

APPLICATION FORM  
for the  
Residential IAQ Investigator Training Program

Name \_\_\_\_\_ Tel: (\_\_\_\_\_) \_\_\_\_\_

Company \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail address & Website \_\_\_\_\_

Is e-mail a good way to contact you? \_\_\_\_\_yes \_\_\_\_\_no

Have you conducted IAQ investigations in the past? \_\_\_\_\_yes \_\_\_\_\_no

If the answer is yes, how many and what types of buildings? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Select the responses that best describe your sense of smell:

_____ I notice most odours	_____ Odours do not bother me
_____ I notice strong odours only	_____ Strong odours make me ill
_____ I cannot detect most odours	_____ Odours are not important to me

Have you ever smoked? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, are you still smoking? \_\_\_\_\_ yes \_\_\_\_\_ no

Please indicate if you suffer from any of the following:

_____ asthma	_____ hayfever
_____ allergies	_____ environmental hypersensitivities
_____ other health conditions	Please specify _____

List educational background or formal training:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List experience related to design, construction, renovation or other aspects of housing or buildings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List experience relevant to indoor air quality investigations:

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Please explain your background in building science and mechanical systems: (e.g., R-2000 course, NECA courses, Atlantic Training Board, Residential Housing Professional courses):

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Indicate membership in professional organizations:

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Indicate your principal line of work or employment:

<input type="checkbox"/> IAQ investigator	<input type="checkbox"/> Private building inspector
<input type="checkbox"/> Builder/renovator	<input type="checkbox"/> Public building inspector
<input type="checkbox"/> Mechanical contractor	<input type="checkbox"/> Public health inspector
<input type="checkbox"/> Trainer	<input type="checkbox"/> Other _____

Please list all the services and products you provide to customers: \_\_\_\_\_

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Are you a distributor, or affiliated with a manufacturer, of an IAQ product? Please explain \_\_\_\_\_

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(Please note that potential conflicts of interest will be evaluated individually)

How would you describe your client relations skills? \_\_\_\_\_

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Registration for the three-day courses is limited. Because the number of applicants exceeds the available spaces, selection will be made on a competitive basis. The registration fee for the course is \$825\* plus applicable taxes and is due when the successful applicant is notified. Please do not send any fees until requested to do so.

Please note that the 3-day Residential IAQ Investigator course is intended for those who already have a solid background in residential construction, residential mechanical and ventilation systems, and building envelope principles, such as registered home inspectors, architectural technologists, R2000 builders, etc. The course does not provide instruction in these areas; rather, it is intended to build on and expand participants' existing knowledge base into the field of indoor air quality.

To assist in evaluating the suitability of their training and experience for the Residential IAQ Investigator course, **applicants are asked to send in a copy of their résumé, or a letter providing details of their educational and job history** in addition to the completed application form.

Please note that acceptance into the field training phase that follows the three-day course is not automatic. In cases where it is determined that a student would benefit from additional training either prior to being considered for admission into the Field Training or to be permitted to continue, supplementary courses may be recommended or required. Applicants from related fields (such as public health inspection, real estate, insurance, disaster restoration, etc.) may in some cases be admitted to the 3-day course only without continuing on to the Field Training component.

The field training component of the Program is optional. However, to complete CMHC's Residential IAQ Investigator Program, the participant must go through a field training process involving four house investigations to be submitted individually for review. For those accepted into the field training, it is strongly recommended that be completed within a year from taking the course. A review fee\* of \$275 plus applicable taxes is required for each case house. Participants who successfully complete all required program elements will be issued a diploma acknowledging completion.

Performance will be reviewed on an ongoing basis during the 3-day training in the classroom and during the field training. Compelling reasons (e.g., complaints from clients, conflicts of interest, insufficient knowledge, etc.) may result in disqualification from or termination of the training at any point. All fees are non-refundable.

Upon completion of the program, neither CMHC, the trainers, nor the partners in this initiative will assume responsibility for the IAQ investigations. Liabilities for residential IAQ investigations will be borne by the investigator.

\* Current fees are posted on the website ([www.iaq-qai.com](http://www.iaq-qai.com)) and are subject to change without notice.

**\*\* SIGN AND INCLUDE NEXT PAGE \*\***

I understand and accept these terms and conditions.

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

Print name \_\_\_\_\_

**Return completed form to:**

Coordinator - IAQ Program  
1 – 258 Cathcart Street  
Ottawa, ON K1N 5C3  
Telephone: (613) 680-7547  
Fax: (613) 680-7584  
E-mail: [info@iaq-qai.com](mailto:info@iaq-qai.com)