



City of Saint Paul Truth-in-Sale of Housing Program 2016 Evaluator Testing Information

Email for more information: TruthInHousing@ci.stpaul.mn.us
Applications will be accepted no later than January 8th, 2016

Testing for Evaluators occurs every two (2) years. The next test will be administered in 2018.

The City of Saint Paul Truth-in-Sale of Housing program is offering a test for individuals who wish to become licensed with the City to perform Truth-in-Sale of Housing evaluations on single family homes, duplexes, condominiums, and townhouses offered for sale in the City of Saint Paul.

This is a **3 part application and testing process**:

1. **Complete the Application form and submit* it with your application fee of \$175.00.**

We cannot accept late applications. You must pay in advance; we can accept payment by cash, check or credit card by fax, mail or in person. Contact the TISH program for specifics if you choose to fax your application and pay by credit card. No application fees will be taken the day of the test.

Application Deadline: Friday, January 8th, 4:30 pm.

You must have a third party, national (such as those administered by, or accessed through, an organization such as ASHI, or NAHI), housing inspector certification in order to apply for the testing process and may not be a City of St. Paul employee. This is a pre-requisite for testing. You must meet this requirement before you can be admitted to the written test. You must be able to show certification no later than the date of the written exam; no copy, no admittance, no refund.

2. **Take/Pass the written test**

Thursday February 4th, 2016 9am -12pm. You must be available on this date and time in order to take the written test and to be eligible to be licensed. There will be 3 hours allocated for finishing the written test.

Most applicants finish and leave within the one to one and a half hours. The test location will be mailed to you when your application is accepted. You may bring and use a calculator. This is a closed-book exam.

The test is approximately 100 to 150 questions in the True/False, multiple choice, and short answer. You must receive a score of 75% or better to pass this test.

3. **IF you pass the written test, (75%)** then you will be admitted to the second part of the test which is to evaluate a "test house" as if you are evaluating it for a client in the City of Saint Paul.

Practical Exam – Test House: The test house will be done in February or March of 2016. Details will be given to those persons eligible for this portion of the testing. It will be open-guidelines, but please be aware that the time allotted for this test is very limited.

You must pass both the written and the test house portions of the examination process to be eligible to receive your Truth-in-Sale of Housing Evaluator license. Once you are eligible, you must meet the other licensing requirements, provide proof of insurance, and pay the \$100.00 (annual) license fee. See Chapter 189 of the Saint Paul Legislative Code for Evaluator requirements. This license fee is not prorated for partial year licensing.

SUBMIT your application, fee payment and proof of passing a third party exam via:

- FAX (with credit card payment) to 651-266-1919
- Mail to: TISH Evaluator Exam - DSI, 375 Jackson St, Suite 220, St Paul, MN 55101
- In person at 375 Jackson St.220
- NO email applications accepted.

Recommended Test Resources and Materials Saint Paul Truth-In-Sale of Housing Evaluator Exam

All applicants are encouraged to be VERY FAMILIAR with all aspects of the building trades. Truth-in-Sale of Housing is a specialty area and requires knowledge not only of current codes but also of prior codes. A minimum score of 75% on the written test is required to be admitted to the test house portion.

Many current evaluators are willing to "mentor" applicants. Contact one or more for help, from the document, "List of Currently Licensed Evaluators" on this TISH web site. You can also contact a professional Housing Inspectors organization such as ASHI, or MSHI.

The resources listed here may or may not be used for specific test questions; test questions may be inferred from the source material, and not exactly derived from the source material. In addition to these books a general knowledge of building techniques, architectural and engineering theory, and basic mathematics are of value.

The following is a list of references. THIS LIST MAY NOT BE ALL-INCLUSIVE; other similar sources may be used for testing. The editions listed are the ones utilized in the Truth-in-Sale of Housing Evaluator Guidelines, however prior code editions, and new standards adopted by the City of Saint Paul may govern certain conditions and circumstances found during a Truth-in-Sale of Housing evaluation. Most public libraries have copies of these books. Contact your local public library to find out if they have a copy of the applicable code book for the specified year.

1. **Minnesota State Building Code, Chapter 1305 and 2007 Minnesota State Residential Code, Chapter 1309**
<http://www.dli.mn.gov/CCLD/Codes.asp>
2. **Minnesota State Mechanical, Fuel Gas Chapter 1346. The 2012 Minnesota State Plumbing Code, Chapter 4715**
www.dli.mn.gov/CCLD/PDF/sbc_1346.pdf.
3. The plumbing code is a "Minnesota only" code and is therefore in the public domain and is available on the Department of Labor and Industry website at:
www.revisor.leg.state.mn.us/rules/?id=4715&view=chapter.
4. **National Electrical Code**
If you wish to purchase one or more of the above listed books, go to Minnesota's Bookstore, 660 Olive St, St. Paul, MN, 55155. Phone 651.297.3000, or 1.800.657.3757
(www.minnesotasbookstore.com)
5. The City of St. Paul Truth-in-Sale of Housing website has more resources for evaluators:
 - **St. Paul Chapter 34.** - Minimum Property Maintenance Standards for All Structures and Premises
 - **Evaluator Uniform Guidelines**
 - Saint Paul Legislative Code **Chpt. 189**, and **Chpt. 58**

Contact the Truth-in-Sale of Housing program, Department of Safety and Inspections, 375 Jackson St, Suite 220, St Paul, MN 55101, 651-266-8989 for additional information, or email TruthInHousing@ci.stpaul.mn.us.