

FABI POLICIES AND PROCEDURES

Please take the time to review the following policies and procedures **BEFORE** applying for membership:

MEMBERSHIP PROCEDURES AND INFORMATION

- Complete all sections of the membership application and return by email to info@fabi.org or by mail to the address shown on the application. Be sure all sections are initialed, signed and witnessed as needed. Application will be returned if incomplete. ASHI® Certified Inspectors and InterNACHI Certified Master Inspectors® are automatically qualified for professional inspector membership and need only submit the proper membership application ([found by clicking here](#)).
- Choose the payment options you prefer.
- Application will be reviewed within five (5) days of receipt and a welcome email will be sent notifying the applicant of all actions necessary to complete the requirements of membership and any other information which may be helpful.
- In most instances, an applicant will automatically be classified as a FABI Aspiring Associate Inspector. Aspiring associate inspectors can then upgrade their membership by completing the requirements for associate inspector and then registered professional inspector.
- To earn the FABI Associate Inspector designation, the inspector must provide one home inspection report, completed by the applicant. This must be a full home inspection (no condos, wind mits, etc.). This report must have the client's personal information removed. This report will be reviewed by the membership committee to ensure that it meets the FABI Standards of Practice. In addition, the applicant must submit proof of 100 full home inspections completed by the applicant. This proof must be in the form of a list including date and complete address of each inspection (a sample spreadsheet will be sent to applicant upon membership). This list will be reviewed by the membership committee, who may, at its discretion ask to see any of the reports that correspond with the inspections on the list. Associates will not receive the logo, membership certificate, or name badge until this information is received and approved.
- To earn the FABI Registered Professional Inspector (RPI) designation, an inspector must submit proof of 250 full home inspections completed by the associate inspector (may include the original 100 inspections completed as required for associate inspector membership). Again, this proof must be in the form of a list including date and complete address of each inspection. This list will be reviewed by the membership committee, who may, at its discretion ask to see any of the reports that correspond with the inspections on the list. Once RPI membership is granted, this list will be removed from the member's file and destroyed.
- Once all requirements are met for the RPI designation, and before board approval is requested, the member will be asked to update their original membership application. This updated application will be sent to the board for final approval to move up to RPI status.
- Within one year of becoming an RPI, the member must take

and pass the standards and ethics portion of the Florida Home Inspection Exam (FHIE)™. If the applicant passed the FHIE in order to become licensed, they have already met this requirement.

MEMBERSHIP CLASSIFICATIONS

MASTER PROFESSIONAL INSPECTOR (MPI)

- This classification is for inspectors who have achieved at least ten (10) consecutive and verifiable years in FABI, ASHI or InterNACHI.
- MPIs must attend a minimum of one FABI conference and earn 20 total hours of continuing education each renewal year.
- This designation entitles the MPI to attend all FABI events at the reduced member rate; to possess and use the standard FABI logo and/or the exclusive MPI FABI logo in all advertising and transactions; and other member benefits which may be added from time to time.
- MPIs have full voting privileges; may serve as an elected officer or director; serve as a committee chair and on committees; receive referrals from the FABI 800# line and website and other FABI sponsored advertising.

REGISTERED PROFESSIONAL INSPECTOR (RPI)

- This classification is for all persons engaged in the profession of performing fee-paid home and building inspections, after completing all requirements for this category.
- This designation requires the applicant to successfully pass an approved exam, submit proof of 250 full home inspections and one completed inspection report for review.
- RPIs must attend a minimum of one FABI conference and earn 20 total hours of continuing education each renewal year.
- This designation entitles the RPI to attend all FABI events at the reduced member rate; to possess and use the standard FABI logo and/or the exclusive RPI FABI logo in all advertising and transactions; and other member benefits which may be added from time to time.
- The registered professional inspector has full voting privileges; may serve as an elected officer or director; serve as a committee chair and on committees; receive referrals from the FABI 800# line and website and other FABI sponsored advertising.

ASSOCIATE INSPECTOR

- This classification is for all persons engaged in the profession of performing fee-paid home and building inspections while going through the process of becoming a registered professional inspector.
- This designation requires the applicant to submit proof of 100 full home inspections and one completed full home inspection report for review.
- Associate inspectors have three years from the date of application in which to complete the membership require-

ments. After this time, they must reapply for membership.

- Associates must attend a minimum of one FABI conference and earn 20 total hours of continuing education each renewal year.
- This designation entitles the FABI Associate Inspector to attend all FABI events at the reduced member rate, and other benefits which may be added from time to time.
- The FABI Associate Inspector has no voting privileges and may not serve as an elected officer or director. They may, however, be listed on the website as associate inspectors, use the associate inspector logo and serve on committees.
- All FABI Associate Inspectors are encouraged to attain the registered professional inspector status by completing all requirements for that category, in which case they will have all rights of the registered professional inspector, upon approval by the board of directors.

ASPIRING ASSOCIATE INSPECTOR

- This classification is for all persons who may or may not be engaged in the profession of performing fee-paid home and building inspections while going through the process of becoming a home inspector or a registered professional inspector.
- Aspiring associates have three years from the date of application in which to complete the requirements of associate inspector. After this time, they must reapply for membership.
- Aspiring associates must attend a minimum of one FABI conference and earn 20 total hours of continuing education each renewal year.
- This designation entitles the FABI Aspiring Associate Inspector to attend all FABI events at the reduced member rate, and other benefits which may be added from time to time.
- The FABI Aspiring Associate Inspector has no voting privileges and may not serve as an elected officer or director. They may, however, be listed on the website as aspiring associate inspectors and serve on committees.
- All FABI Aspiring Associate Inspectors are encouraged to attain the associate inspector or registered professional inspector status by completing all requirements for that category, in which case they will have all rights of the registered professional inspector, upon approval by the board of directors.

AFFILIATE MEMBER

- This classification is available to any person or company offering products or services to the home and building inspection profession.
- This designation entitles the affiliate member to attend all FABI conferences and advertise at the reduced member rate; to possess and use the FABI Affiliate Logo in all advertising and transactions; and other member benefits which may be added from time to time.
- The affiliate member has no voting privileges; and may not serve as an elected officer or director. They may, however, serve as committee chairs and on committees; and may receive non-inspection referrals and inquiries from the FABI 800# line and website.

ASSOCIATE AFFILIATE MEMBER

- This classification is available to any staff member associated with a current FABI member (MPI, RPI or Associate) but who does not perform inspections.
- This designation entitles the affiliate member to attend all FABI educational conferences at the reduced member rate; to possess and use the FABI Affiliate Associate Logo in all advertising and transactions; and other member benefits which may be added from time to time.
- The affiliate member has no voting privileges; and may not serve as an elected officer or director. They may, however, serve as committee chairs and on committees.

RETIRED MEMBER

- A professional inspector may become a retired member upon retiring from the home and building inspection profession.
- They can no longer be actively involved in the home and building inspection profession as an owner, inspector or an employee of other inspectors and they must have no ongoing interest in a home and building inspection company or business involved in home and building inspections.

HONORARY MEMBER

- The board of directors may make an individual an honorary member by an affirmative majority vote of the board.

VOTING

Professional inspector members are entitled to one (1) vote on all matters coming before the general membership for approval in accordance with the bylaws. Associate inspectors, affiliate members, retired members and honorary members have no voting privileges.

RESIGNATION OF MEMBERSHIP

Any individual holding membership may resign, for any reason, upon written notice to the executive director. No refunds will be made; however, any money owed to FABI shall become immediately due and payable. Upon resignation, the FABI logo must be removed from all material within 30-days.

ETHICS

Unethical business or inspection practices will not be tolerated by FABI. The FABI Ethics and Standards of Practice Committee is responsible for conducting investigations of any and all charges brought against any FABI member (see Ethics Policy Manual). A member may be sanctioned, suspended, or their membership privileges may be temporarily or permanently revoked, based on adverse findings of the ethics and standards of practice committee and by a vote of the board of directors. Any action resulting in suspension or revocation will result in the forfeiture of any money paid into FABI, and any money owed to FABI shall become immediately due and payable.

DUES, FEES, RENEWALS AND SPECIAL ASSESSMENTS

- Membership Fees: Dues for all inspector categories are \$19.99 per month.
 - ♦ You can set up these payments by [completing and returning the recurring dues form](#).
- Those inspectors wishing to pay their [dues annually will pay \\$225](#).
- Inspectors who are dues paying members of ASHI or InterNACHI may take a discount of 25% off their dues when paid annually. [Their dues will be \\$168.75](#).
- Inspectors who took their 120-hour pre-licensing course through an [affiliate member](#) and who passed the [Florida Home Inspection Exam \(FHIE\)™](#) get their first year of aspiring associate inspector membership free upon attendance of at least two days of any FABI conference.
- Affiliate Member – \$200 annually per individual or company.
- Affiliate Associate Member – \$175 annually per individual
- Retired Member – No charge
- Honorary Member – No charge
- Annual membership fee for all FABI Past Presidents not actively serving on the Board of Directors is waived
- Special Assessments:
 - ♦ Special assessments may be added from time-to-time by the board as needed. These special assessments shall apply to each and every member and associate inspector.
- Testing fees for examinations are set by the FABI Education and Testing Committee.
- Dues and Fees in Arrears:
 - ♦ FABI Membership may be terminated if money owed to FABI exceeds 30-days past due.
 - ♦ Unpaid fees will be deducted from renewal dues before being applied to renewal dues; this may result in non-member status until renewal dues balance is paid.
 - ♦ Members may decline to renew by writing to the board of directors, stating their reason. The board, at its sole discretion, may allow a member to renew within a two (2) year period (24 months) and not require full re-application.
- Refunds: As a policy, no fees shall be refunded unless the applicant is rejected. The board of directors may be petitioned in writing, in cases of hardship, for a refund of unused money, by any current member in good standing.

CONTINUING EDUCATION

The purpose of FABI is to continually update the knowledge of

its membership. FABI will provide regular educational conferences in order to assure itself that members in all classifications (except affiliate) achieve regular input toward their continuing education. A minimum number of annual continuing education units shall be required for continued membership in FABI. The number and scope of the continuing education credits will be set by the FABI Education Committee.

Professional inspectors (MPIs and RPIs), associates inspectors and aspiring associate inspectors are required to attend at least one FABI conference and earn 20 hours of continuing education each renewal year.

FABI LOGO USE

Use of the FABI Logos is restricted to master professional inspectors, registered professional inspectors, associate inspectors and affiliate members. In addition, if an MPI or RPI uses the MPI or RPI logo and/or the standard FABI logo, any inspector employee or subcontractor used by them, for the purpose of performing the general building/home inspection MUST be a FABI MPI, RPI, associate inspector or aspiring associate inspector.

Any inspector employee must become a FABI Aspiring Associate Inspector within 90-days of employment. The aspiring associate inspector must then complete all requirements for associate and then RPI membership. Exception: Excluded from the above are specific subcontractors who are retained by the primary building inspection firm to perform individual inspections such as, but not limited to, WDO, seawall, septic systems, roof, consulting engineers, etc.

Each person must use the logo that coincides with their classification. An associate inspector found using either the MPI, RPI or affiliate logo or an aspiring associate inspector found using a FABI logo of any kind may, at the discretion of the FABI Ethics and Standards of Practice Committee have their membership immediately terminated with no refund of monies paid. Affiliate members may only use the affiliate member logo.

SOCIAL MEDIA POLICY

For the purpose of this document, the term “social media” shall refer to a website or platform that allows the creation and exchange of user-generated content. Examples include, but are not limited to, the following: Facebook, LinkedIn, Pinterest, Twitter, and YouTube.

FABI uses social media to foster relationships between inspectors, to allow inspectors to educate each other, and to promote FABI’s educational conferences and other events and opportunities. It is with these purposes in mind that FABI has adopted these guidelines for social media use in regards to its members (including all professional inspectors, associate inspectors, retired and honorary members and affiliate members).

FABI’s use of social media shall be under the general direction of the executive director with guidance from the board of directors. The executive director will ensure that social media is used responsibly on behalf of the association. All members are en-

couraged to call to the attention of the executive director any issues, concerns or problems that might interfere with the association's responsible use of social media. Bringing the issue to the attention of the association immediately will enable FABI to work toward an appropriate and timely resolution of the issue, concern or problem.

FABI uses social media to create a dialogue about issues that affect the inspection profession and the association welcomes, as part of that dialogue, anyone with any interest in issues affecting the inspection profession. However, we reserve the right to take appropriate actions against dialogue participants who fail to observe our guidelines respecting the proper use of our social media sites as outlined below. As a voluntary member of FABI's social media pages, you agree to conduct yourself in accordance with the following policies and ideas:

- FABI accepts responsibility for the content it posts on its social media sites and will not impersonate, mislead or purposely obscure the association's identity when using social media. FABI also expects participants in dialogue on our social media sites to refrain from impersonating, misleading or purposely obscuring their identities.
- FABI accepts differences and differing opinions and we strive to maintain a courteous, polite and professional dialogue when we might disagree with opinions expressed by others. FABI expects that participants in dialogue on the association's social media sites also will accept differences and differing opinions by responding in a respectful way when they disagree or have a difference of opinion.
- FABI does not use social media to bully, intimidate or threaten others and we expect participants in dialogues on the association's social media sites to refrain from bullying, intimidation and threatening harm or violence to anyone, including threats directed to the association or any of its membership or executive director.
- FABI does not use social media to defame the reputation of others and we will not tolerate the use of the association's social media sites by any dialogue participants in order to defame the reputation of the association, any individuals or groups of individuals, or any organization or business entity.
- FABI does not publish or post profanity or obscene or pornographic communication on its social media sites. We do not tolerate the use of profanity or posting obscene or pornographic images by any participants in the dialogue on the association's social media sites, whether in a response, comment, or message posting or response.
- FABI intends that social media serve as an effective communications tool for the association and will refrain from spamming and other abusive uses of the social media technology/capability. We expect that participants in dialogue on the association's social media sites will properly use the technology/capabilities as an effective communications tool and will not engage in spam or other misuse of communications technologies/capabilities.

FABI does not tolerate social media dialogue that does not conform to reasonable standards of civility outlined above. FABI, therefore, will take appropriate steps to ensure that dialogue on the association's social media sites conform to such behavioral standards. Such steps may include deleting posts, blocking users, and ending any communication with any user at any time.

** The information and provisions in this manual are subject to revision by the FABI Board of Directors as necessary.