

# 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 Fax: 503-373-2007 www.oregon.gov/ccb

#### **HOW TO BECOME A HOME INSPECTOR:**

#### STEP 1:

#### Complete the Eligibility Verification form:

- 1. Read the Qualifying Points and Documentation Options.
- 2. Complete the *Eligibility Options* forms to list what you are using to qualify. List all of the documentation (proof) you are sending.
- 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 information.

#### STEP 2:

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

- 1. Completed Test Qualification Application.
- 2. Completed Qualifying Points and Documentation Options form.
- 3. Copies of all documentation for eligibility verification (originals will not be returned).
- 4. \$50 test qualification 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 701.098(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.
- 3. You will be called to schedule your test.

#### STEP 4:

- 1. Take the test and pass all five sections (75% passing score in each section).
- 2. A letter indicating your test results will be mailed to you.
  - If you passed all sections of the test you will be given the certification application along with your test results.
  - If you did not pass all sections of the test your test results letter will explain what you need to do next.

#### <u>STEP</u> 5:

Apply for your home inspector certification.

- Submit the signed and dated certification application.
- 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) as a Residential contractor.

The residential endorsements to select from are:

- Residential General Contractor
- Residential Specialty Contractor
- Home Inspector Services Contractor

To request a CCB licensing packet, call 503-378-4621 or download the application from our website at <a href="https://www.oregon.gov/ccb">www.oregon.gov/ccb</a>.

#### 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 the home inspection continuing education approximately six months before your renewal date. The continuing education requirements are separate from the CCB license continuing education requirement. Please carefully read the instructions. This information is also available on the CCB website: <a href="https://www.oregon.gov/ccb">www.oregon.gov/ccb</a>.

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 will not change your home inspector certification information. You must submit changes to the Certified Home Inspector program.

**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 US Dept. of Veterans Affairs at <a href="www.gibill.va.gov">www.gibill.va.gov</a> or 1-888-442-4551; or Oregon Dept. of Veterans Affairs at 1-800-828-8801 for more information.

#### **QUALIFYING POINTS AND DOCUMENTATION**

Please check the box next to the types of documentation you have attached to your application for proof. Make sure you include copies of the documents. If your proof requires signatures, please use the form on the next page.

College transcript of a 3-credit or 3-CEU completed Home Inspection class – 10 points each class – 10 points maximum			
College transcript of a 3-credit or 3-CEU completed construction related class –  1 point each class – 10 points maximum  Remodeling Engineering Architecture Building design Building technology Real estate			
Completion certificate of a minimum 3 hour approved subject class –  1 point each class – 10 points maximum  Report writing  Communication skills  Business practices  Legal issues  Ethics  Building codes  CCB inspector study guide items and standards of practice			
Accompany an Oregon Certified Home Inspector on an actual home inspection – 1 point for each ride-along – 10 points maximum (form on following page)			
Work experience in fields related to home inspection –  2 points for each 12 months worked – 16 points maximum (form on following page)  • Construction  • Remodeling  • Engineering  • Architecture  • Building design  • Building technology  • Building inspections  • Real estate			
Work experience in home inspection – 4 points for each 12 months worked – 16 points maximum (form on following page)			
Recommendation from an Oregon Certified Home Inspector – ½ point for each – <u>4 points maximum</u> (form on following page)			
Building codes certification issued by a government agency – 1 point for each – 5 points maximum			

Complete appropriate section(s) if qualifying with any of these items.

## Ride-along documentation -Date of ride-along Address of inspection OCHI#/inspector signature Work experience - related fields -Name of legally operating business Type of work performed Dates of activity Work experience - inspection -Dates of activity Name of legally operating business Recommendation -Oregon certified home inspector # and signature Date



#### **CONSTRUCTION CONTRACTORS BOARD**

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# HOME INSPECTOR TEST QUALIFICATION APPLICATION

Last Name		First Name	Middle Name		
Mailing Address		City/State	Zip/County		
Telephone Numb	er		Date of Birth		
Step 1:	Attach the completed Qualifying Points and Documentation form.				
Step 2: Include copies of the required documentation as listed on the form.					
Step 3:	Enclose the \$50 application fee (fee is non-refundable)				
If paying by check, make check payable to the Construction Contractors Board.  If paying by credit card complete information below:					
□ Visa	☐ MasterCard	d □ Discover	Payment Amount: \$50.00		
Account # Expiration Date (Mo/Yr)					
Print Name as Displayed on Card					
Credit Card Holder's Address					
Signature					
Step 4: Sign and date below:					
Signature			Date		