



FABI POLICIES & PROCEDURES

Updated April 2024

MEMBERSHIP: PROCEDURES AND INFORMATION

- Complete all sections of the membership application and return them by email to info@fabi.org. Be sure all sections are initialed and signed. The 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 and documentation. ([found by clicking here](#));
- Complete the [FABI Standards & Ethics Quiz](#) on the FABI's education platform, Thinkific. You will need to create a new login to Thinkific in order to take the quiz. This is NOT the same as your membership login;
- To earn the FABI Associate Inspector designation, the inspector must provide one home inspection report completed by the applicant, as soon as applicable. This must be a full home inspection (no condos, wind mitigations, etc.). This report should have the client's personal information removed. The Membership Committee will review this report to ensure it meets the FABI Standards of Practice.
- To earn the FABI Registered Professional Inspector (RPI) designation, an inspector must submit proof of 250 full home inspections completed by the associate inspector. Proof must be in the form of a list, including the date and complete address of each inspection. The Membership Committee will review this list, which 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.

The application is reviewed within five (5) business days of receipt, and a welcome email is sent notifying the applicant of all actions necessary to complete the requirements of membership and any other information which may be helpful.

MEMBERSHIP CLASSIFICATIONS

FABI MASTER PROFESSIONAL INSPECTOR (FABI MPI)

This classification is for inspectors who have achieved:

- At least ten (10) consecutive and verifiable years in FABI, ASHI, or InterNACHI
OR
- A FABI member for less than 10 years in good standing that qualifies for RPI status AND has 10 years as a Florida Licensed Home Inspector AND has completed 1,500 standard home inspections (not insurance inspections).
OR
- If moving from another state, an applicant can become a FABI MPI after being in business in Florida and a FABI member for a minimum of 3 years AND
 1. Has been a member of ASHI or InterNACHI for at least 7 additional years
OR
 2. Has completed 1,500 home inspections (not insurance inspections)
AND has been approved by the Membership Committee and Board of Directors.
- FABI MPIs must attend a minimum of one FABI conference and earn a minimum of 20 total hours of continuing education through a state approved provider each 2-year licensing renewal period.
- FABI MPIs must submit one full home inspection report for review by the Membership Committee if not previously approved as a FABI RPI.

This designation entitles the FABI MPI to attend all FABI events at the reduced member rate; to possess and use the standard FABI logo and/or the exclusive FABI MPI logo in all advertising and transactions, and other member benefits which may be added from time to time.

FABI 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 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:

- Submit proof of 250 full home inspections and one completed inspection report for review;
- RPIs must attend a minimum of one (1) FABI conference and earn 20 total hours of continuing education each 2-year license renewal period.

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 website and other FABI sponsored advertising.

ASSOCIATE MEMBER

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 one completed full home inspection report for review. (If applicable)
- Associate inspectors have three years from the date of application in which to complete the membership requirements. 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 2-year license renewal period.

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.

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 website.

RETIRED MEMBER

- A professional inspector may become a retired member upon retiring from the home and building

inspection profession.

- Member 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.

DUES AND FEES

Membership Fees: Dues for all inspector categories are \$300. New applications require a \$25 one-time initiation fee. The total amount for new members is \$325.00.

Inspectors who are members of ASHI or InterNACHI are entitled to a \$50 discount. You must email a copy of your current paid dues receipt to info@fab.org, in order to take advantage of this discount. New applicants incurring the \$25 initiation fee will pay a total of \$275.00. Regular annual dues are \$250.00. ALL current members should renew their annual dues through our membership platform, Wild Apricot, via fab.wildapricot.org. If you have misplaced your login credentials, please email info@fab.org, and we will be happy to send you a password reset link. Wild Apricot will automatically send you a renewal invoice one-week prior to your renewal date, for convenient online payment.

Dues for employees of the same inspection companies are as follows:

1st Employee: Annual Dues – \$300*

2nd+ Employees Annual Dues – \$250*

*New Applicants will incur a one-time \$25 initiation fee.

To register a second (or more) member from a company, please email info@fab.org.

Affiliate Member – \$375 annually per individual or company.

Retired Member – No charge

Honorary Member – No charge

Lifetime Membership - \$3500 - The Lifetime Membership is open to any member level who is committed to long-term involvement. This presents a fantastic opportunity to circumvent future dues increases, The membership includes a special Lifetime Member I.D. Badge.

The annual membership fee for all FABI Past Presidents not actively serving on the Board of Directors is waived.

**FABI Membership dues will be increasing in October, 2024. To provide some relief, we are offering members the opportunity to lock in the current rate by pre-paying for up to three (3) years in advance. If you would like to take advantage of this opportunity, please email info@fab.org.

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.

Testing fees for examinations are set by the FABI Education and Testing Committee.

Dues and Fees in Arrears:

FABI Membership may be terminated if the money owed to FABI exceeds 30-days past due.

FABI MPIs may be moved to RPI status, or terminated, if money owed to FABI exceeds 30-days past due.

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: There are no refunds, unless by hardship, and then only with prior approval of the Board.

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 affiliates)

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

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 a FABI MPI or RPI uses the FABI 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 or associate inspector.

Each person must use the logo that coincides with their classification. An associate inspector found using either the FABI MPI, RPI, or 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. Affiliate members may only use the affiliate member logo.

VOTING

Professional inspector members are entitled to one (1) vote on all matters before the general membership for approval per the bylaws. Associate inspectors, affiliate members, and retired 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.

SOCIAL MEDIA POLICY

For 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, Tik Tok, Instagram.

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. With these purposes in mind, FABI has adopted these guidelines for social media use regarding 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 and/or duly appointed persons with guidance from the Board of Directors. The Executive Director or duly appointed persons 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 association's attention at once 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 or duly appointed person, you agree to conduct yourself by following the 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 will also accept differences and differing opinions by responding respectfully 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 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 correctly use the technology/ capabilities as an effective communications tool and will not engage in spam or other misuses of communications technologies/capabilities.
- FABI does not tolerate social media dialogue that does not conform to the reasonable standards of civility outlined above. FABI, therefore, will take appropriate steps to ensure that dialogue on the association's social media sites conforms to such behavioral standards. Such steps may include deleting posts, blocking users, and ending any communication with any user at any time.

COMMITTEES

Finance Committee

The Finance Committee will include the Treasurer, President, Immediate Past President, Executive Director, or their assistant. All of which shall be permitted access to all financial documents and accounts as requested. All expenditures shall be approved by the Treasurer, the President, or other Board members as needed. A testing committee member shall approve testing committee expenditures. The treasurer shall report on the financials with the assistance of a bookkeeper or accountant at every Board and membership meeting, or, whenever the Board or membership requests such.

Education Committee

The Education Committee shall be responsible for, and in charge of, all FABI educational programs. They will decide the schedule for classes, the instructors, and who will be responsible for reporting continuing education credits as needed. All education and training schedules must be presented to, and approved

by, the Education Committee prior to scheduling. The Committee shall have a finalized program for each conference one conference ahead of time, and a rough outline of the following conference. This allows for proper advertising, creating, and posting content for the conference.

The chart below shall be a guide for the Education Committee to determine compensation for conference speakers and off-site education. Fees outside of this chart shall be presented to the Board for approval. The compensation chart may be amended by the Education Committee and presented to the Board for approval.

FABI MEMBERS	PAYMENT	ROOM	TRAVEL	FREE CONF
FRIDAY				
WM & 4P (7hrs)		1 night	n/a	Sat/Sun
Advance (4hrs)	50/50	n/a	n/a	n/a
Report Writing (3hrs)		1 night	n/a	Sat/Sun
SAT & SUN				
1 hr Session	\$150 OR	1 night OR	n/a	OR Sat/Sun
2+ hr Session	\$300 OR	1 night AND	n/a	Sat/Sun
FABI ROAD CLASS				
4+ hrs	70/30	1-2 nights (2 nights if traveling >150 miles)	gov allowable mileage rate plus up to \$50 per day for meals	n/a
OUTSIDE SPEAKERS				
SATURDAY				
Half Day (up to 3 hrs)	up to \$1000	n/a	n/a	n/a
Full Day (up to 6 hrs)	up to \$2500	n/a	n/a	n/a
SUNDAY (2 hrs)	up to \$750	n/a	n/a	n/a
OTHER FABI RELATED PROJECTS IN FL (ie Roundtable, FAR, ASHI, Suntech, Membership drives, Realtor education, and All Industry Related/Public Related projects, etc.)	n/a	1 night if traveling >150 miles	gov allowable mileage rate plus up to \$50 per day for meals (Receipts required)	n/a

Testing Committee (FHIE)

The testing committee shall be responsible for the Florida Home Inspector Exam (FHIE). The Committee shall ensure that the test questions are not shared with those outside the Committee. Instructors for licensing should not be allowed to serve on the Committee. Although the President may be part of the Committee, if the President is an instructor or intends to be a licensing instructor, they are not permitted access to the exam questions. The Committee Chair will ensure that the questions are only given to those that fit the above criteria. The Executive Director may have access to preserve the data and questions but is not permitted to share with anyone not specifically on the Committee. Exam fees shall be determined by the Testing Committee and presented to the Board for approval.

Ethics Committee (See Ethics and Standards of Practice Complaints Committee Guidelines, Revised September 2002)

FABI will not tolerate unethical business or inspection practices. 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 or 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.

Industry Relations – (under the membership committee)

Shall be responsible for maintaining and promoting relations with other organizations and groups related to or in the home inspection industry.

Legislation Committee

Shall be responsible for maintaining and promoting relations with legislation, licensing affairs, and organizations or groups related to the same.

Transition

- Each elected Board or committee member agrees to assist future Board or committee members in obtaining access to information needed or wanted to do their job. It would include all access to all technical information, bank accounts, online and offline technologies, and software used by FABI.
- The President will transfer all records, past and present, to the new President.
- The Secretary will transfer all organization records, including all documents and minutes.
- The Treasurer shall transfer access to all accounts and all electronic and physical documents. The Board members will explain these accounts' use and significant features and reasoning behind them.

Failure to cooperate with future Board members to access and understand the organization's information will be considered an ethics violation.

All complaints will be referred to the ethics committee for review and any disciplinary actions they see fit up to removal from membership.

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