information in these documents and cannot be held responsible or liable for any errors or omissions contained herein or the results of relying on such information. Applicants considering certification are solely responsible for determining whether to pursue certification and should obtain any additional information necessary to make an informed decision. IBHS assumes no responsibility or liability for any advice or services rendered by any builder, engineer, architect, plan reviewer, plan designer, inspector, manufacturer, or other professional as a result of the certification of such individual as a **FORTIFIED for Existing Homes** Evaluator. As a condition to becoming certified, the Evaluator agrees to indemnify IBHS from and against any and all actions, claims, losses, damages, liabilities and expenses (including reasonable attorneys' fees) arising from work performed as a **FORTIFIED for Existing Homes** Evaluator. If the Applicant or Evaluator is dissatisfied with any aspect of the **FORTIFIED for Existing Homes** program, the sole and exclusive remedy is to discontinue activities relating to this program. No refunds of the training/certification fee will be provided for Applicants who fail to obtain certification or Evaluators who wish to discontinue their affiliation with the **FORTIFIED for Existing Homes** program.



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## FORTIFIED for Existing Homes™ Evaluator

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### Insurance Requirements

Effective February 18, 2011

Please be advised that certified FORTIFIED Evaluators must maintain insurance coverage meeting the following requirements while doing business with IBHS. You will need to provide the following information in order to complete the final processing of your FORTIFIED for Existing Homes™ certification. The Institute for Business & Home Safety will not list you as a FORTIFIED Evaluator until we have insurance information meeting **ALL** the following requirements.

The **MINIMUM** required coverage is as follows:

<b>General Liability</b>	<b>\$1,000,000</b>
<b>Automobile Liability</b>	<b>\$500,000</b>
<b>Workers Compensation</b>	<b>As required by law</b>
<b>Employer's Liability</b>	<b>\$500,000</b>

Usually this is part of your Workers Compensation Policy

*In addition, we strongly recommend that you obtain professional liability coverage with a \$500,000 limit (or as required by law). Please be advised that IBHS assumes no responsibility or liability for any advice or services rendered by any builder, engineer, architect, plan reviewer, plan designer, inspector, manufacturer, or other professional as a result of the certification of such individual as a FORTIFIED for Existing Homes™ Evaluator.*

You will need to have a Certificate of Insurance that **MUST** also state that your General and Automobile liability insurance policies **have named the Institute for Business & Home Safety** and its officers, directors, agents, affiliates, and employees **as additional insureds** for liability arising from all work performed as a FORTIFIED evaluator.

# Institute for Business & Home Safety®



Research, education and public policy initiatives

All certified FORTIFIED Evaluators will need to have their insurance agent mail, email, or fax a Certificate of Insurance showing the required coverage amounts for the **CURRENT** policy period to:

Institute for Business & Home Safety  
4775 E Fowler Avenue  
Tampa, FL 33617  
ATTN: FORTIFIED Program Administrator  
813.286.3400 / 813.286.9960 (fax)  
[fortified@ibhs.org](mailto:fortified@ibhs.org)



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