



APPLICATION BOOKLET

Council-certified
Residential Mold Inspector

CRMI

INSTRUCTIONS:

Candidates for the CRMI must complete **three tasks** in order to become certified by the American Council for Accredited Certification:

- 1) Submit an eligible application (typed or neatly printed)
- 2) Pass the CRMI examination with a score of 75% or better
- 3) Await board review of the completed application

Task #1: The application packet

This booklet contains all the information and forms necessary for the first task: completion of the application packet. In order to apply, please take the following steps:

1. _____ Determine your eligibility by reading the program description carefully (pp. 2-7).
2. _____ Complete, sign and notarize the application form (pp. 8-9).
3. _____ Attach copies of college transcripts if you claim college credit as part of your application.
4. _____ Attach at least one form of project documentation for EACH year of field experience claimed (see "Required Documentation" on page 4).
5. _____ Attach the application fee (credit card payments are also accepted in the Council office via phone or fax).

Task #2: The CRMI examination

Once your completed application (including payment) is on file with the Council office, you may register for the CRMI exam by calling (888) 808-8381. The Council staff will assist you in selecting a testing center near you. For an updated list of exam topics and item references to use in test preparation, visit www.certificationcouncil.org.

Task #3: Board review

Following a successful examination, the Council staff forwards the complete, eligible application to the CRMI certification board. You will be notified within approximately two weeks after the board reviews your application.

NOTE: IT IS THE CANDIDATE'S RESPONSIBILITY TO ENSURE THAT HIS OR HER APPLICATION IS COMPLETE AND ELIGIBLE. Incomplete files will not be forwarded to the board for review. Please call the Council if you need assistance in determining your eligibility or in completing the application packet.

Program Description

The American Council for Accredited Certification offers the Council-certified Residential Mold Inspector (CRMI) to those with expertise in residential property inspection. The certification attests to their knowledge of standard methods for documenting suspected mold contamination. The CRMI certifies individuals to perform limited mold screenings, and requires that they refer detailed investigation and remediation to Council-certified professionals.

Objectives of the CRMI Program:

- To raise the standards of those engaged in preliminary residential mold inspections for the purpose of residential property transfers.
 - To identify persons with acceptable knowledge of microbial testing standards used to verify suspected microbial issues in residential settings.
 - To certify qualified individuals in the execution of preliminary, limited residential mold screenings and to require the referral of detailed investigation and remediation to Council-certified professionals.
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Eligibility:

Applicants for the CRMI certification must demonstrate academic- and experience-related eligibility.

- Applicants must possess one of the following combinations of education and relevant field experience:
 - A two-year science-related college degree or its equivalent (15 semester-hours of science) and one (1) year of verifiable field experience either as a home inspector or as a licensed pest control inspector, performing residential structural inspections for purposes of property transfer; or
 - Two (2) years of verifiable field experience either as a home inspector or as a licensed pest control inspector, performing residential structural inspections for purposes of property transfer; or
 - Another ACAC certification in good standing.
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The Required Body of Knowledge:

The effective practice of residential mold inspections requires detailed knowledge of standards promulgated by the Indoor Environmental Standards Organization, as summarized on the following list.

1. IESO, *Standards of Practice for the Assessment of Indoor Environmental Quality, Volume I: Mold Sampling; Assessment of Mold Contamination*, 2nd edition (2003), including:
 - Standard 1110 - *Tape Sampling*
 - Standard 1120 - *Swab Sampling*
 - Standard 1210 - *Air Cassette Sampling*
 - Standard 1220 - *Viable (Culturable) Air Sampling*
 - Standard 1310 - *Dust Sampling*
 - Standard 2110 - *Level I Assessment*
 - Standard 2210 - *Level II Assessment*
2. EPA, *A Brief Guide to Mold, Moisture and Your Home* (EPA 400-K-02-003) (www.epa.gov/iaq/molds/moldguide.html)

The Required Skills:

Council-certified Residential Mold Inspectors (CRMIs) have demonstrated their knowledge of standard practices (as defined by the Indoor Environmental Standards Organization) relating to the following skills:

1. The inspection of residential structures for mold colonization
 - a. An understanding of the principles governing the relationship between moisture intrusion and mold growth within the building envelope
 - b. An understanding of the scope and limitations of the inspector's work in the assessment of residential structures for mold colonization
 - c. An understanding of the terminology associated with mold colonization
 - d. An understanding of the procedures for non-invasive inspection of residential structures for visible suspect conditions
 - e. An understanding of proper sampling protocols for residential mold inspections
 - f. An understanding of protocols for the interpretation of sampling data collected in residential mold inspections
 - g. An understanding of proper health and safety procedures associated with residential mold inspections
 - h. An understanding of the applicability and limitations of inspections conducted according to IESO Standard 2210
2. The evaluation of mold colonization on surfaces
 - a. An understanding of the scope and limitations of the inspector's work in evaluating mold colonization
 - b. An understanding of the terminology associated with mold colonization
 - c. An understanding of proper sampling protocols for the evaluation of mold colonization
 - d. An understanding of basic data interpretation techniques for the comparison of suspect to non suspect areas
 - e. An understanding of the applicability and limitations of evaluations performed according to IESO Standard 2110
3. The collection of surface samples by means of clear adhesive tape or wetted swabs
 - a. An understanding of the terminology associated with the sampling process
 - b. An understanding of the equipment and supplies necessary to conduct each type of sample collection, and of the methods for calibration and operation of such equipment
 - c. An understanding of proper sampling protocols for the collection of surface samples
 - d. An understanding of the advantages and limitations of each collection method
4. The collection of air samples by means of cassette slide impactors or viable impactors
 - a. An understanding of the terminology associated with the sampling process
 - b. An understanding of the equipment and supplies necessary to conduct each type of sample collection, and of the methods for calibration and operation of such equipment
 - c. An understanding of proper sampling protocols for the collection of air samples
 - d. An understanding of the advantages and limitations of the each collection method
5. The collection of dust samples from carpeting and other surfaces by means of vacuum filtration devices
 - a. An understanding of the terminology associated with the sampling process

- b. An understanding of the equipment and supplies necessary to conduct each type of sample collection, and of the methods for calibration and operation of such equipment
 - c. An understanding of proper sampling protocols for the collection of dust samples
 - d. An understanding of the advantages and limitations of the collection method
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The Certification Process:

1. Complete and forward the notarized application and project sheets and a copy of diploma or transcripts. Incomplete applications will not be forwarded to the Certification Board for review.
 2. Pass the closed-book examination.
 - a) If the examination is not successfully passed, a mandatory 30-day waiting period and re-examination fee of \$100 is required before retaking the examination.
 - b) If the second examination is not successfully passed, a mandatory 60-day waiting period and re-examination fee of \$100 is required before retaking the examination.
 - c) If the third examination is not successfully passed, a mandatory 90-day waiting period and re-examination fee of \$100 is required before retaking the examination.
 - d) Additional attempts are not permitted beyond the fourth examination.
 3. Applicants have up to 2 years from the date of their examinations to complete the application process. Examination results for applications left incomplete after two years will be considered null and void.
 4. Wait for the awarding of the certification. The Certification Board will meet approximately every four (4) weeks to review the examination results and supporting materials before voting to award the certification.
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The Application:

The Application form provides an area for contact information, academic information and experience background. We strongly recommend a notarized application be sent to the Council office prior to the examination, so that the certification staff may prepare the applicant's file for Board review.

Required Documentation:

The applicant must provide documentation of two years of field experience either as a home inspector or as a licensed pest control inspector – that is, someone who performs residential structural inspections for purposes of property transfer. Acceptable forms of project documentation include:

- A notarized reference form signed by a professional who can attest to the candidate's work as a home inspector or as a licensed pest control inspector (reference forms are included on pages 10 and 11 of this booklet);
- The dated signature page from a contract to perform a home inspection which names the applicant as the inspector;
- One page of a home inspection report that includes the location and date of inspection and names the applicant as the inspector.

The applicant must submit at least one piece of documentation for EACH of the required two years of field experience.

The CRMI Examination:

1. The applicant must complete a 3-hour, closed-book, written examination. The examination questions are based on the listed core skills and required body of knowledge. For an

updated list of exam topics and item references to use in test preparation, visit www.certificationcouncil.org.

2. The examination is closed-book! It is strongly recommended that candidates read the reference materials listed above before taking the examination.
 3. There are 75 questions on the examination. Each question is multiple-choice with at least four (4) possible answers. A score of 75% must be achieved to pass this examination.
 4. The examination is delivered electronically at an authorized testing center operated by Kryterion, Inc. There are no paper exams. Once a complete application packet is on file in the Council office, the candidate may register for the examination by calling the office at (888) 808-8381.
 - Candidates should arrive 30 minutes before the testing appointment.
 - Candidates must present two forms of government-issued identification at the testing center, one of which must be picture ID.
 - Candidates must follow proctor instructions with regard to the use of personal belongings and test materials.
 - Candidates failing to abide by these rules will not be permitted to sit for the exam, and a re-examination fee of \$100 will be required.
 5. All examinations contain the same questions; however, the examination questions are presented to each candidate in random order and the examination answers are presented to the candidate in random order.
 6. Examinations are graded electronically at the testing facility, and scores are available to candidates immediately. An email is sent to the candidate's email address confirming test results.
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The Certifying Body:

1. The American Council for Accredited Certification is the certifying body for this program.
 2. All decisions regarding application materials, examinations and the awarding of certifications are made by the CRMI Certification Board, which functions as part of the American Council for Accredited Certification.
 3. The certifying body's responsibility to applicants is to provide a credible certification. Operation of the certification program is closely monitored to ensure that reference materials remain current with the industry guidelines and standards and the eligibility requirements for certification are at appropriate levels. Examination questions are developed by certified CRMIs who are currently active in the field of residential mold inspection. Pass/fail scores are set by the CRMI Certification Board at the ACAC annual meeting using the modified Angoff method. The Board authorizes an annual statistical review of examination item performance and test reliability and updates the examination to reflect the latest changes in our rapidly evolving field.
 4. The CRMI certification is valid for two (2) years, after which time re-certification is required.
 5. Certification Board members are required to abstain from voting on any applicant's completed file that may present a conflict of interest, either personally or professionally.
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Re-certification:

ACAC certifications are current for two years from the date of issue. The certificate holder must accumulate forty (40) Re-certification Credits (RCs) prior to the certificate's expiration date. Each RC represents one (1) hour of continuing education in a Council-registered activity. The certificate holder may accumulate the required 40 hours at any time during the two-year certification period. An updated list of activities which qualify for RCs is available on the Council website at www.certificationcouncil.org.

Due Process Procedures:

1. The CRMI Certification Board is responsible for all facets of the certification program, including the review and evaluation of applications, the development and administration of examinations, the granting and reissuing of certificates and the adjudication of complaints against certificants.
2. **Suspensions:** If a Council-certified Residential Mold Inspector does not accumulate the required re-certification credits, certification shall terminate unless, in the judgment of the Certification Board, extenuating circumstances exist and the deficiency can be readily overcome. Examples of extenuating circumstances include documentation of active military service or documentation of a serious medical condition.
3. **Complaints:** If a Council-certified Residential Mold Inspector fails to abide by the ACAC Code of Conduct or is formally accused of gross negligence in the performance of his or her professional duties, the Certification Board may vote to refuse re-certification.
4. **Appeals:** Any holder of a valid Council certification or applicant for such a certification may appeal the decisions of the Certification Board.
5. Complaints or appeals shall be made in writing via certified mail to the Certification Administrator.
6. The Certification Administrator shall forward complaints or appeals to the appropriate Certification Board.
7. The Certification Board shall rule on all complaints or appeals by unanimous vote.
8. Complaints or appeals may be continued in writing via certified mail to the National Advisory Board.
9. The National Advisory Board shall be the final court of appeal and will rule on complaints or appeals by unanimous vote.

Reinstatement of the CRMI:

Council-certified Residential Mold Inspectors who do not acquire sufficient CRMI Re-certification Credits by their recertification date will be notified in writing to cease using the CRMI designation. They will be listed as expired on the Council website and will no longer be listed as a CRMI in any ACAC publication until such time as they resubmit to the certification process and successfully meet the current criteria for certification. Appropriate fees will apply.

Fees:

Corporate purchase orders, checks, Visa, MasterCard and American Express are accepted.

Certification Fee: \$300 for a two-year certification

- Certification fees include a \$100 non-refundable processing fee

Examination Fee: \$100

- Examination and certification fees are required prior to taking examinations

Re-certification Fee: \$300

- Re-certification is for a two-year period and requires documentation of continuing education. Re-certification fees include a \$100 non-refundable processing fee.

Re-examination Fees: \$100 (for individuals who failed a previous exam).

Penalties: \$50 for late re-certification.

- May be waived in case of documented active military duty or medical issues
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Emeritus (Retired) Status:

1. Retired Council-certified Residential Mold Inspectors who are at least 62 years of age may be granted emeritus status in their designation as long as they are no longer engaged in professional practice as a CRMI. Such persons will be granted the title "Emeritus".
 2. Re-certification Fees for Emeritus (Retired) Status: **\$50** USD for each two-year certification.
 - A photocopy of a current driver's license is required for Emeritus Status.
 3. Continuing education is not required.
 4. To return to active status, emeritus certificants must notify the Council in writing and pay a \$50 fee for a two-year active certification. At the end of the two-year period, all normal re-certification policies will apply.
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Use of the CRMI Designation:

- A Council-certified Residential Mold Inspector (CRMI) may use the designation with his/her name on organization letterheads, business cards and all forms of address. When using the CRMI designation, we encourage the spelling out of the designation fully in smaller print immediately below the signature block, as in the following example:

John Doe, CRMI
Council-certified Residential Mold Inspector
Board-awarded by the American Council for Accredited Certification

- Certification is for individuals only. The CRMI designation may not be used to imply that an organization or firm is certified.
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ACAC Code of Conduct:

- **Objective**

The objective of this code is to provide standards of appropriate conduct for the certificants of the American Council for Accredited Certification as they engage in their individual professions.

- **Rules of Conduct**

Certificants of the American Council for Accredited Certification shall:

- Practice their respective professions following accepted industry standards and guidelines.
- Exercise caution not to misrepresent their credentials, training or experience in the course of their professional activities.
- Deal responsibly in advising parties regarding potential damage to property and/or risk to health.
- Maintain confidentiality concerning both personal and business information gathered in the performance of their professions, except in the case of overriding legal and/or health concerns.
- Avoid instances where potential conflict of interest or compromise of professional judgment may occur.
- Act with integrity to uphold the standards of their profession and of the Council and avoid any conduct that could adversely reflect on the Council and its certificants.

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Updated: 7-31-09



OFFICIAL APPLICATION
 Council-certified
 Residential Mold Inspector

CRMI

Mail completed applications to The American Council for Accredited Certification, PO Box 11599
 Glendale, AZ 85318-1599. Each packet must include:

- A signed, notarized application form.
- At least one of the following for EACH year of field experience:
 - a. A notarized reference form signed by a professional attesting to the candidate’s work as a home inspector.
 - b. Dated signature page from a contract to perform a home inspection that names the applicant as the inspector.
 - c. One page of a home inspection report that includes the location and date of inspection and names the applicant.
- A check or money order for the application fee. (Credit card payments accepted by phone)

Staff Use Only	
Received by	Date
Verified by	Date
Verified by	Date
Verified by	Date
Verified by	Date

The CRMI Certification Board will treat the information in this application as confidential.

CONTACT INFORMATION

Full Name:

Complete Home Address:

Home Phone:

Email Address:

Last 4 Digits of SSN:

Professional Title:

Company Name:

Complete Business Address:

Business Phone:

Business FAX:

Company URL:

Address for Correspondence:

_____ Home

_____ Business

Prep Course Provider:

Prep Course Site and Date:

Licenses and Designations:

Please list or describe any professional designations, licenses or registrations currently held, including home inspector or pest control operator license numbers.

ELIGIBILITY

The CRMI requires a combined two (2) years of post secondary science-related education and relevant field experience. Education should include disciplines related to Indoor Air Quality. Experience must include home inspections for the purpose of property transfer. Current Council certificate holders are also eligible.

EDUCATION

High School/GED:

City and State:

Year of Graduation:

College/University:

City and State:

Degree and Year:

Major:

YEARS OF IAQ FIELD EXPERIENCE: _____

Please briefly describe your field experience as a home inspector or licensed pest control inspector or as a Council-certified professional.

AFFIDAVIT: By signing this application, I make the following statements:

- I am aware of and abide by all local, state and Federal regulations governing asbestos, lead and other hazardous materials.
- I agree to comply with the ACAC code of conduct and pledge myself to the highest ethical standards.
- I agree to restrict my use of the CRMI to the activities for which certification has been granted.
- I agree to refrain from using the CRMI in such a manner as to bring the ACAC into disrepute.
- I agree to refrain from making any statements regarding the CRMI which the ACAC may consider misleading or unauthorized.
- I agree to refrain from using the CRMI in a misleading manner.
- I understand that the CRMI certificate remains the property of the ACAC.
- I agree to discontinue the use of all claims to the certification in the event that it is suspended or withdrawn and to return the CRMI certificate promptly to the ACAC.
- I understand that the application fee is non-refundable.
- I agree to indemnify and hold harmless the ACAC and all its agents and employees from and against any liability whatsoever in connection with this application, the CRMI examination and/or the granting of or failure to grant certification.

Applicant Signature: _____ **Date:** _____

Notary Public: _____ **Expiration Date:** _____

Notary Seal/Stamp: _____ **Date:** _____

Incomplete application packets will not be forwarded to the Board for review.



PROFESSIONAL REFERENCE FORM

American Council for Accredited Certification

I understand that _____ (the CANDIDATE) is applying to the American Council for Accredited Certification for the following certification:

Council-certified Residential Mold Inspector (CRMI)

I understand that this certification is designed for home inspectors or licensed pest control inspectors performing residential structural inspections for purposes of property transfer. I further understand that this reference will be relied upon to verify field experience necessary for certification by the American Council for Accredited Certification.

I hereby attest that, to the best of my knowledge, the Candidate worked as a home inspector or licensed pest control inspector according to the above definition during the year _____.

I understand that this information will be treated as confidential by the American Council for Accredited Certification.

Signature	Date
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Full Name

Company and Title

Phone	email
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Notary Public	Date
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Notary seal or stamp:



PROFESSIONAL REFERENCE FORM

American Council for Accredited Certification

I understand that _____ (the CANDIDATE) is applying to the American Council for Accredited Certification for the following certification:

Council-certified Residential Mold Inspector

I understand that this certification is designed for home inspectors or licensed pest control inspectors performing residential structural inspections for purposes of property transfer. I further understand that this reference will be relied upon to verify field experience necessary for certification by the American Council for Accredited Certification.

I hereby attest that, to the best of my knowledge, the Candidate worked as a home inspector or licensed pest control inspector according to the above definition during the year _____.

I understand that this information will be treated as confidential by the American Council for Accredited Certification.

Signature _____ Date _____

Full Name _____

Company and Title _____

Phone _____ email _____

Notary Public _____ Date _____

Notary seal or stamp: