



Oregon
Construction Contractors Board

Home Inspector
Test Application Packet

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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.

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

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

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

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

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

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

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

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

APPROVED SCHOOLS AND ASSOCIATIONS

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

(continued)

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 (OAHI-ASHI), Portland	503-985-7543	www.oahi.org

APPROVED SCHOOLS AND ASSOCIATIONS

(continued)

Oregon Building Officials Association	503-873-1157	oboa@teleport.com , www.oboanline.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**
PO Box 14140
Salem OR 97309-5052
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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:

Visa
 MasterCard
 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