



**Gregory Enterprises**  
dba.  
**Inspector Nation**  
**Advanced Certifications**  
**“INAC”**

**Radon Inspection Specialist Proficiency Certification**  
**Candidate Handbook**  
**(CS-0002)**

**Revision: 03**  
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**INSPECTOR NATION**  
-ADVANCED CERTIFICATIONS-

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**“INAC” Radon Inspection Specialist Proficiency Certification  
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**APPROVALS**

APPROVED BY:



(Bonnie T. Gregory), President

10-30-18

Date



(Thomas S. Gregory V), General and Technical Manager

10-30-18

Date



(Thomas S. Gregory IV), Quality Manager

10-30-18

Date

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### **Terms and Definitions**

Gregory Enterprises dba. Inspector Nation Advanced Certifications to be referred to as “Inspector Nation Advanced Certifications” or “INAC” in this document and documents referenced by this document.

For the purpose of complying with the ISO/IEC 17024 Standard, the relevant definitions given in ISO/IEC 17024:2012 apply.

## **1.0 Overview of the INAC Radon Inspection Proficiency Certification Process**

### **1.1 Mission Statement**

The mission of Gregory Enterprises dba. Inspector Nation Advanced Certifications to be referred to hereafter as “Inspector Nation Advanced Certifications” or “INAC” and the IN Radon Inspection Specialist Proficiency Certification is:

- To provide Advanced Certifications to elevate industry standards to a higher level of expertise and ensure that the persons performing these services are properly trained to offer these services to the public.
- Ensure that certification standards are developed and offered according to the strict requirements of ISO/IEC 17024 and reduce the risk of impartiality, minimize the occurrence of conflict of interest, and make it clear that no membership to any organization is required to obtain certification.

### **1.2 Objective**

Inspector Nation Advanced Certifications strives to earn recognition as the authoritative national organization for the development of professional standards for Radon Professionals and to elevate the Inspector Nation Advanced Certifications IN Radon Inspection Specialist Proficiency Certification designation as the national benchmark for Radon Inspection Professionals.

Inspector Nation Advanced Certifications objective is to operate the IN Radon Inspection Specialist Proficiency Certification program in conformance with ISO/IEC 17024:2012(E), *Conformity assessment – General requirements for bodies operating certification of persons*.

### **1.3 Scope of Certification**

IN Radon Inspection Specialist Proficiency Certification holders have demonstrated knowledge of United States Environmental Protection Agency (EPA) protocols for conducting measurements of radon gas levels utilizing a wide range of radon gas measurement devices for residential assessments and real-estate transactions. The certification holder has also demonstrated competency in the underlying physics as well as the processes in which Radon as a radioactive gas is able to emanate from the soil and enter a home.

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### **1.4 Job and Task Description**

A “INAC” IN Radon Inspection Specialist Proficiency Certification Holder will prepare a location or dwelling for a radon measurement to be taken, perform the radon measurement while following US EPA protocols/recommendations, analyze the resultant data (based on measurement device recordings and external conditions), and report on their findings to the client. They will follow the Inspector Nation Advanced Certifications Code of Conduct and Ethics for a Certified Radon Inspection Specialist at all times during this process.

## **2.0 Applying for Certification or Recertification**

### **2.1 Eligibility Criteria**

Applicants for the “INAC” IN Radon Inspection Specialist Proficiency Certification or Recertification must meet and submit documentation of the following eligibility requirements as required on the application before being approved to attempt the IN Radon Inspection Specialist Proficiency Certification examination or be considered for recertification;

#### **a) Education Requirements**

- **Initial Certification:** A certificate of completion of a 12-hour prescribed course of study on the topic of Understanding Radon from an Approved IN Radon Inspection Specialist Proficiency Education Sponsor must be obtained by the applicant.
- **Recertification:** A certificate of completion of the prescribed continuing education course of study for the current renewal year from an Approved IN Radon Inspection Specialist Proficiency Continuing Education Sponsor must be obtained by the applicant.
  - Lists of Approved Education Sponsors and Continuing Education Sponsors are available on the Inspector Nation Advanced Certifications Radon Program web-site: [www.inradoninspector.com](http://www.inradoninspector.com).

#### **b) Abilities**

- Certification holders must hold an understanding of basic math.

#### **c) Work Experience**

Submission of Work history in a relevant field is optional and is requested as data for future program development. Relevant fields are considered as five or more years of experience in one or more of the following fields:

- Building Inspection
- Construction
- Radon Measurement
- Engineering Design/Inspection

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**d) Disclosure of Criminal Charges**

Any Criminal Charges of Tort (Pending or Not) are grounds for disqualification.

**e) Request for Special Needs**

The application has a field for applicant to declare within reason a request for special examination administration needs. If the applicant is approved to take the “INAC” IN Radon Inspection Specialist Proficiency Examination, this request will be reviewed and accommodated within reason as effectively as possible. Special needs considered are:

- Candidates with disabilities who would not be able to take the examination under standard conditions can request special accommodations in accordance with the Americans with Disabilities Act (ADA).

For further information see the section 4.4 labeled Accommodations for Candidates with Disabilities under the Taking the Exam section of this handbook.

**f) Code of Conduct/Ethics**

As a condition of earning and maintaining certification, applicants for the “INAC” IN Radon Inspection Proficiency Certification must agree to uphold and abide by the Inspector Nation Advanced Certifications IN Radon Inspection Proficiency Certification Code of Ethics, Quality Plan, and Non-Disclosure Agreement. These documents are included at the end of this handbook and can be identified as follows:

- Inspector Nation Advanced Certifications Radon Inspector Quality Plan Requirements (CG-0001).
- Inspector Nation Advanced Certifications Certification Candidate Non-Disclosure Agreement (CF-0004).
- Inspector Nation Advanced Certifications IN Radon Inspection Specialist Proficiency Certification Code of Conduct/Ethics (CL-0001).

The documents listed above documented in this handbook are subject to modification. It is the responsibility of the applicant/candidate/certificate holder to secure the most up-to-date copy by requesting current copies.

**g) Submit a Completed Application (including all agreements and attestations)**

- Submittal of a signed copy of the Inspector Nation Advanced Certifications IN Radon Inspector Proficiency Certification Application Form (CF-0005), including all provisions, agreements, attestations is required for participation in the Inspector Nation Advanced Certifications IN Radon Inspection Specialist Proficiency Certification program. Individuals who fail to submit a complete application and agree to all provisions of the program will be ineligible to participate.

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- Submittal of a signed copy of the Inspector Nations Advanced Certifications IN Radon Inspection Specialist Proficiency Certification Renewal Application Form (CF-0019), including all provisions, agreements, attestations is required for continued participation in the Inspector Nation Advanced Certifications IN Radon Inspection Specialist Proficiency Certification program. Individuals who fail to submit a complete application and agree to all provisions of the program will be ineligible to participate.

### **2.2 Application Instructions and Requirements**

- Applicants will receive a confirmation phone call, verbal notification, or email within 48 hours of receipt of the certification or recertification application by the Inspector Nation Advanced Certifications IN Radon Inspection Specialist Proficiency Certification Department.
- The Inspector Nation Advanced Certifications IN Radon Inspection Specialist Proficiency Certification Scheme Committee reserves the right to verify any and all information submitted on the application and to request further information or documentation from the applicant as needed.
- You will have 60 days to submit requested documentation. If you are able to provide the necessary documentation to meet the terms and eligibility requirements a decision on eligibility will typically be made within seven business days.

#### **a) Submitting the Application**

The completed Certification or Recertification Application form and all supporting documentation must be submitted with payment in full. In addition to meeting and documenting the eligibility requirements outlined in **Section 2.1** of this handbook, applicants must also submit the following documents:

##### **For Initial Certification:**

- Signed and dated Code of Conduct/Ethics and Confidentiality Agreements.
- A copy of the Understanding Radon Course completion certificate from an Approved Inspector Nation Advanced Certifications IN Radon Inspection Specialist Proficiency Education Sponsor.

##### **For Recertification:**

- Signed and dated Code of Conduct/Ethics and Confidentiality Agreements.
- A copy of the certificate of completion of the prescribed continuing education course of study for the current renewal year from an Approved Inspector Nation Advanced Certifications IN Radon Inspection Specialist Proficiency Continuing Education Sponsor.
- Confirmation that the applicant has maintained all scheme requirements, conducted their business practice according to the code of conduct, and upheld the IN Radon Inspector Quality Assurance Plan Requirements

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After registering with Inspector Nation Advanced Certifications; this handbook and application forms may be downloaded without request on the Inspector Nation Advanced Certifications website:  
<http://www.inadvancedcertifications.com> or via paper copy by sending a request to:

Gregory Enterprises  
Inspector Nation Advanced Certifications  
Radon Inspection Proficiency Certification Program  
2579 Eric Lane, Unit BC  
Burlington, NC 27215

Individuals who submit incomplete applications will be notified that their applications will not be processed until all required information has been received. Applications not completed within sixty days of this notification will be destroyed and the application will need to be resubmitted.

### **b) Membership**

The Inspector Nation Advanced Certifications IN Radon Inspection Specialist Proficiency Certification is open to all individuals meeting the eligibility requirements. Membership to Inspector Nation or any other organization is **NOT** required for certification eligibility.

### **c) Fees**

- The application form must be submitted with the required \$100.00 fee, which is non-refundable. The fee includes the application processing and one examination administration.
- The Recertification application form must be submitted with the required \$100.00 fee, which is non-refundable. The fee includes the application processing.
- The reexamination processing fee is \$60.00, which is non-refundable.
- Application fees can be paid by credit card or check when submitting the application. Inspector Nation Advanced Certifications Approved Education Sponsors may pay application and examination fees for an applicant using their prerequisite course training program. Note: Inspector Nation Advanced Certifications will not accept responsibility for any unpaid fees collected by approved education sponsors.

### **d) Application Due Dates**

- Applications must be submitted unless otherwise approved.
- **Initial Certification:** it is recommended that applications be filed at least 10 days in advance of a scheduled exam administration date to ensure that there is adequate time to process the application and obtain approval as a candidate.
- **Recertification:** it is recommended that applications be filed at least 10 days before their current certification expires to avoid lapse of certification.

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### **e) INAC Radon Inspection Specialist Proficiency Certification Candidate Status**

- Applicants who have been approved to take the “INAC” IN Radon Inspection Specialist Proficiency Certification Examination are considered as “INAC” IN Radon Inspection Specialist Proficiency Certification Candidates.
- Once the decision has been made on eligibility the candidate will be notified within 48 hours verbally or by email.
- “INAC” IN Radon Inspection Specialist Proficiency Certification Candidates have one year from the date of their initial application approval date or completion of the required prerequisite course to pass the “INAC” IN Radon Inspection Specialist Proficiency Certification exam.

### **f) Eligibility Appeals and Requests for Reconsideration**

“INAC” IN Radon Inspection Specialist Proficiency Certifications is committed to a fair appeals process for any applicant, candidate, or certification holder that received notification that they do not meet or no longer meet the eligibility requirements. These individuals have the right to appeal the decision leading to this notification in accordance with the process outlined in the Other Policies and Procedures section of this handbook, under the policy for Appeals/Requests for Reconsideration.

## **3.0 “INAC” IN Radon Inspection Specialist Proficiency Certification Examination**

Once an applicant has met all eligibility requirements and has been approved as outlined in the application process, the applicant becomes a candidate and is eligible to sit for the “INAC” IN Radon Inspection Specialist Proficiency Certification Examination. Successful completion of the certification examination is a requirement for certification.

### **3.1 Exam Scheduling**

#### **a) Examination Dates and Locations**

The “INAC” IN Radon Inspection Specialist Proficiency Certification examination is available periodically at the Gregory Enterprises dba. Inspector Nation Advanced Certifications Headquarters and at selected Inspector Nation Advanced Certifications Events. Interested candidates can refer to the Inspector Nation Advanced Certifications web-site:  
<http://www.inadvancedcertifications.com> for more information on these dates or to request further information.

#### **b) Scheduling the Exam**

If the applicant has been approved as a candidate eligible to sit for the certification examination, the eligibility notification will contain an examination date. If this date and or location is not acceptable to the candidate, the candidate will need to request that the exam be rescheduled.

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### **c) Cancellations and Rescheduling**

There is a 48-hour cancellation policy. Individuals who cancel at least 48 hours in advance may reschedule by contacting Inspector Nation Advanced Certifications at 336-350-8970. Individuals who fail to cancel the scheduled examination at least 48 hours in advance shall forfeit the examination fee and will not be eligible to re-schedule the exam until fees are paid.

### **3.2 Exam Structure**

The examination will contain a distribution of questions involving all of the following topics:

- the chemistry and physics of radon gas (20%)
- health effects of radon exposure (10%)
- radon in your home (10%)
- a citizen’s guide to radon (10%)
- real-estate transactions (10%)
- radon in water (5%)
- quality assurance and quality control (10%)
- active and passive radon testing devices (10%)
- an introduction to radon mitigation (10%)
- “INAC” professional code of conduct (5%)

### **3.3 Exam Development**

Inspector Nation Advanced Certifications IN Radon Inspector Specialist Proficiency Certification Examination questions:

- Are developed in accordance with ISO/IEC 170424:2012 standard
- Are developed by Inspector Nation Advanced Certifications Radon Inspection subject matter experts using the results from a comprehensive job/task analysis that represents the interests of parties significantly concerned without any interest predominating and accepted industry procedures for exam question development and validation.
- The job/task analysis is updated every three years and exam statistics collected and analyzed to confirm the assessment mechanism and examination content.

### **3.4 Examination Language**

All “INAC” IN Radon Inspection Specialist Proficiency Certification Examinations are administered only in English.

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### **4.0 Taking the “INAC” Radon Inspection Specialist Proficiency Exam**

#### **4.1 Identification**

Candidates are required to present a valid and current (non-expired) form of US Government issued photo identification with a signature (examples include driver's license, passport, citizenship card, and military ID). The name on the ID must match the applicant name and the photo on the ID must validate the applicant's identity. Candidates without an acceptable ID will not be admitted.

#### **4.2 Examination General Information and Rules**

Candidates should arrive at least 15 minutes prior to the start of the exam. Late arrivals may not be seated for the exam. Fees are not refunded for missed exam appointments. The following rules and procedures will be announced by the test proctor and enforced on exam day:

- The Inspector Nation Advanced Certifications IN Radon Inspection Specialist Proficiency Certification Examination is comprised of 100 multiple-choice questions.
- There are multiple examination forms or versions compiled from an item pool for the administration of the examination that are updated on a regular basis.
- Each examination form is designed so that the content areas and the respective numbers of questions representing those areas are consistent.
- Examinees are issued different versions of the examination booklets to discourage cheating.
- The exam is closed book. No reference materials are allowed.
- The allotted time for the examination is 4 hours. It may take some candidates less than the allotted time to complete the examination. Those candidates shall remain seated, raise their hand, and wait for further instructions from a Test Proctor.
- There are no scheduled breaks during the exam. However, examinees are allowed to take a break if needed, but cannot leave their seat without permission from a test proctor and no additional time will be allotted for the exam.
- In the event of inclement weather or unforeseen emergencies occurring during the exam you will be asked to remain seated and await further instructions from the Test Proctor. The Test Proctor will follow the inclement weather or unforeseen emergencies procedures policy of the candidate handbook.
- In the event of a personal emergency remain seated, raise your hand, wait for a test proctor, inform he or she of the emergency and follow the instructions given by the proctor.
- The examination will be followed by an optional survey. The survey can take up to 15 minutes to complete. The time used to complete the survey is not included in the allotted time for the examination.
- No study materials, documents, books, or notes are allowed in the examination area.
- No materials may be removed from the examination area.

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- Candidates will be observed using varying methods including video surveillance at all times during testing. Candidates should be aware that security procedures are in place and will be enforced.
- Electronic devices or any device capable of recording are not allowed in the building.
- No questions concerning the content of the examination may be asked. Examiners and Test Proctors are not permitted to answer any questions about the content of the examination. Examiners and Test Proctors may answer questions about the exam process such as time remaining.
- All candidates are to answer all questions independently. There is to be no sharing of information, teamwork, or any other collaboration with another candidate during the exam. Any candidate engaging in this type of conduct or any other method of cheating will face ejection from the exam and may not be allowed to be reseated for a future exam or obtain certification.
- Candidates may not communicate with anyone except an examiner or Test Proctor during the exam.
- No guests are allowed in the exam area.
- Candidates should complete their exam quietly as not to disturb others. If you finish early, raise your hand and wait for the examiner to provide instructions on how to proceed.
- No exam questions may be discussed during or after the exam administration. The candidate may not share exam questions in any form with anyone for any reason other than with an Inspector Nation Advanced Certifications Radon ISPC representative. Violation of these terms is a violation of the non-disclosure agreement and the candidate may be subject to financial and legal consequences.
- Any attempts to reproduce all or part of the INAC Radon Inspection Specialist Proficiency Certification Exam are prohibited. Such attempts may include, but are not limited to: removing materials from the testing room, reconstructing any portion of the exam, posting content on any forum or website, selling, distributing, receiving, or having in your possession any portion of the exam. . Violation of these terms is a violation of the non-disclosure agreement and the candidate may be subject to financial and legal consequences.

### **4.3 Inclement Weather and Emergencies**

In the event of inclement weather or unforeseen emergencies at the examination location the Inspector Nation Advanced Certifications representative will determine whether circumstances warrant the cancellation and subsequent rescheduling of an examination. If power to the testing location is temporarily interrupted during an administration, your examination will restart where you left off and you may continue the examination. Every attempt is made to administer the examination as scheduled; however, should an examination be cancelled at a testing location, all scheduled candidates will receive notification by e-mail or telephone regarding rescheduling or reregistration procedures.

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### **4.4 Accommodations for Candidates with Disabilities**

Inspector Nation Advanced Certifications will provide reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act (ADA) for individuals with documented disabilities who request accommodation at least 30 days in advance of testing and demonstrate the need for accommodation and that the disability will not prevent the applicant from fulfilling the duties and responsibilities of a certification holder.

#### **a) Accommodation Requests**

Special accommodation requests must be made at the time the application is submitted and must include documentation of need provided by an appropriate, licensed medical doctor on the professional's letterhead. The documentation must include the candidate's name and address as well as the diagnosis of the disability, history of previous accommodations, and the specific request for accommodations. In addition, the documentation must include the licensed professional's opinion as to if the disability will prevent the applicant from fulfilling the duties and responsibilities of a “INAC” Radon Inspection Specialist Proficiency Certification Holder.

#### **b) Accommodation Appeals**

Inspector Nation Advanced Certifications is committed to a fair appeals process. Applicants that have requested special accommodation according to the above provisions and have been notified that the request has been denied may appeal the decision in accordance with the process outlined in the Other Policies and Procedures section of this handbook, under the policy for Appeals/Requests for Reconsideration.

### **4.5 Exam Results**

The passing point may vary slightly for each version of the examination. To ensure fairness to all candidates, a criterion based method in which judges review each test item and the passing score is computed from an estimate of the probability of a borderline candidate answering each item correctly.

The passing grade for the version of the exam administered to the candidate must be obtained for certification. The pass/fail status is determined by the total number of questions answered correctly. You will receive your exam results within 7 working days of taking the exam. The exam score will not be provided however, candidates failing the exam can request feedback on their performance in each content area.

#### **a) Retaking the exam**

- Candidates who do not pass the exam may contact Inspector Nation staff to schedule another exam attempt within one year of the application submission date.
- If the candidate does not successfully pass the exam on the second try, the application process must be started over from the beginning along with proof of retaking the 12-hour prescribed course of study on the topic of Understanding Radon from an approved education sponsor.

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### **b) Exam Appeals**

Inspector Nation Advanced Certifications is committed to a fair appeals process. Applicants that have failed the exam and believe that irregular testing conditions were a contributing factor may file an appeal in accordance with the process outlined in the Other Policies and Procedures section of this handbook, under the policy for Appeals/Requests for Reconsideration.

### **c) Certificates**

- The “INAC” IN Radon Inspection Specialist Proficiency Certification scheme committee will make a certification within 7 working days of a candidate successfully passing the exam. Candidates who are granted certification be issued an “INAC” IN Radon Inspection Specialist Proficiency Certification certificate.
- The certificate includes a watermark designed to minimize counterfeit and contains at a minimum: the name of the certified person, a unique certificate number, the Inspector Nation Advanced Certifications name and Logo, the Inspector Nation Advanced Certifications IN Radon Inspection Specialist Certification Logo Badge, a reference to certification scheme, the issue date, and the renewal period or date of expiration.
- The original certificate is issued with an accompanying letter. The letter contains at a minimum, the name of the certified person, scope of certification, and rules that apply for the period of validity.
- Your name will be added to the current list of valid certificate holders that is available on the Inspector Nation Advanced Certifications web-site: <http://www.inadvancedcertifications.com>.

## **5.0 Ethics Complaints/Disciplinary Actions**

In order to maintain and enhance the credibility of the Inspector Nation Advanced Certifications IN Radon Inspection Specialist Proficiency Certification program, the scheme committee has adopted these procedures to allow clients and others to bring complaints concerning the certification program participant’s conduct.

As a IN Radon Inspection Specialist and a certification holder, it is important to observe and maintain a set code of professional conduct both in the field and in the office. This involves respecting the privacy of clients, particularly regarding test results, and to maintain standard business ethical practices.

As a condition of earning and maintaining certification, applicants for the IN Radon Inspection Proficiency Certification must agree to uphold and abide by the “INAC” Radon Inspection Proficiency Certification Code of Ethics, Quality Plan, and Non-Disclosure Agreement by returning signed copies of these agreements with their signed application. These documents are included at the end of this handbook and can be identified as follows:

- Inspector Nation Advanced Certifications Radon Inspection Quality Assurance Plan Requirements (CG-0001).
- Inspector Nation Advanced Certifications Certification Candidate Non-Disclosure Agreement (CF-0004).

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- Inspector Nation Advanced Certifications IN Radon Inspection Specialist Proficiency Certification Code of Conduct/Ethics (CL-0001).

### **5.1 Complaints**

Any individual may file a complaint against an applicant, candidate, or certification holder. Complaints shall be submitted in writing. A request for a current complaint form (CF-0010) with instructions can be made on the Inspector Nation Advanced Certifications website: <http://www.inadvancedcertifications.com>.

### **5.2 Review of Complaints**

If the complaint received is professionally reported and found to have merit by the Quality manager, it shall be considered for review by the Inspector Nation Advanced Certifications IN Radon Inspection Specialist Proficiency Certification Scheme Committee.

Complaints without merit, determined to contain unreliable or insufficient information, to be frivolous, or to involve matters not covered by the Code of Ethics may be dismissed by the Quality Manager with written notice to the complainant.

Complaints with merit shall be scheduled for review by the scheme committee, written notice will be sent to the individual who is the subject of the complaint, who shall be given a two-week notice to respond to the complaint.

Once the response is obtained or the two-week response time allowance has passed the scheme committee will investigate the complaint and determine if any actual violations of the certification scheme took place, and if any sanctions are warranted. The grounds for sanctions that lead to suspension/withdrawal under these procedures are as follows:

- Conviction of a felony or other crime of moral turpitude under federal or state law.
- Gross negligence or willful misconduct in the performance of professional services or other unethical or unprofessional conduct based on demonstrable violations of the of the Code of Ethics, scheme agreements, or scheme requirements.
- Fraud or misrepresentation in the application or maintenance of Inspector Nation Membership, professional certification, or another professional license, or credential.

The Quality Manager exercises general supervision over all investigations. The timeline for the investigation and ruling shall be established by the scheme committee.

The result of complaint review shall be documented and sent to the certified person, as well, as to the complainant. The certified person shall be informed about the outcome of the complaint in writing via letter/email and, when applicable, the reason for the suspension/withdrawal.

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### **5.3 Sanctions**

Immediately after the decision of suspension or withdrawal is made, the Quality Manager shall ensure that the certified person is removed from the Inspector Nation Advanced Certifications IN Radon Inspection Specialist Proficiency Certification Valid Certification Holders List and the Technical Manager will remove the certified person from the list of valid certificate holders on the Inspector Nation Advanced Certifications web-site: <http://www.inadvancedcertifications.com>. In the above-mentioned letter, the certified person shall be requested to return the Inspector Nation Advanced Certifications IN Radon Inspection Specialist Certificate and immediately discontinue promotion of the certification.

The decision on whether the certificate should be suspended or withdrawn will depend on the severity of the violation/misuse.

In the case of suspension, a time frame shall be established by the Inspector Nation Advanced Certifications IN Radon Inspection Specialist Proficiency Certification Scheme Committee providing the certified person with the opportunity to resolve the issues that have led to the suspension. If the issues are not resolved, the certificate will be revoked.

### **5.4 Appeals**

Appeals from the candidate/certified person shall be submitted to Inspector Nation Advanced Certifications. The appeals shall be submitted in writing. A request for a current appeal form (CF-0010) with instructions can be made on the Inspector Nation Advanced Certifications website: <http://inadvancedcertifications.com> or the Inspector Nation Advanced Certifications web-site: <http://www.inadvancedcertifications.com>.

Appeals from a candidate/certified person should be accepted if they are in regard to the actual decision of certification (i.e., assessment of results) or the certification process. The deadline for submitting appeals is three weeks from the date the results are officially reported to the candidate/certified person. The Quality Manager is responsible for recording, processing, and responding to all complaints and appeals.

## **6.0 Use of your Certification**

During the period of validity this certification grants the certification holder the right to represent themselves to the public as an Inspector Nation Advanced Certifications IN Radon Inspection Specialist Proficiency Certification holder and the right to display the Inspector Nation Radon Inspector Badge. All advertisements shall include a reference to the certification scheme and the scope of certification.

The certification holder is required to honor the terms and conditions of the certification scheme, conduct business practices according to the code of conduct, and uphold the Radon Inspector Quality Assurance Plan Requirements.

In the event the certification holder does not honor the terms and conditions of the certification scheme or violates the prescribed code of conduct during the period of validity, the certification will be suspended, and the certificate will be withdrawn.

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The Scheme Committee will provide the certification holder with the opportunity to resolve the issues that have led to the suspension. If the issues are not resolved or responded to in a timely manner, the certificate will be revoked, and the certification holder shall be requested to return the Inspector Nation Advanced Certifications IN Radon Inspection Specialist Certificate and immediately discontinue promotion of the certification.

### **7.0 Maintaining your Certification**

Recertification or renewal of this certification is required annually and requires completion of the initial certification process detailed above except a renewal application is used and in lieu of the 12-hour prescribed course of study and knowledge examination; proof of the successful completion of a continuing education course of study for the current renewal year from an approved Inspector Nation Advanced Certifications IN Radon Inspection Specialist Proficiency Certification Continuing Education Sponsor is required. Subject matter for the recertification is identified during the Scheme Development and Review Process and is listed on the Inspector Nation Advanced Certifications website: <http://www.inadvancedcertifications.com>.

The renewal application requires that the candidate attest that they have maintained all scheme requirements, conducted their business practice according to the code of conduct, and upheld the Radon Inspector Quality Assurance Plan Requirements.

See the Applying for Certification or Recertification and the Application Instructions and Requirements Sections of this Handbook for further details.

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**8.0 Other Policies and Procedures**

The following required agreement forms and policies can be downloaded without request after registering on the Inspector Nation Advanced Certifications website:

<http://www.inadvancedcertifications.com>.

**8.1 Code of Ethics (CL-0001) (Exhibit)**

**IN Radon Inspection Specialist Proficiency Certification  
Code of Conduct/Ethics**

Inspector Nation (Advanced Certifications) prides itself on maintaining high ethical standards and professional conduct in all its business dealings. As an Inspector Nation (Advanced Certifications) IN Certified Radon Inspection Specialist, you are expected to:

- Learn about and follow the laws, regulations, policies, and procedures that apply to your profession.
- Be honest, polite, and fair with everyone you interact with, whether it is a client, client representative, inspection property owner, or others involved in the inspection process.
- Be sensitive to situations that could raise questions of conflicts between your personal interests and the client’s interests.
- Keep all records for which you are responsible current, relevant, and accurate.
- Maintain and Adhere to an Accurate and Up to Date Quality Assurance (QA) Plan.
- Do your best to ensure your Quality Control data is as accurate as possible.
- Keep yourself current in the field and stay informed.
- Satisfy your continued education requirements.
- Present your certification number with each report and in your QA plan.
- Ensure that services provided are of an acceptable quality (accuracy/precision) in a timely matter.
- Maintain client privacy and confidentially, especially in regard to test results.
- You will inform Inspector Nation of any criminal or civil complaints and/or charges that are levied against you while you are a current certification holder.

You are responsible for ensuring that your own conduct and where applicable, the conduct of your subordinates fully complies with this Code. Violations or failure to comply will result in the suspension or revocation of certification. Violation of this Code may also subject you to civil or criminal charges and penalties.

If you know or suspect that a certification holder is violating this Code, it is your responsibility to report it to Inspector Nation (Advanced Certifications). Inspector Nation (Advanced Certifications) will not retaliate against anyone who reports suspected violations of this Code. If you request, your name will be kept confidential when reporting, unless this would violate applicable law or our responsibility to others.

If you are unsure whether a particular action is a violation this Code, or if you encounter a situation and you are unsure of how to proceed, you are encouraged to discuss it with a representative of Inspector Nation (Advanced Certifications).

I agree with the above:

\_\_\_\_\_

Please Print Name of Certification Candidate

\_\_\_\_\_

Signature of Certification Candidate

\_\_\_\_\_

Date

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**8.2 Non-Disclosure Agreement (CF-0004) (Exhibit)**

**Certification Candidate Non-Disclosure Agreement**

Inspector Nation Advanced Certifications prides itself on maintaining high ethical standards in all its business dealings with customers. All Certification Candidates of Inspector Nation Advanced Certifications must be committed to these standards.

As a Certification Candidate of Inspector Nation Advanced Certifications:

- I will not release confidential examination materials or participate in fraudulent test-taking practices.
- I will not copy or retain examination materials, e.g. test questions.
- I will comply with the relevant provisions of the certification scheme.
- I will only make claims regarding certification only with respect to the scope for which certification has been granted.
- I will not to use the certification in such a manner as to bring the Inspector Nation Advanced Certifications into disrepute, and not to make any statement regarding the certification which Inspector Nation Advanced Certifications considers misleading or unauthorized.
- I will discontinue the use of all claims to certification that contain any reference to Inspector Nation Advanced Certifications or certification upon suspension or withdrawal of certification, and to return any certificates issued by Inspector Nation Advanced Certifications.
- I will not to use the certificate in a misleading manner.
- I will not discuss examination materials, e.g. test questions with anyone other than a Inspector Nation Advanced Certifications Examiner.
- Keep confidential all information and all matters pertaining to Inspector Nation Advanced Certifications and its business dealings. Disclose private information only to authorized personnel having “a need to know” or as required by law.
- Be sensitive to situations that could raise questions of conflicts between your personal interests and the company’s interests.
- I confirm that I am not currently, and I do not plan to become affiliated with any home inspection or radon training or certification programs, in a manner as to provide training or certifications to home inspectors or others.

You are responsible for ensuring that your own conduct and where applicable, the conduct of other certification candidates fully complies with this Code. If the terms and conditions of this non-disclosure agreement or the certification scheme are violated, the certification will be suspended, and the certificate will be withdrawn. Violation of this Code may also subject you to civil or criminal charges and penalties.

If you know or suspect that a certification candidate is violating this Code, it is your responsibility to report it to the management of Inspector Nation Advanced Certifications (Gregory Enterprises). Inspector Nation Advanced Certifications will not retaliate against anyone who reports suspected violations of this Code. If you request, your name will be kept confidential when reporting, unless this would violate applicable law or our responsibility to others.

If you are unsure whether a particular action is a violation this Code, or if you encounter a situation and you are unsure of how to proceed, you are encouraged to discuss it with the management of Inspector Nation Advanced Certifications (Gregory Enterprises).

I agree with the above:

\_\_\_\_\_  
Please Print Name of Certification Candidate

\_\_\_\_\_  
Signature of Certification Candidate

\_\_\_\_\_  
Date

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**8.3 Quality Plan, Page 1 of 2 (CG-0001) (Exhibit)**

**Quality assurance and control:**

QA and QC practices are those that a Radon Inspector performs in order to ensure that the measurements they take meet a certain level of accuracy and precision; a certain standard of quality.

Common QA and QC practices involve using interference resistance testing, keeping accurate records, planning each test ahead of time, keeping guidelines in place to prevent and/or catch irregularities, and to regularly assess all QA and QC practices that you perform.

**Definitions:**

**Accuracy:**

The degree to which the result of a measurement conforms to the correct value or standard, statistical bias or consistent level of error.

**Precision:**

The degree of variability among repeated measurements of the same reference value, statistical variability under similar conditions.

**Uncertainty:**

A standard error, or sometimes standard deviation, from a mean value.

**Field Blank Measurements (Accuracy):**

Sending a charcoal canister for analysis without any exposure to ensure your canisters in storage have not been contaminated (background check).

**Duplicate Measurements (Precision):**

Simultaneous measurements at the same location to assess precision.

**Spiked Measurements (Accuracy):**

Exposure to a known radon level in a chamber to assess accuracy/bias (calibration and source checks).

**Interference Resistant Testing:**

Techniques to prevent the alteration of test conditions during testing, and protect the accuracy/precision of radon or radon decay product testing.

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**8.4 Quality Plan, Page 2 of 2 (CG-0001) (Exhibit)**

**When to Perform a QC Test\*:**

**Duplicate Measurements (Precision):**

Perform on 10% of all tests by placing 2 devices 4” apart during a radon test. Required for Passive and Continuous.

**Blank Measurements (Accuracy):**

Perform on 5% of all tests (25 / month max) to ensure your devices have not been exposed in storage.

**Spiked Measurements (Accuracy):**

Perform on 3% of devices (3 / year min, 6 / month max).

**How to document testing:**

**Each report should contain the following:**

- Your Contact Information
- Client Contact Information
- Device Type and Serial Number
- Date of test and start/stop times of measurement
- Results (RDP with 3 decimal points, Radon Level with 1 decimal point)
- Mitigation Recommendation based on data

If deviations from closed house conditions occurred.

**Maintaining a QA Plan:**

**Templates can be obtained through device manufacturers or professional organizations, a personal QA plan should be kept on file and is required in order to become an Analytical Service Provider**

**Each QA Plan should contain the following\*:**

- Table of Contents
- Description of your company's operations and measurement procedures, including a radiation safety plan
- The organization of your company and associated responsibilities
- Quality Assurance goals for Radon measurements
- Who maintains your devices, how are they calibrated and how often
- How and when are devices maintained
- How is accuracy/precision assessed
- Data analysis procedures and reporting (Analytical Procedures)
- Internal QA and QC checks and audits, and how are problem areas corrected and reported

\*EPA 402-R-95-012

**“INAC” Radon Inspection Specialist Proficiency Certification  
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**8.5 Application (CF-0005) (Exhibit)**

<p><b>Inspector Nation Advanced Certifications “INAC” IN Radon Inspection Specialist Proficiency Certification Candidate Application</b></p>	
Name: _____	
Company: _____	
Address: _____	
Email: _____	
Home Inspection License State and Number (Optional): _____	
Inspection Area (City or County, State): _____	
_____	
Phone: _____	
Website: _____	
Approved Radon Education Sponsor (Attach Training Completion Certificate): _____	
_____	
Relevant Work History (Other Radon Certifications, Home Inspection State Licenses, etc.) (Optional): _____	
_____	
_____	
Criminal Charges (Pending or Not): _____	
_____	
<p><b>Examination Special Accommodations Request for applicants with documented ADA disabilities. (See the Certification Candidate Handbook for further details):</b></p>	
_____	
<p><b>scope of certification:</b> Certified Radon Inspection Specialists have demonstrated knowledge of United States Environmental Protection Agency (EPA) protocols for conducting measurements of radon gas levels utilizing a wide range of radon gas measurement devices for residential assessments and real-estate transactions. The certification holder has also demonstrated competency in the underlying physics as well as the processes in which Radon as a radioactive gas is able to emanate from the soil and enter a home.</p>	
<p>I _____ attest that the information provided is accurate and complete. That I agree to comply with the certification requirements and to supply any information needed for certification assessment.</p>	
<p>_____ <b>Applicants Signature</b></p>	<p>_____ <b>Date</b></p>

**“INAC” Radon Inspection Specialist Proficiency Certification  
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**8.6 Renewal Application (CF-0019) (Exhibit)**

<p><b>Inspector Nation Advanced Certifications “INAC” IN Radon Inspection Specialist Proficiency Certification Candidate Renewal Application</b></p>	
<p><b>Name:</b> _____</p>	
<p><b>Company:</b> _____</p>	
<p><b>Address:</b> _____</p>	
<p><b>Email:</b> _____</p>	
<p><b>INAC Radon Inspection Proficiency Specialist Number:</b> <u>CRS</u> _____</p>	
<p><b>Inspection Area (City or County, State):</b> _____</p> <p>_____</p>	
<p><b>Phone:</b> _____</p>	
<p><b>Website:</b> _____</p>	
<p><b>Approved Radon Continuing Education Sponsor (Attach Training Completion Certificate):</b> _____</p> <p>_____</p>	
<p><b>Relevant Work History (Other Radon Certifications, Home Inspection State Licenses, etc.) (Optional):</b> _____</p> <p>_____</p> <p>_____</p>	
<p><b>Criminal Charges (Pending or Not):</b> _____</p> <p>_____</p>	
<p><b>Examination Special Accommodations Request for applicants with documented ADA disabilities. (See the Certification Candidate Handbook for further details):</b></p> <p>_____</p>	
<p><b>scope of certification:</b> Certified Radon Inspection Specialists have demonstrated knowledge of United States Environmental Protection Agency (EPA) protocols for conducting measurements of radon gas levels utilizing a wide range of radon gas measurement devices for residential assessments and real-estate transactions. The certification holder has also demonstrated competency in the underlying physics as well as the processes in which Radon as a radioactive gas is able to emanate from the soil and enter a home.</p>	
<p>I _____ <b>attest that the information provided is accurate and complete. That I have maintained all scheme requirements, conducted my business practice according to the code of conduct, and upheld the Radon Inspector Quality Assurance Plan Requirements.</b></p>	
<p>I _____ <b>agree to comply with the certification requirements and to supply any information needed for certification assessment.</b></p>	
<p>_____</p> <p><b>Applicants Signature</b></p>	<p>_____</p> <p><b>Date</b></p>

**“INAC” Radon Inspection Specialist Proficiency Certification  
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**8.7 Complaint/Appeal Form (CF-0010) (Exhibit)**

**Inspector Nation  
Advanced Certifications**

**Certification (Applicant/Candidate/Holder) Complaints/Appeals**

To:

Inspector Nation Advanced Certifications (Gregory Enterprises):  
Address: 2579 Eric Lane, Burlington, NC 27215  
Email: support@inspectornation.com

From:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of Complainant/Appellant

Date

Complaint / Appeal (circle one) Information:

Certification Applicant/Candidate/Holder Name: \_\_\_\_\_

Please provide a complete description of your complaint/appeal (circle one) including the Inspector Nation (Advanced Certifications) policy the certification applicant/candidate/holder has violated. Policy violations complaints accepted are Code of Conduct/Ethics, Non-Disclosure, and all Quality policies.

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