

City of Minneapolis Truth-in-Sale-of-Housing Construction Code Services Division

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www.minneapolismn.gov/truthinhousing



Truth-in-Housing (TISH) Evaluator Exam Requirements, Information, & Preparation Recommendations

Note: TISH Evaluators are private contractors licensed by the City of Minneapolis and, as such, are responsible for advertising their business, setting and collection their own fees.

Filing Fees for Disclosure Reports

Evaluators are required to file Minneapolis TISH Disclosure Reports with the City of Minneapolis with a filing fee of \$25.00 per Disclosure Report. Additional fees may apply for late or amended reports.

Eligibility Requirements

Applicants must:

- Be at least 18 years of age.
- Have taken 45 hours of housing-related education, or one (1) year of related housing inspection experience, or a combination.
- Have one or more of the following certifications: *NOTE: You are not required to join any association in order to meet this requirement. You must provide proof that you have taken and passed an inspector exam. A certificate is usually issued to verify this. That certificate should be enclosed with your application. If no certificate is available, then official results must be submitted.*
 - Minnesota State Building Official
 - Minnesota State Building Official-Limited
 - IRC Residential Combination Inspector
 - IRC Residential Building Inspector
 - IRC Property Maintenance and Housing Inspector
 - NAHI-CRI (www.nahi.org/public/202.cfm)
 - ASHI –National Home Inspector (www.homeinspectionexam.org/)

Evaluators are encouraged to maintain their certification and can receive continuing education credit for doing so.

NOTE: City of Minneapolis employees are not eligible for licensing as Minneapolis Truth-In-Sale of Housing Evaluators.

Exam Information

Exam Date

Check the City of Minneapolis web site for date and time of the next exam, the application form, and evaluator licensing requirements at www.minneapolismn.gov/ccs/Evaluatorinfo.asp

Exam Fee

A non-refundable testing fee of \$100.00 must accompany the application.

Exam Design

The Minneapolis TISH Program is responsible for the design, administration, and evaluation of all tests. The Minneapolis TISH Program may use the services of professionals both within the city and in private practice, and other relevant resources, in the testing and scoring process.

Exam Application & Fee Deadline

Applications must be received in the office by the due date on the City of Minneapolis website.

Note: Pre-registration is required. No one will be allowed admittance to either the written or the practical portion or the exam without pre-registration. Applicants must show their valid photo ID at both the written and practical exams.

Written Exam

The passing score for the written exam is 80%.

The written exam consists of approximately 100-150 questions, including multiple choice, true or false, and short answer format questions. Questions may be based on current and prior editions of the State Building Code, including the Electrical and Plumbing Codes; the Minneapolis Housing Maintenance Code, Chapter 244; Minneapolis Truth-In-Sale of Housing Ordinance, Chapter 248; and the current Minneapolis Truth-In-Sale of Housing Guidelines.

This is a closed-book exam. Applicants may use a calculator. Applicants *may not* use computers for this test.

Recommendations for Exam Preparation

Truth-in-Sale of Housing is a specialty area that requires knowledge of prior and current codes.

Applicants are strongly encouraged to study and become very familiar with all aspects of inspection: building, electrical, heating, plumbing, and housing codes. A general knowledge of building techniques, architectural and engineering theory, and basic mathematics are of value.

Some Evaluators are willing to mentor applicants. If you wish to have mentor, a list of current Licensed Evaluators can be found on the City of Minneapolis web site, www.minneapolismn.gov/ccs/evaluators. Exam applicants will have to call Licensed Evaluators to see which ones are willing to be mentors.

Check with colleges, universities, private companies, community and vocational schools for education in any of the trade fields (building, plumbing, electrical, and heating/air conditioning), or for housing inspection classes. Education hours may be available through education systems such as Inver Hills Community College, North Hennepin Community College, ProSource Education Service, or other private companies.

Suggested Study Materials

The following references may or may not be used for specific test questions. Specific test questions may be inferred from the source material, and not exactly derived from it.

The editions listed are the ones currently adopted by the City of Minneapolis, however prior or new code editions may govern certain conditions and circumstances found during a TISH Evaluation.

The City of Minneapolis TISH program is not responsible for making any study and preparations resources available to applicants.

Minneapolis Truth-In-Sale of Housing Guidelines

Minneapolis Code of Ordinances Chapter 248, Truth in Sale of Housing

Minneapolis Code of Ordinances Chapter 244, Housing Maintenance Code.

Available free online at www.minneapolismn.gov/truthinhousing. Click on "Evaluator Information" at bottom of the left-hand column.

You will need to download the guidelines, chapter 248, and chapter 244 separately.

State Building Code with amendments Including State Plumbing code, Uniform Mechanical Code 1991, and National Electrical Code 2002.

These materials are available for study at public libraries.

To order copies of the building code, plumbing code, and mechanical code, visit www.minnesotasbookstore.com or Minnesota's Bookstore
117 University Avenue, Room 110A
St. Paul, MN 55155
651-297-300

To order copies of the electrical code, visit www.electricity.state.mn.us or MN State Board of Electricity
1821 University Ave, Suite S-128
St. Paul, MN 55104-2993
651-642-0800