



Oregon
Construction Contractors Board

Home Inspector
Test Application Packet

P.O. Box 14140
Salem, Oregon 97309-5052
700 Summer Street NE, Suite 300

Telephone: 503-378-4621, Ext. 4032
Fax: 503-373-2007
www.oregon.gov/ccb

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GENERAL INFORMATION

What is a home inspector? A home inspector is a person who inspects more than one structural component (exterior, roofing, plumbing, electrical, heating, central air conditioning, interiors, insulation and ventilation, built-in kitchen appliances, site) for a fee and provides a written report of findings (see OAR 812, Division 8).

Who needs to be certified? Any person who advertises, bids, or performs home inspections of more than one structural component needs to be certified. For example, a roof, heating system, foundation, and plumbing are four components of a home inspection.

What if I hold a home inspector's license or certification in another state? Oregon does not have reciprocal agreements with other states. You will still need a certification in Oregon.

Who does not need to be certified as a home inspector? Those who do just one component of a home inspection (for example, a roof inspection), those who do only pest and dry rot inspections, those who inspect for code compliance for government jurisdictions, lead-paint inspectors, cross connection inspectors and anyone actively licensed each year from 1991 to 1997 as a GENERAL contractor with the Oregon Construction Contractors Board (CCB).

Do pest and dry rot or wood destroying organism (WDO) inspectors need to be a certified home inspector? No.

Do WDO inspectors need any other kind of license or certification? The Oregon Department of Agriculture (ODA) issues a pesticide applicator's license. Pesticide applicator licenses are not required by ODA or the State of Oregon to conduct pest and dry rot or WDO inspections. However, some lending institutions (banks, mortgage companies) and guaranteeing agencies (Farmer's Home Administration, Veterans Administration) may not accept pest and dry rot or WDO inspection reports as part of a real estate transaction that are prepared by inspectors who do not have a pesticide applicator's license from ODA. For information on obtaining a pesticide applicator's license, contact ODA at 503-986-4635 or go to pestx@oda.state.or.us.

What does it take to become a certified home inspector? The first step is to qualify to take the state test by completing and submitting the Test Qualification Application and documentation along with the \$50 application fee.

What does it take to qualify for the test? You must document 20 eligibility points. Points are earned by previous training, education or experience in home inspections and other related fields. You can also earn some qualifying points by riding along with other certified home inspectors.

Are there schools where I can take training courses? Can professional associations help? The CCB recommends that you attend home inspection schools or courses. A complete list of approved schools and associations is on pages 7 and 8.

How can I find which certified home inspectors will do ride-alongs or give recommendations for me to earn eligibility points? It is your responsibility to find these. The CCB does not keep a list or provide this information. You might check with your local home inspector association.

How long before I know if I'm eligible to sit for a test? Within two weeks after your application is received in our office you will receive either a letter stating you are qualified or a letter stating the deficiency in the documentation received.

What happens once I'm eligible to sit for the test? You will be sent a letter of qualification, a list of test sites to choose from, the Study Guide, and other study material.

What should I study for the test? The Test Study Guide. The Test Study Guide contains a list of books you can obtain to help you study for the Electrical, HVAC, Plumbing and Structural portions of the test.

The Oregon Revised Statutes and the Oregon Administrative Rules (OARs) are included to help you study for the Standards of Practice portion of the test.

Can I get a sample test or previous tests to study? No, but sample questions are in the Study Guide.

Is there a charge for the test? Yes. The test fee is \$50.

What if I change my mind and decide not to take the test or what if I do not pass the test—are the fees refunded? No. The application and test fees are non-refundable.

How often and where is the test given? Test times and dates are determined by the test proctor when you schedule the test sitting.

How many tests are there? How many questions are on the test? How long does it take? There is one test with five sections. Each section has 40 questions for a total of 200 questions. You are allowed a maximum of four hours to complete the test.

What is the passing score? The passing score is 75% on each section.

How will I find out the results? You will be notified of your score(s) by mail approximately 10 to 15 business days from your test date. Test results cannot be faxed or given over the phone.

What if I pass some of the test sections, but not all of them? You may retake any sections of the test you did not pass 30 days after your previous attempt.

If I fail any or all of the test sections, can I take any or all of the test sections again? Yes, but you must wait 30 days before taking the test again. If you have not passed all five sections within a year, you must re-apply and take and pass all five sections of the test.

Is there a fee to retake the tests? Yes. There is a \$25 retake fee (each sitting) no matter how many sections of the test you need to retake.

Can I review the results or see the test I failed? No.

Once I pass all five sections of the test, can I start working? No.

What do I need to do to start working? You must obtain your home inspector certification. Submit the \$150, non-refundable, 2-year certification fee to obtain your home inspector certification.

I have passed all my tests and am certified. I am a current employee of a CCB licensed business. Can I go to work now? No. Not until the business you are working for has requested to have you added as a certified home inspector to their license.

I'm not an employee, I own my own business. Can I go to work now? No. Not until you have a CCB license of your own and have requested to have your home inspector certification added to that license.

What's the penalty for working while not certified and licensed? Businesses performing home inspections without proper CCB certification and license may be subject to civil penalties of up to \$5,000 per offense.

Who developed the rules and requirements for home inspectors? The Home Inspector Advisory Committee (HIAC), made up of mostly Oregon home inspectors, made recommendations to the CCB's Policy Board which adopted the final requirements.

HOW TO BECOME A HOME INSPECTOR:

STEP 1:

Complete the Eligibility Verification form:

1. Read the *Qualifying Points and Documentation - Options* on pages 5 – 12.
2. Complete the *Options* forms to list what you are using to qualify. List all of the documentation (proof) you are sending to qualify to sit for the test. List all of the expected eligibility points.
3. Make copies of your documentation to prove 20 eligibility points. You may document extra points if you are not sure everything you send will be accepted. The CCB *cannot* pre-approve any eligibility documentation.
 - All documents must be in English.
 - All letters from other individuals, schools or businesses verifying experience, completed courses, etc. must be on their letterhead stationery.
 - Please send all necessary documents. The CCB will *not* call to verify points.

STEP 2:

When you are ready to apply to qualify for the test, please MAIL the following:

1. Completed *Test Qualification Application* (pg. 16).
 2. Completed *Qualifying Points and Documentation - Options* forms.
 3. Copies of all documentation for eligibility verification (originals will not be returned).
 4. \$50 application fee (non-refundable).
- Please do not fax the application and documentation.
 - Please allow at least two weeks for your application, fee and documentation to be received, reviewed and approved.

ORS 701.135(f) allows the CCB to refuse to issue a certification if the applicant has knowingly provided false information to the CCB.

STEP 3:

When we have determined that you are eligible to take the test:

1. We will send you a Study Guide, sample test questions, Laws/Rules and a *Test Request* form.
2. When you are ready to sit for the test, please submit the *Test Request* form and the \$50 (non-refundable) test fee.

STEP 4:

Take the test and pass all five sections (75% passing score in each section).

- A letter **indicating your test results** will be mailed to you with certification information.

STEP 5:

Apply for your home inspector certification.

- Submit a copy of the “Congratulations” test results letter.
- Submit the \$150 two-year certification fee.

STEP 6:

Once you are certified, you must be an owner or employee of a business that is licensed with the Construction Contractors Board (CCB).

To request a CCB licensing packet, call 503-378-4621 or download the application from our website at www.oregon.gov/ccb. CCB licensing requirements include:

- 16-hour education course on Oregon laws and business practices (see CCB application for more information)
- State test on 16-hour course
- Completed application
- Application fee (separate from home inspector fees)
- Surety bond
- Liability insurance

Other important information:

All certified home inspectors must complete 30 hours of continuing education to renew their certification. You will be sent detailed information about continuing education when you become certified.

You must notify us of any changes in your home inspector certification. The home inspector certification is separate from the CCB license. Any changes to your CCB license, including renewals, address changes or any other changes must be done separately from your home inspector certification.

Veterans: Can get reimbursed for the cost of any home inspector tests taken. You must pay the CCB and take the test before applying for reimbursement with the Dept. of Veterans Affairs. Contact www.gibill.va.gov, 1-888-442-4551 (US Dept. of Veterans Affairs) or 1-800-827-1000 (Oregon Dept. of Veterans Affairs) for more information.

QUALIFYING POINTS AND DOCUMENTATION

ELIGIBILITY OPTION 1

| Accredited US college course | Possible points | Maximum points | Required documentation |
|--|--------------------------|----------------|--|
| Class must be a minimum of 3-credit or 3-CEU completed in <u>home inspections</u> . | 10 points for each class | 10 maximum | Completed form (see below) and A college transcript(s) or a completion certificate that shows all of the following: Date the course was taken; At least 3 credit hours per class Courses from accredited US colleges only; and Applicable courses marked for easy identification. |

| Name of school | Subject | Expected points |
|----------------|---------|-----------------|
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QUALIFYING POINTS AND DOCUMENTATION

ELIGIBILITY OPTION 2

| Accredited US college course | Possible points | Maximum points | Required documentation |
|--|------------------------|----------------|--|
| <p>Class must be a minimum of 3-credit or 3-CEU completed in <u>construction related subjects</u>.</p> <p>Eligible subjects are: Construction trades; remodeling; engineering; architecture; building design; building technology; and real estate.</p> | 1 point for each class | 10 maximum | <p>Completed form (see below) and</p> <p>A college transcript(s) or a completion certificate that shows all of the following:</p> <p>Date the course was taken; At least 3 credit hours per class Courses from accredited US colleges only; and Applicable courses marked for easy identification.</p> |

| Name of school | Subject | Expected points |
|----------------|---------|-----------------|
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QUALIFYING POINTS AND DOCUMENTATION

ELIGIBILITY OPTION 3

| Approved provider classes | Possible points | Maximum points | Required documentation |
|--|--------------------------------------|-------------------|--|
| <p>Class must be a minimum of 3 hours in the following approved subjects.</p> <p>Report writing; communication skills; business practices; legal issues; ethics; building codes; and Construction Contractors Board home inspector study guide items and standards of practice.</p> | <p>1 point for each 3 hour class</p> | <p>10 maximum</p> | <p>Completed form (see below) and Photocopy of the completion certificate or transcript that shows all of the following:</p> <p>The providing association (NAHI or ASHI or AII) name; The hosting private school; The title/subject of the course(s); The length of the course(s); and Applicants' name.</p> |

| Name of school | Subject | Expected points |
|----------------|---------|-----------------|
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QUALIFYING POINTS AND DOCUMENTATION

ELIGIBILITY OPTION 4

| "Ride-along" | Possible points | Maximum points | Required documentation |
|--|-----------------------------|----------------|--|
| The applicant must accompany an Oregon certified home inspector during an actual inspection performed by the certified home inspector. | 1 point for each ride-along | 10 maximum | Completed form (see below) and Each listed inspection must include all of the following: Name of certified inspector; OCHI number of certified inspector; Signature of certified inspector; Address of inspection; and Date of inspection. |

| Date | Address, city and state of inspection | Signature and OCHI number of inspector | Expected points |
|------|---------------------------------------|--|-----------------|
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QUALIFYING POINTS AND DOCUMENTATION

ELIGIBILITY OPTION 5

| Work experience - related fields | Possible points | Maximum points | Required documentation |
|---|---|----------------|---|
| <p>Fulltime work for monetary compensation in the following fields:</p> <p>Construction; remodeling; engineering; architecture; building design; building technology; building inspections; or real estate.</p> | <p>2 points for each 12 months worked</p> | <p>16 max.</p> | <p>Completed form (see below) and</p> <p><u>Verifiable business ownership proof</u> includes Construction Contractors Board number; company tax records (first page only); letter from another owner of the business (not yourself); letter from a lawyer or accountant; or a letter or form from a government agency verifying the business was licensed, registered or otherwise obeying the law. Verification needs to show <u>all</u> years of licensing.</p> <p><u>Verifiable employee proof</u> includes a letter from a supervisor or union; an "Experience Verification Form" from the Oregon Building Code Division; or a resume with the complete name, address and contact phone number of current/previous employers.</p> <p><u>Unacceptable proof</u> includes application forms; bills receipts; canceled or blank checks; insurance/bond documents; business cards, advertising, bank statements, blank letterhead stationery; union cards, test passage verification, or personal documents (drivers' license, SS card, etc.)</p> |

| Month/Year To Month/Year | Name of legally operating business | Type of work performed | Expected points |
|--------------------------|------------------------------------|------------------------|-----------------|
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QUALIFYING POINTS AND DOCUMENTATION

ELIGIBILITY OPTION 6

| Work experience - inspections | Possible points | Maximum points | Required documentation |
|--|-------------------------------------|----------------|---|
| Fulltime work for monetary compensation as a home inspector. | 4 points for each 12 months worked. | 16 max. | <p>Completed form (see below) and</p> <p><u>Verifiable business ownership proof</u> includes Construction Contractors Board number; company tax records (first page only); letter from another owner of the business (not yourself); letter from a lawyer or accountant; or a letter or form from a government agency verifying the business was licensed, registered or otherwise obeying the law. Verification needs to show <u>all</u> years of licensing.</p> <p><u>Verifiable employee proof</u> includes a letter from a supervisor or union; an "Experience Verification Form" from the Oregon Building Code Division; or a resume with the complete name, address and contact phone number of current/previous employers.</p> <p><u>Unacceptable proof</u> includes application forms; bills receipts; canceled or blank checks; insurance/bond documents; business cards, advertising, bank statements, blank letterhead stationery; union cards, test passage verification, or personal documents (drivers' license, SS card, etc.)</p> |

| Month/Year To Month/Year | Name of legally operating business | Type of work performed | Expected points |
|--------------------------|------------------------------------|------------------------|-----------------|
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QUALIFYING POINTS AND DOCUMENTATION

ELIGIBILITY OPTION 7

| Recommendation | Possible points | Maximum points | Required documentation |
|--|------------------|----------------|---|
| Recommendation from an Oregon certified home inspector | ½ point for each | 4 maximum | Completed form (see below) and Signature and OCHI number of each recommending inspector. |

| Date | Signature and OCHI number of inspector | Expected points |
|------|--|-----------------|
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QUALIFYING POINTS AND DOCUMENTATION

ELIGIBILITY OPTION 8

| Certifications | Possible points | Maximum points | Required documentation |
|---|------------------|----------------|---|
| Building codes certification issued by a government agency. | 1 point for each | 5 max. | Completed form (see below) and A photocopy of the certification certificate that was issued by Oregon Building Codes Division or other local, state or federal agency. |

| Name of certification | Number of certifications | Expected points |
|-----------------------|--------------------------|-----------------|
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APPROVED SCHOOLS AND ASSOCIATIONS

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|---|----------------------|--|
| 100% Education by McKissock | 800-328-2008 | info@mckissock.com , www.100percenteducation.com |
| A Better School of Building Inspections | 888-466-4677 | www.hometraining.com |
| Allied Business Schools, Inc. | 949-600-6911 ext 212 | LFeldman@alliedschools.com , www.homeinspectioncouse.com |
| American Home Inspectors Training Institute, Ltd. Waukesha, WI | 800-441-9411 | info@ahit.com |
| American Institute of Inspectors (All) | 800-877-4770 | exdir@inspection.org , www.inspection.org |
| American Society of Home Inspectors (ASHI), IL | 847-759-2820 | hq@ashi.com , www.ashi.com |
| AmeriSpec, Inc., Memphis, TN | 901-597-8536 | syaun@amerispec.net , www.amerispec.com |
| A-Pro Home Inspection Services Inc., Metairie, LA | 800-793-2776 | jim.bonanno@aprohome.com , www.A-Pro.net |
| Arizona SunTech, Phoenix, AZ | 888-847-3176 | azsuntech@algxmail.com |
| Associated Master Inspectors LLC, Portland, OR | 503-236-1812 | charlie_rouse@hotmail.com |
| Building Specs, Inc., Stevensville, MD | 800-217-7979 | info@buildingspecs.com , www.buildingspecs.com |
| Buildingcodes.com, Beaverton, OR | 503-268-1718 | dan@buildingcodes.com |
| Central Oregon Assoc. of Real Estate Inspectors (COAREI), Bend | 541-549-8065 | www.coarei.com |
| Certified Inspections Training Inc., Klamath Falls | 877-872-4694 | cit@CertifiedInspectionTraining.com , www.CertifiedInspectionTraining.com |

APPROVED SCHOOLS AND ASSOCIATIONS

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| Exterior Design Institute, Norfolk VA | 800-742-5516 | edi@exterior-design-inst.com , www.exterior-design-inet.com |
| HomeTeam Inspection Service, Inc., Cincinnati, OH | 513-469-2100 | agarrett@hmteam.com |
| i-course, Carlsbad, CA | 760-434-2342 | info@i-course.com , www.i-course.com |
| Inspection Technology Institute, Naperville, IL | 800-821-1820 | linda@brickkicker.com , www.inspectioninstitute.com |
| Inspections Unlimited, Salem | 503-581-5855 | education@InspectionsUnlimited.com |
| Interactive Occupational Training | 866-665-5566 | info@iot-edu.com , www.iot-edu.com |
| Kaplan Professional Schools/Inspection Training Associates, Oceanside, CA | 800-694-7369 | www.learn2inspect.com |
| Mid-Oregon Chapter of American Institute of Inspectors, Junction City | 541-998-2372 | www.inspection.org |
| National Association of Certified Home Inspectors, Boulder, CO | 303-258-7271 | fastreply@nachi.org , www.nachi.org |
| National Association of Home Inspectors (NAHI), Minneapolis MN | 800-448-3942 | info@nahi.org , www.nahi.org |
| National Institute of Building Inspectors, Bound Brook, NJ | 888-281-6424 | www.nibi.com |
| National Organization of Exterior Finish Systems (NEFSI), Portland | 503-244-6610 | info@nefsi.org , www.nefsi.org |
| National Property Inspections Inc., Omaha, NE | 800-333-9807 | info@npiweb.com , www.npiweb.com |
| Northwest Oregon Certified Home Inspectors Assoc (NWOCHI), a chapter of AII, Portland | 360-574-5600 | www.nwhomeinspections.com , dbarkee@comcast.net |
| Oregon Association of Home Inspectors-ASHI (OAH-ASHI), Portland | 503-985-7543 | www.oahi.org |

APPROVED SCHOOLS AND ASSOCIATIONS

(continued)

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|---|----------------|--|
| Oregon Building Officials Association | 503-873-1157 | oboa@teleport.com , www.oboanonline.org |
| Oregon Pest Control Association (OPCA), Portland | 503-287-1796 | opca@opca.org |
| Oregon Real Estate Inspectors Assoc. (OREIA), Portland | 503-640-0607 | www.oreia.net |
| Penn Foster Career School, (<i>formally Education Direct</i>), Scranton, PA | 888-427-1000 | www.pennfoster.edu |
| Pillar to Post, Wilsonville | 503-638-0647 | sam.livingston@pillartopost.com , www.pillartopost.com |
| Professional Home Inspection Institute, Madison, SD | 800-983-6322 | support@professionaltrainingservice.com , www.LearnHomeInspection.com |
| Professional Inspection Education, Oregon | 1-877-743-3822 | www.ProInspectionEd.com , info@ProInspectionEd.com |
| Southern Oregon Certified Home Inspectors (SOCHI), a chapter of All | 541-273-6440 | |
| Southwest Institute of Property Inspection, Tempe, AZ | 800-510-9100 | info@inspectit1st.com , www.inspectit1st.com |
| Tri-County Service Center, Building Codes Division, Portland | 503-872-6731 | bob.e.brown@state.or.us |
| TWI Systems, Las Vegas, NV | 800-553-5660 | twi47@aol.com , www.TWI-systems.com |
| Wisdom & Associates, Inc., Kenai, AK | 907-283-0629 | classinfo@alaska.net , www.CodeEducation.com |
| World Inspection Network International, Seattle, WA | 800-967-8127 | awilliams@wini.com , www.wini.com |



**CONSTRUCTION
CONTRACTORS BOARD**
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Salem OR 97309-5052
503-378-4621
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HOME INSPECTOR TEST QUALIFICATION APPLICATION

| | | | |
|--------------------------|------------|---------------|--------|
| LAST NAME | FIRST NAME | MIDDLE NAME | |
| MAILING ADDRESS () | CITY/STATE | ZIP | COUNTY |
| DAYTIME TELEPHONE NUMBER | | DATE OF BIRTH | |

Part 1: Attach a completed Eligibility Verification Form and documented proof of eligibility.

Part 2: Enclose the \$50 application fee (fee is non-refundable):

If paying by check, make check payable to the *Construction Contractors Board* and mail to the address above.

If paying by credit card:

| | | | |
|---------------------------------------|-------------------------------------|-----------------------------------|-------------------------|
| <input type="checkbox"/> Visa | <input type="checkbox"/> MasterCard | <input type="checkbox"/> Discover | Payment Amount: \$50.00 |
| Account # _____ | | Expiration Date (Mo/Yr) _____ | |
| Print Name as Displayed on Card _____ | | | |
| Credit Card Holder's Address _____ | | | |
| Signature _____ | | | |

Part 3: Sign and date below:

Signature

Date