

NATIONAL ASSOCIATION OF HOME INVENTORY PROFESSIONALS™

CERTIFICATION INSTRUCTIONS



CERTIFIED HOME INVENTORY PROFESSIONAL PROGRAM, CHIP™

&

CERTIFIED BUSINESS INVENTORY PROFESSIONAL PROGRAM, CBIP™

The National Association of Home Inventory Professionals, NAHIP™ is pleased to offer a certification program for inventory service professionals. Our unique certification program sets the standard for professionalism in the field of inventory documentation.

The CHIP™ & CBIP™ designations validate your experience and demonstrate your commitment to ethical and professional practices in the field of inventory documentation. Following the successful completion of the requirements set forth, an individual may display the CHIP™ and/or CBIP™ and utilize the special logo reserved for those certified. In addition, following the completion of the certification process your designation will be shown on the NAHIP member directory with a preferred placement in the online directory.

Please follow the certification instructions below to achieve the CHIP™ and/or CBIP™ designations.

① ENROLL

- Complete and submit the attached Enrollment Form
- You may submit your enrollment at any time, even if you are still in the process of setting up your business insurance and conducting your sample inventory for submission.

② SUBMIT INVENTORY DOCUMENTATION REPORT

- Perform a home and/or business Inventory Report for submission which can be from your own home, a client or a friend's (with permission). All reports submitted to NAHIP™ will not be shared with any other parties and are strictly for evaluating the quality of your services.
- Submit one home inventory report for the CHIP™ designation and/or one business inventory report for the CBIP™ designation. You have the option to request one or both certification designations. If you request only one designation initially you may request another at a later date with no additional fees.

- Follow the standards set forth by ensuring that your sample inventory meets the following requirements:
 - ✓ Quality Images - Images must be clear and concise with good zoom on small items
 - ✓ Image Required – Include a minimum of 1 image per item & more where necessary
 - ✓ Clear Descriptions - Descriptions and notations on inventory items must be clear
 - ✓ Proper Spelling - All text should be free of spelling errors
 - ✓ Accurate Totals - Report totals must be accurate
 - ✓ Sorting – Report should be sorted either by Location or Category
- Include a minimum of 75 items in your inventory report

③ INVENTORY DOCUMENTATION NARRATIVE

- Submit a paragraph in your own words which describes the benefits and reasons for a home owner or small business to obtain documentation of their assets.

④ BUSINESS INSURANCE

- Liability Insurance – Submit proof of insurance with a minimum coverage of \$20,000
- Dishonesty-Fidelity Bond – Submit proof of insurance with a minimum bond of \$10,000

Note on Dishonesty-Fidelity Bond:

Dishonesty bonds are purchased by employers to protect against losses by theft of embezzlement by employees. In addition, they provide your clients with protection if an item is stolen and offer comfort and reassurance to prospective clients. For example, a small business \$10,000 bond for 1 to 5 employees may be purchased from www.bondsexpress.com for approximately \$125 per year.

⑤ NAHIP™ MEMBERSHIP

- You must be an active member of NAHIP and agree to all the terms and conditions of membership included in the NAHIP membership application.

All certification submissions will be reviewed by a certification specialist with a Masters Degree in Business (MBA) who will provide feedback and revision requests as necessary. Resubmission of certification materials following review may be done at NO additional cost. Once all materials have been submitted, the review process takes approximately 2 weeks. You will be notified either by email or postal mail with regards to the status of your certification request.

All materials may be submitted by mail to: NAHIP, PO Box 365, Hebron CT 06248 or by email to: support@nahip.com

CERTIFICATION ENROLLMENT FORM



CERTIFIED **H**OME INVENTORY PROFESSIONAL PROGRAM - **CHIP**TM

&

CERTIFIED **B**USINESS INVENTORY PROFESSIONAL PROGRAM - **CBIP**TM

NAME:

BUSINESS NAME:

ADDRESS:

EMAIL ADDRESS:

PHONE:

CERTIFICATION:

(Circle one or Both)

CHIPTM

CBIPTM

SIGNATURE:

By signing this document I hereby agree to follow all certification requirements detailed above including maintaining all minimum insurance requirements and NAHIP membership. I understand that NAHIP may revoke certifications at any time should it be determined that a member is not in compliance.

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CERTIFICATION ENROLLMENT FORM



INSTRUCTIONS

NAHIP Membership

Membership in the **National Association of Home Inventory Professionals™** is a requirement for Certification. If you are not yet a member, please visit the JOIN page on the www.NAHIP.com website to easily join.

Submit Enrollment Form

Complete the enrollment form and return to NAHIP:

By Email: support@NAHIP.com

By Mail: NAHIP
PO Box 365
Hebron, CT 06248

Submit Payment

Pay online using your credit card at www.NAHIP.com by logging into your member account or you may send a check/money order in the amount of \$495 (Payable to: NAHIP) to:

NAHIP
PO Box 365
Hebron, CT 06248