



## **BOARD FOR ASBESTOS, LEAD, AND HOME INSPECTORS**

### **GUIDANCE DOCUMENT**

#### **Home Inspector Applicant's Verification of Inspections Completed**

Adopted August 17, 2017

##### **I. Background**

Section 18VAC15-40-32 of the Board's Home Inspector Licensing Regulations provides the qualifications for licensure, including the requirement that "an applicant for licensure as a home inspector shall furnish documentation acceptable to the board that one of the qualifications for licensure in Table 1 has been met." The requirements in subsection 1, 3, and 5 require completion of 100, 50, and 250 home inspections, respectively. Under the certification program, a self-employed home inspector could satisfy this requirement by submitting an experience verification form signed by the applicant along with a list of addresses.

##### **II. Issue**

The home inspector program transitioned from a voluntary certification program to a mandatory licensure program on July 1, 2017. One of the Board's responsibilities is to ensure that the applicant has met the minimum requirements for licensure and is minimally competent, and the criteria for proof of home inspections as explained above for the certification program does not seem adequate. Under the certification program, there was no criteria as to what had to be contained on the list of home inspections completed, and there was no independent verification by a third party. After researching other states with home inspector regulatory programs whose entry requirements included home inspection experience, nearly all of the programs required specific information be provided on the list of home inspections and required third-party verification.

### **III. Policy**

Pursuant to the regulatory amendment effective July 1, 2017, the experience form has been revised to require a signature from either:

1. the home inspector providing direct supervision, if applicable, or;
2. a licensed home inspector, client, or an independent verifier (i.e., real estate professional, building official, etc.) who can verify the applicant's work experience for self-employed home inspectors who completed inspections prior to July 1, 2017.

To ensure consistency in the application of the regulations and to serve as guidance to staff and applicants, the Board adopts the following policy:

In addition to the above requirement for a third-party signature outlined above, the Board requires the list of home inspections submitted to satisfy the requirements in subsections 1, 3, and 5 of 18VAC15-40-32 of the Board's regulations as they pertain to the completion of home inspections to include, at a minimum, the following information:

- Name of home inspector;
- Date home inspection was performed;
- Client name;
- Client e-mail and/or phone number;
- Address of home inspection; and
- Signature of home inspector at the bottom of each page of the home inspection log.

Board staff is also authorized to make further inquiries and investigations with respect to the applicant's qualifications to confirm or amplify information supplied in accordance with 18VAC15-40-25.B of the Board's regulations.