



Home Inspector Education Provider Application

CONSTRUCTION CONTRACTORS BOARD



PO Box 14140 | Salem OR 97309-5052 | 503-934-2227 | www.oregon.gov/ccb

Who needs approval

- Federal, state or local government agencies, accredited state community colleges, and four-year colleges are automatically approved as education providers for pre-certification eligibility points and continuing education. All other schools and associations must apply for CCB program approval.
- Out-of-state companies applying to be an education provider must also be authorized by the Oregon Corporation Division to do business in Oregon.
- All education provider applicants must register any assumed business name(s) used in Oregon with the Oregon Corporation Division.

Home inspector education requirements

Home inspector applicants must:

- Pass the National Home Inspector Exam
- Provide proof of a minimum 20 education points as established in Oregon Administrative Rule (OAR) 812-008-0040.
- Sign a statement that he or she has read and understands the home inspector standards of behavior and home inspector standards of practice.

Pre-certification (education points) course hours and credits

- Home inspector applicants can earn their 20 education points in a variety of ways, including by taking classes.
- Pre-certification: Each completed course offered in approved subject areas earns an applicant **one point** for every three hours of instruction.
- An applicant may earn 10 points for a home inspection class of at least three credit hours from an accredited college or university. A course of six credit hours or more would equal 20 education points.
- Any course that is used for eligibility points cannot be used for continuing education credit at the inspector's next renewal.

Post-certification: Continuing Education

- All certified home inspectors in Oregon must complete 30 hours of continuing education units (CEUs) in approved subject areas every two years to renew their certification with the Oregon Construction Contractors Board (CCB).
- One clock hour of instruction equals one CEU.

Approved subject areas Oregon (OAR) 812-008-0074

- Report writing
- Communication skills
- Business practices
- Legal issues
- Lead-based paint
- Ethics
- Building codes
- Construction
- Renovation
- Home inspector standards of practice

Course provider information

- All courses used for pre-certification education points and post-certification continuing education units (CEU's) must be in approved subject areas by approved providers.
- The standards of practice are available on the website at www.oregon.gov/ccb. Click on *Home Inspectors*.
- Schools must provide a completion certificate to all home inspectors who pass the class. It must show: course title, subject area(s) covered, name of school/association, name of home inspector, month and year course completed, and number of clock hours spent in the class/session.
- Schools providing continuing education must provide the course completion certificate within 30 days of course completion.
- The CCB approves schools and associations to offer both pre-certification education and continuing education.
- Once approved, the program and courses are approved for credit as long as they continue to meet requirements of Oregon Administrative Rule: 812-008-0074.
- If the CCB receives one or more complaints about a provider's courses, the CCB may evaluate the program and courses. If either does not meet CCB standards, the agency may terminate a school's CCB program approval or its right to offer individual classes for credit.
- Approved providers must allow CCB staff and board members to attend courses free of charge. Any of these individuals wanting course credit, however, must pay course fees.
- The CCB maintains a list of all approved home inspector providers on its website. www.oregon.gov/ccb. Email updates to ccbeducation@ccb.state.or.us.

How to submit your application

Mail a copy of your complete application packet to:

**Education Section
Construction Contractors Board
PO Box 14140
Salem, OR 97309-5052**

A complete application packet includes:

- Completed Application with certification signatures
- Answers to the required questions.
- List of anticipated courses or recently completed courses appropriate for the Oregon Certified Home Inspection program. Include a brief summary of each course, the name of the instructor/speaker(s) along with their qualifications, and the following for one course only:
 - Outline of course content
 - Student course materials (handouts, notebooks, etc.)
- Sample course completion certificate.

The CCB will notify you in writing of its decision. Once approved, you may offer courses immediately.

Application for Home Inspector Education Provider Approval

School/Association		
Contact person	Date	
Mailing address:		
City	State	Zip code
Phone Fax	Email address	
Corporation Registry #	Assumed business name?	
For publication purposes		
Phone	Email address	
Website		

Program Certification:

By signing below, I certify that:

- 1) The courses we provide for Oregon's Certified Home Inspector program are in approved subject matter.
- 2) Our instructors/speakers for the courses attended for Oregon Certified Home Inspectors will be qualified and have:
- a) Experience in the subject matter;
 - b) Licenses, certificates and/or degrees in the subject matter;
 - c) Background in training or adult education; and
 - d) Knowledge of the home inspection industry.

Print Name

Title

Signature

Date

Please attach your answers to the following questions

1. Provide a full description of the school/organization. Describe its history, qualifications and experience in providing these courses.
2. How does your school/association approve speakers/instructors? How do you evaluate them?
3. Describe how the courses, in general, will be presented. (Activities? Materials students get and are assigned to read? Other assignments/requirements they must complete?)
4. Is there a hands-on, practical or practice-building component in your courses? Describe.
5. If your program includes distance learning courses, describe how the classes are taught. (How many hours are students required to spend in different activities? What projects or assignments must they complete? What other requirements must they fulfill? How do you monitor students to make sure they are fulfilling the requirements and learning the material? How do you monitor that the person taking the course is the one getting credit for it?)
6. How do students get their questions answered? Is there a way for students to interact with instructors and other students? Explain.
7. Do your courses usually include a test? If so, describe the type of test, number of questions, passing score, whether passing is required for course credit, etc.
8. Do any of your courses promote a product or service? If yes, explain and note how much time is spent promoting the product or service
9. Does your course prepare students for the National Home Inspector Exam?

Additional Required Documentation

1. List (or attach to your application) anticipated courses or recently completed courses appropriate for the home inspection program.
Include:
 - a) A brief summary of each course
 - b) The name of the instructor/speaker(s) with their qualifications
 - c) The following for one course only:
 - Outline of course content
 - Set of course materials given to students (handouts, notebooks, etc.)
2. Attach a sample course completion certificate.