

Commonwealth of Virginia
Department of Professional and Occupational Regulation
3600 West Broad Street
Post Office Box 11066
Richmond, Virginia 23230-1066
(804) 367-8595



**Board for Asbestos, Lead 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 a written competency examination approved by the board.
- Submit evidence of having obtained at least \$250,000 in general liability insurance.

Alternative

Membership in good standing, in a national or state professional home inspectors association approved by the board, may be accepted to satisfy the classroom instruction, experience, and written competency examination entry certification requirements, provided that the requirements for the applicant's class of membership in such association are equal to or exceed the requirements established in the Certified Home Inspectors Regulations for all applicants. 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.**

11. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

No

Yes If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

12. Have you ever been convicted or found guilty, regardless of adjudication, in any jurisdiction of the United States of a **misdemeanor** involving violence, repeat offenses, multiple offenses or crimes that endangered public health or safety, **OR of any felony**, there being no appeal pending therefrom or the time for appeal having elapsed. Any plea of nolo contendere shall be considered a conviction for purposes of this application.

No

Yes If yes, list the felony and/or misdemeanor conviction(s). Attach your original criminal history record; information on the status of incarceration, parole, probation, etc.; and any other information you wish to have considered with this application (i.e., reference letters, documentation of rehabilitation, etc.). If necessary, you may attach a separate sheet of paper.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472.

13. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I verify that during the past three years, there were no suspensions or revocations of any authorizations I hold to perform home inspections, nor are there any pending enforcement actions involving any home inspection certificate. I will notify the Department if I am subject to any disciplinary action or convicted of any felony or misdemeanor charges (in any jurisdiction) prior to receiving the requested certificate. I also certify that I understand, and have complied with, all the laws of Virginia related to certification under the provisions of Title 54.1, Chapters 1, 2, 3, and 5 of the *Code of Virginia* and the *Virginia Certified Home Inspectors Regulations*.

Signature _____

Date _____

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

