

REGISTRATION FORM
DISTANCE LEARNING
HOUSING QUALITY STANDARDS
WITH CERTIFICATION TESTING

Please Print or Type your name as it would appear on the certificate

Mr./Mrs. _____

Title: _____

Agency: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Ext: _____

E-mail address: _____

Steps

1. Complete this registration form and fax along with signed Code of Ethics document.
2. Pay Registration Fee (or make payment arrangements)
3. Once Accepted a Manual will be emailed to you for self study.
4. There are two examinations
 - a. A 109 Question Multiple Choice on General Maintenance Knowledge. This is not in the manual and you may utilize the internet and other sources to seek answers to the questions. (the purpose of the test is to qualify your ability to conduct research and learn in this environment.) Passing score is 75.
 - b. 50 Question Multiple Choice on HQS Knowledge, This exam is based upon the manual it is open book and you take it on the honor system without the assistance of others. Passing Score is 80.
5. You have 30 calendar days to complete the course and test (extensions may be granted dependent upon circumstances.
6. You must pass BOTH tests to achieve certification. You will be allowed a second attempt to retake a failed test. If you fail the second attempt on either test, a 3 month minimum waiting period and you must re-register again for the course.
7. Certificates and Letters of Training will be emailed within a week after successfully passing both tests.

Fee: \$350.00 Check No/Purchase Order No: _____

Make Check payable to:
Bernard J. Morosco
PO Box 4656 Utica, NY 13504
ph: (315) 794-0825 fax: (425) 962-5854
bernie@morosco.org
www.morosco.org

PAYMENT or FAXED PURCHASE ORDER MUST BE MADE PRIOR TO REGISTRATION APPROVAL

HOUSING INSPECTOR PROFESSIONAL CODE OF ETHICS

Duty to the Public and Your Employer

- I shall abide by the Code of Ethics and substantially follow the acceptable Standards of Practice.
- I will not engage in any practices that could be damaging to the public or bring discredit to the agency that I work for or the inspection industry.
- I will be fair, honest, impartial, and act in good faith in dealing with the public.
- I will not discriminate in any business activities on the basis of race, color, religion, sex, national origin, familial status, sexual orientation, or handicap and shall comply with all federal, state and local laws concerning discrimination.
- I shall be truthful regarding his/her services & qualifications.
- Inspector will have no undisclosed conflict of interest with the client(s), nor will I accept or offer any undisclosed commissions, rebates, profits, or other benefit.
- I will maintain personal privacy and not communicate any information about an inspection to anyone except my employer and others that my employer so allows or directs me to except where it may affect the safety of others or violates a law or statute.

Duty to Continue Education

- I will strive to continue my education and expertise in this field as long as I remain active.
- I shall refresh my training by reviewing the training material and any updates on an annual basis.

Duty to the Assisted Housing Industry

- I will work to Promote the public interest through the advocacy for responsible administration of housing inspection programs
- I will Perform work responsibilities with the highest degree of integrity and professionalism in order to merit the respect of the beneficiaries of programs, my employer and the general public.
- I will Exercise diligence, objectivity and honesty in executing professional responsibilities
- I will avoid any activities which conflict with official duties and not accept directly or indirectly any fee, rebate commission, discount, gratuity or other benefit whether monetary or otherwise for the professional discharge of duties except an authorized established salary, expenses and other benefits.

Signed

Date: _____

Printed Name.