

Commonwealth of Virginia
Department of Professional and Occupational Regulation
Post Office Box 29570
Richmond, Virginia 23242-0570
(804) 367-8595



Board for Asbestos, Lead, Mold and Home Inspectors HOME INSPECTOR CERTIFICATE APPLICATION INSTRUCTIONS

A complete Virginia Home Inspector Certificate application package must include the following:

1. A \$25 check or money order payable to the Treasurer of Virginia or a completed credit card insert;
2. A completed two-page application;
3. Certificates of completion indicating successful completion of a specified number of instructional hours and indicating the content area of the instruction, or written confirmation from a training facility/institution indicating the number of instructional hours and the content area of instruction;
4. A Completed Experience Verification Form signed by the supervising home inspector or other individual familiar with the applicant's work, or a detailed list of home inspections for self-employed applicants;
5. A copy of a pass letter from the Examination Board of Professional Home Inspectors; and
6. A copy of a Certificate of Insurance indicating the name of insured, coverage amount, coverage period, and name and address of insurance carrier.

Entry Requirements

All applicants for an individual Home Inspector Certificate must meet the following requirements:

- Completed 35 contact hours of classroom instruction and have completed a minimum of 100 home inspections; or completed 70 contact hours of classroom instruction and have completed a minimum of 50 home inspections. *Classroom instruction shall cover the content areas of the board-approved examinations.*
 - ***An applicant who cannot fulfill the classroom instruction requirement may substitute a minimum of 10 years of experience as a home inspector. The experience substitution is subject to review and approval.***
- Passed the National Home Inspectors Examination or another written competency examination approved by the board.
- Submit evidence of having obtained at least \$250,000 in general liability insurance.

Note:

For those applicants who hold membership in good standing in a national or state professional home inspectors association, specific membership requirements that are equal to or exceed certification requirements listed above may be accepted to satisfy the classroom instruction, experience or written competency examination entry certification requirements. Any certification requirements not met by association membership must be satisfied. For example, if classroom instruction was not a requirement for association membership, the applicant must still submit the required documentation to meet this entry requirement. All entry requirements satisfied by association membership are subject to Board approval. The applicant shall send a form, provided by DPOR, to the state or national professional home inspectors association. The association shall indicate the membership requirements that the applicant met to obtain membership. The applicant shall include the completed form with his application if applying in said manner.