Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-8595
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Department of Professional and Occupational Regulation

Board for Asbestos, Lead and Home Inspectors
HOME INSPECTOR LICENSE APPLICATION
Fee $80.00

A check or money order payable to the TREASURER OF VIRGINIA,
***or* a completed credit card insert must be mailed with your application package.**
APPLICATION FEES ARE NOT REFUNDABLE.

➢ Provide a ***current or previously*** issued license by the Department of Professional and Occupational Regulation or the Board for Asbestos, Lead and Home Inspectors (if applicable):

Virginia License Number ☐☐☐☐☐☐☐☐☐☐ Expiration Date _____

1. Full Legal Name (As it appears on your government-issued ID or other legal documentation.)

Last (required) _____ First (required) _____ Middle _____ Generation _____

2. Provide at least **one** of the following identification numbers✳:

☐ ***Social Security Number*** *and/or* ☐☐☐ - ☐☐ - ☐☐☐☐

☐ ***Virginia*** DMV Control Number ☐☐☐☐☐☐☐☐☐

➢ Enter the same identification number as used on examination, previous applications or licenses on file with the department.

✳ 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.

3. Date of Birth _____ (Must be at least 18 years of age.)
MM/DD/YYYY

4. Maiden or Former Name(s) _____

5. Mailing Address (PO Box accepted)
The mailing address will be printed on the license.

_____
City _____ State _____ Zip Code _____

6. Street Address (PO Box not accepted)
PHYSICAL ADDRESS REQUIRED

☐ Check here if Street Address is the same as the Mailing Address listed above.

_____
City _____ State _____ Zip Code _____

7. Contact Numbers
Primary Telephone _____ Alternate Telephone _____ Fax _____

8. Email Address _____
Email address is considered a public record and will be disclosed upon request from a third party.

9. Do you hold a current or expired Home Inspector license, certification or registration issued by any other state, District of Columbia or other territory or possession of the United States (excluding Virginia)?

No ☐
Yes ☐ If yes, complete the following table and attach an original Certification of Licensure/Letter of Good Standing◆(dated within the last 30 days) from each state.

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			1020		3380	

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

- Certifications of Licensure/Letter of Good Standing, prepared by the state board or regulatory body must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license; 4) *the means of obtaining licensure (i.e. exam, reciprocity, etc.);* and *5) all closed disciplinary actions resulting in a violation or undetermined finding.*

10. Have you obtained a general liability insurance policy with a minimum per occurrence amount of $250,000*?

    No ☐

    Yes ☐ If yes, provide a copy of this policy. The ***applicant*** must be listed as the policy holder or as an additional insured.

    * A business liability insurance policy or a commercial general insurance policy with minimum limits of $250,000 may be considered to meet this requirement, provided applicant is listed as an additional insured.

11. Applicants must have passed the National Home Inspector Examination provided by the Examination Board of Professional Home Inspectors prior to licensure. Provide the following examination information◆ :

    Exam Date _____ Exam Vendor Name _____

    - ***Required Documentation***: *Attach a copy of a certificate or other documentation showing successful passage of the examination.*

12. An applicant must furnish documentation acceptable to the Board that the applicant meets minimum experience and education requirements. A minimum of 20 qualifying points from a combination of the following education and experience, with a minimum of five (5) points from each category, is required. An applicant cannot be assigned points from multiple areas in each table for the same activity for which credit is being sought. Except as indicated below, an applicant cannot be assigned points multiple times for the same for the same activity for which credit is being sought.

Education and Experience:

Qualifying Points: Education Category (Minimum 5 points needed)

(Indicate all that are included with the application.)

Education Description	Points Assigned	Max. Allowable Points	Points Claimed	Required Documentation
Successful completion of a 3-credit hour minimum class with a passing grade in home inspection from an accredited college or university.*	5	5		Official transcript from the school where the class was completed.
Successful completion of a 3-credit hour minimum class with a passing grade in construction, remodeling, engineering, architecture, building design, building technology, or real estate from an accredited college or university.*	1	3		Official transcript from the school where the class was completed.

Education Description	Points Assigned	Max. Allowable Points	Points Claimed	Required Documentation
Successful completion of a 4-hour course specific to home inspection contracts, home inspection reports, or topics covered on the National Home Inspector Examination.	1	3		Copy of certificate or other documentation showing completion of course.
Successful completion of a minimum 35-hour pre-license education course approved by the Board.	5	5		Copy of training certificate showing successful completion of pre-license education course.
Successful completion of a minimum 70-hour pre-license education course approved by the Board.	10	10		Copy of training certificate showing successful completion of pre-license education course.
Total Qualifying Education Points				

*Classes must be from an accredited college or university that is approved or accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education.

Qualifying Points: Experience Category (Minimum 5 points needed)

(Indicate all that are included with the application.)

Experience Description	Points Assigned	Max. Allowable Points	Points Claimed	Required Documentation
One month of full-time qualifying experience.*	2	12		Completed Qualifying Experience Verification Form
Completion of 5 home inspections under the direct supervision of a home inspector or without supervision if lawfully conducted as authorized under the laws of the applicable jurisdiction.	1	12		Completed Inspection Log
Membership in a home inspector trade or professional association.	1	2		Proof of active, current membership.
One year teaching at an accredited college or university, trade school, or private business for monetary compensation in construction, remodeling, engineering, architecture, building design, building technology, real estate, or home inspections.**	2	6		Evidence of employment by the college or university.
Applicant is the qualified individual (QI) of a Virginia-licensed contractor for one or more of the contractor's following classifications or specialty services: – Residential Building Contractors (RBC) – Home Improvement Contracting (HIC) – Commercial Building Contractors (CBC)	2	2		Provide the Virginia-licensed contractor's license number 27_____ (Insert below.)

Experience Description	Points Assigned	Max. Allowable Points	Points Claimed	Required Documentation
Applicant is the qualified individual (QI) of a Virginia-licensed contractor for one or more of the contractor's following classifications or specialty services: - Electrical Contractors (ELE) - HVAC Contractors (HVA) - Plumbing Contractors (PLB)	1	3		Provide the Virginia-licensed contractor's license number 27_____ (Insert below.)
Applicant is a Virginia-licensed architect or professional engineer.	2	2		Provide the Virginia-licensed architect or professional engineer license number 04_____ (Insert below.)
Applicant is a building code official certified pursuant to the Department of Housing and Community Development Virginia Certification Standards (13VAC5-21-10 et seq. of the Virginia Administrative Code)	2	2		Proof of certification.
Total Qualifying Experience Points				

Professional Type _____ Virginia License Number | | | | | | | | | | |

Professional Type _____ Virginia License Number | | | | | | | | | | |

* A month of full-time qualifying experience is a minimum of 146 hours during a one month period or a minimum of 18 workdays in a one-month period. More than 146 hours or 18 workdays during a one-month period will not be considered as more than one month of full-time employment. Partial credit may be given for actual hours of qualifying experience if the applicant's experience was gained working less than full time. An applicant's experience must have been gained by assisting a properly licensed or certified home inspector, as applicable, and under such home inspector's direct supervision; or through the performance of home inspections as authorized under the laws of the applicable jurisdiction.

** Only employment with an accredited college or university that is approved or accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, a regional or national accreditation, or by an accrediting agency that is recognized by the U.S. Secretary of Education will be considered.

13. Have you ever been subject to a **disciplinary action** taken by any (including Virginia) local, state or national regulatory body?
    - No ☐
    - Yes ☐ If yes, complete the Disciplinary Action Reporting Form.

14. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**?
    - No ☐
    - Yes ☐ If yes, complete the Criminal Conviction Reporting Form.

    B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **misdemeanor** (except marijuana convictions) within three years of the date the application is submitted?
    - No ☐
    - Yes ☐ If yes, complete the Criminal Conviction Reporting Form.

15. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may desire. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 5, of the *Code of Virginia* and the *Board for Asbestos, Lead and Home Inspectors;* Home Inspector Licensing Regulations.

Signature _____ Date _____