



FLORIDA ASSOCIATION OF BUILDING INSPECTORS, INC.

Post Office Box 149202 • Orlando, Florida 32814-9202

(800) 544-3224 • (407) 897-5422

www.fabi.org • info@fabi.org

Thank you for your interest in membership in the Florida Association of Building Inspectors, Inc. (FABI). Since 1984, we have been working to create a standard in Florida's Inspection Industry. Now, after almost 40-years, FABI remains 'Florida's Inspection Voice'.

Following you will find information on everything necessary to join our association. If you still have questions after reviewing the material, please contact me at info@fabi.org.

FABI is a hands-on, member driven organization that provides educational programming and ongoing opportunities for its members to interact at FABI meetings and events. FABI also provides many opportunities for its members to be involved in the governing of the association.

FABI provides a wide range of membership services and benefits. Foremost, is the ability to align yourself and your business with the most professional real estate inspection organization in the State of Florida.

All prospective members must join FABI as aspiring associate inspectors first. Becoming an aspiring associate inspector is easy. Just complete the enclosed membership application and return it to the FABI Office with your application fee. Then you'll want to work through each step to move up in the membership categories (information included in this packet).

We welcome any questions you may have and look forward to receiving your application.

Sincerely,

Sunni Simmons

FABI Executive Director

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 option 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 confer-

ences 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 encouraged 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.

FABI STANDARDS OF PRACTICE

As a FABI Member you are required to follow the FABI Standards of Practice and Code of Ethics. These Standards are a minimum guideline for your inspections. It is your responsibility to read and learn the standards of practice before becoming a FABI Member. It is crucial that your inspection procedures and report adhere to the standards of practice and that you are acting in an ethical manner at all times. Any complaints filed against a FABI Member are reviewed by the ethics committee.

Please take the time to review the [current Standards of Practice on the FABI website](#) prior to joining.

FABI CODE OF ETHICS

Integrity, honesty, and objectivity are fundamental principles embodied by this Code, which sets forth obligations of ethical conduct for the home inspection profession. The Board of Directors of FABI has adopted this Code to provide high ethical standards to safeguard the public and the profession. Inspectors shall comply with this Code, shall avoid association with any enterprise whose practices violate this Code and shall strive to uphold, maintain and improve the integrity, reputation and practice of the home inspection profession.

1. Inspectors shall avoid conflicts of interest or activities that compromise, or appear to compromise, professional independence, objectivity or inspection integrity.
 - A. Inspectors shall not inspect properties for compensation in which they have, or expect to have, a financial interest.
 - B. Inspectors shall not inspect properties under contingent arrangements whereby any compensation or future referrals are dependent on reported findings or on the sale of a property.
 - C. Inspectors shall not directly or indirectly compensate realty agents, or other parties having a financial interest in closing or settlement of real estate transactions, for the referral of inspections or for inclusion on a list of recommended inspectors, preferred providers or similar arrangements.
 - D. Inspectors shall not receive compensation for an inspection from more than one party unless agreed to by the client(s).
 - E. Inspectors shall not accept compensation, directly or indirectly, for recommending contractors, services or products to inspection clients or other parties having an interest in inspected properties.
 - F. Inspectors shall not repair, replace or upgrade, for compensation, systems or components covered by FABI Standards of Practice, for one year after the inspection.
2. Inspectors shall act in good faith toward each client and other interested parties.
 - A. Inspectors shall perform services and express opinions based on genuine conviction and only within their areas of education, training or experience.
 - B. Inspectors shall be objective in their reporting and not knowingly understate or overstate the significance of reported conditions.
 - C. Inspectors shall not disclose inspection results or client information without client approval. Inspectors, at their discretion, may disclose observed immediate safety hazards to occupants exposed to such hazards, where feasible.
3. Inspectors shall avoid activities that may harm the public, discredit themselves or reduce public confidence in the profession.
 - A. Advertising, marketing and promotion of inspectors' services or qualifications shall not be fraudulent, false, deceptive or misleading.
 - B. Inspectors shall report substantive and willful violations of this Code of Ethics to the Ethics & Standards of Practice Committee.

FABI CONTINUING EDUCATION REQUIREMENTS

All FABI Aspiring Associate Inspectors, Associate Inspectors, Registered Professional Inspectors, and Master Professional Inspectors must earn 20 continuing education credits and attend at least one FABI quarterly conference for each membership renewal term.

The term for credits starts at initial membership and annual credits are due at the time of membership renewal. If a member does not meet the requirements by their renewal period, they will be placed on a six-month probation status which will allow them time to make up the credits.

FABI will track members' attendance at FABI conferences. It is the responsibility of each member to forward proof of credits earned outside a FABI conference to the FABI office when notice of membership renewal is received. Proof must be in the form of a certificate of attendance/completion or letter from provider of credits.

Continuing Education Credits (CECs)

<u>TYPE OF ACTIVITY</u>	<u>CEC VALUE</u>
1. FABI Conference	1 point per contact hour
2. Florida Home Inspection Exam (FHIE)™	15 points for passed examination
3. Approved Inspection course	1 point per contact hour
4. College, University or Technical School Course	1 point per contact hour
5. Service to FABI (Committees, Board of Directors, Office)	2 points for each office/committee assignment
6. Other (i.e.: ASHI, InterNACHI, etc.)	1 point per contact hour

FABI MEMBERSHIP APPLICATION

To begin the membership process, you must first complete the enclosed membership application. A few things to remember:

- ASHI Certified Inspectors and InterNACHI Certified Master Inspectors have met the FABI qualifications for membership. Proof of membership must accompany application.
- Please print legibly (or type directly into the form) and include all of your contact information.
- Read and initial the proper areas on page two. **If these are not initialed, the application will be returned to you.**



Florida Association of Building Inspectors, Inc. Application for Aspiring Associate/Associate Inspector Membership

PLEASE TYPE OR PRINT CLEARLY

Name _____ Preferred First Name _____

Business Name _____ Birthday (Month/Day) _____

Mailing Address _____

City _____ State _____ Zip _____

Counties Served _____

Office Number _____ Cell Number _____

Email _____ Website _____

FABI Sponsor/Referral (If applicable): _____

of Years in Inspection Services _____ # of Inspections Performed To Date _____

HI License Number _____ Date Licensed by the State _____

Other Licenses Currently Held _____

Services Offered (i.e. New Construction Inspection, Insurance Inspection, Mold Testing, etc.) _____

Brief Background History _____

CHOOSE YOUR PAYMENT OPTION

I'd like to set up monthly payment of my dues at \$19.99. I have completed and returned [the recurring dues form](#) with this application.

I would like to pay my full year of dues upfront for \$225. ([Make online payment by clicking here](#) or complete the information below.)

I am a dues paying member of ASHI or InterNACHI and would like to take advantage of the 25% discount off FABI annual dues (\$168.75). I have included a copy of my current paid dues receipt for either organization. ([Make online payment by clicking here](#) or complete the information below.)

Card Number _____ Expiration Date _____

Billing address including city, state and zip (if different from above) _____

Cardholder's Signature _____

Credit card information will be redacted from application once payment has been processed.

Application for Aspiring Associate/Associate Inspector Membership

Page 2 of 2

Please read and initial each line below signifying you have read and understand the policies and procedures.

_____ I understand that until I am classified as a FABI Associate Inspector, I may not use any FABI logo in my marketing materials or advertise myself as anything other than a FABI Aspiring Associate Inspector. Once FABI Associate Inspector membership is attained, I will be sent the proper logo for that category and can then add it to my marketing materials and advertise myself as a FABI Associate Inspector.

_____ I understand that FABI Associate Inspectors are only permitted to use the FABI Associate Inspector logo and that any associate inspector found to be using the standard FABI logo, the registered professional inspector logo, the master professional inspector logo or the affiliate logo, may, at the discretion of the FABI Ethics and Standards of Practice Committee, have their membership immediately terminated with no refund of monies paid.

_____ I understand I will not be sent a FABI membership badge or certificate until I become a FABI Associate Inspector by submitting proof of 100 full fee-paid home inspections and one completed full home inspection report and having both approved.

_____ I understand that I am required to attend at least one FABI quarterly conference per FABI renewal year and earn at least 20-continuing education credits.

_____ I understand as an associate inspector I am working towards registered professional inspector membership. This category requires proof of 250 fee-paid full home inspections (to include the original 100 I will submit for associate inspector membership).

*FABI makes its membership list available to FABI Affiliate Members who offer products and services to our members.
If you do not wish to be included, please check this box*

DECLARATION OF INTENT Please read carefully and sign below

I attest and declare that I have read and understand the Florida Association of Building Inspectors, Inc. (FABI) [Standards of Practice](#), [Code of Ethics](#) and [Policies and Procedures](#).

By signing this document, I agree to abide by and uphold all conditions as so stated in the three referenced documents. I also understand that abiding by and upholding ALL aspects of the FABI Code of Ethics, Standards of Practice and Policies and Procedures is a condition of membership in FABI, and any violation may result in an immediate termination of membership and all rights and privileges of membership.

I understand that I may only use the FABI Logo designated for my membership level and that using any other FABI logo as a Associate Inspector will be grounds for termination of my membership.

My signature is my seal that I will practice all inspections under the guidelines of the FABI Standards of Practice and the FABI Code of Ethics.

Signature

Date

Return your application by email to info@fabi.org
or by mail to: FABI / P.O. Box 149202 / Orlando, FL 32814