

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

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

1. A \$80 application fee;
2. A completed *Home Inspector Certification 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 General Liability Insurance indicating the name of the 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:

- Age 18 years old;
- High school diploma or equivalent;
- Completed one of the following:
 - completed 35 contact hours of instruction[◆] and have completed a minimum of 100 home inspections, **or**
 - completed 35 contact hours of instruction[◆] and have completed a minimum of 50 certified home inspections under the direct supervision of a certified home inspector, **or**
 - completed 70 contact hours of instruction[◆] and have completed a minimum of 50 home inspections, **or**
 - completed 70 contact hours of instruction[◆] and have completed a minimum of 25 certified home inspections under the direct supervision of a certified home inspector;
 - ◆ *Instruction courses shall cover the content areas of the Board-approved examinations. No more than half of the required hours of instruction courses may be completed using distance or online education technology. **An applicant who cannot fulfill the instruction requirement may substitute a minimum of 10 years of experience as a home inspector with a minimum of 250 home inspections completed. The experience substitution is subject to review and approval.***
- Passed the National Home Inspectors Examination or another written competency examination approved by the Board; and
- 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 instruction, experience or written competency examination entry certification requirements. Any certification requirements not met by the association membership must be satisfied. For example, if 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/her application if applying in this manner.**