

**Canadian
Home Builders'
Association**



adaptiv 
home
For all of life's changes.

Adaptiv Home Renovation Course **2024 Course Policies**

Course Cancellation

CHBA reserves the right to cancel a course due to insufficient enrollment. Such decision will be made at least 14 days before the scheduled course date and will be communicated with participants via email. CHBA will make every effort to avoid cancellations. In case of a cancellation, you will receive a refund for the course fee minus \$100 (for the cost of the manual plus shipping).

Final Evaluation

Note that time is provided on the last day of the offering to complete the final evaluation during class time. However, all course work (including pre-course work) must be completed before doing so, otherwise you will have 45 days following to course offering to complete all coursework and the evaluation.

Certificate of Completion

Participants must receive at least 70% on the final evaluation to be able to access their certificate of completion.

Recognition

In order to be recognized as a CHBA Qualified Adaptiv Home Specialist, participants must:

- be an employee of a CHBA member company in good standing; and
- receive at least 70% on their final evaluation to successfully complete the course.

As a CHBA Qualified Adaptiv Home Specialist:

- Your company will appear as Adaptiv Home Qualified on the CHBA Member Listing
- Your name, company and contact information will appear on CHBA's Qualified Adaptiv Home Specialist directory.

Copyright

You will receive a hard copy course manual, which is copyrighted and property of CHBA. No part of any course material may be reproduced or transmitted in any form or by any means without CHBA's prior written consent.

Refund Policy

If you can no longer attend the course, you must advise CHBA as soon as possible. We encourage you to consider transferring your registration to another date where applicable.

A partial refund will be issued based on when the request is received. If the request is received:

- 14 days or more before the start of the course, a refund minus \$100 (for the cost of the manual plus shipping) will be issued.
- Between 1 to 14 days before the start of the course, a 50% refund will be issued.
- 24 hour or less before the start of the course, no refunds will be issued, and registrants will forfeit all course fees.

Substitution

If you are unable to attend the course and would like to send another individual in your place, you must advise CHBA. All requests must be received no later than 7 days prior to the start of a course date. It is your responsibility to transfer the manual to the new registrant. Requests for substitution will only be accepted via email to adaptivhome@chba.ca.

CAPS Certified

If you have completed the CAPS certification course offered by NAHB, CHBA offers a reduced fee to take the Adaptiv Home Renovation Course. A rebate of 25% will be offered if you have completed the course within the last 2 years. Please communicate with adaptivhome@chba.ca to get a discount code to apply at registration.