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www.consumerprotectionbc.ca

HOME INSPECTOR LICENCE APPLICATION CHECKLIST & INSTRUCTIONS

WHEN SUBMITTING THE COMPLETED APPLICATION PACKAGE, PLEASE ENSURE THIS CHECKLIST AND THE APPROPRIATE FORMS AND DOCUMENTS ARE INCLUDED.

INDIVIDUAL AND BUSINESS INFORMATION

In order to apply for a licence, an applicant must submit the forms, documents and other information required by the Director in accordance with section 144 of the *Business Practices and Consumer Protection Act*.

YOU MUST INCLUDE:

- A completed home inspector application form.** Individuals must provide their first and last names, business name and any operating names, and contact details including phone, fax, email and web information.

The Home Inspector Licensing Regulation requires that all licensees have a business location where records are maintained. The Regulation also requires that licensees display their licence in a conspicuous location in the place of business, or produce their licence on request. Licensees must report any changes in name or location of their business within 14 days of the change occurring.

CREDENTIALS

YOU MUST INCLUDE:

- A valid credential from one of the listed associations or authorities** which identifies the applicant as being a member in good standing of the identified groups.

DISCLOSURE OF CRIMINAL RECORD

YOU MUST INCLUDE:

- Consent for Disclosure of Criminal Record form.** If any applicants have a criminal record, they must also complete and submit a **Statutory Declaration for Criminal Record Check form.**

INSURANCE

In order to apply for a licence, an applicant must submit the forms, documents and other information required by the Director in accordance with section 144 of the *Business Practices and Consumer Protection Act*.

YOU MUST INCLUDE:

- A completed Insurance Declaration Form.** Consumer Protection BC requires that all applicants for home inspector licenses demonstrate that they have obtained and maintain both professional and comprehensive general liability insurance. This will be evidenced by a copy of the Insurance Certificate or related document outlining the amount and types of coverage, and the term of coverage.

This insurance may be obtained independently or as part of their ongoing credential requirements with an association or authority. We will expect that all applicants provide evidence that they have a minimum of \$1 million limit/aggregate coverage for both professional liability (E&O) and comprehensive general liability. We will also expect that applicants demonstrate they have appropriate coverage related to water ingress.

LICENCE APPLICATION FEES

In order to apply for a licence, an applicant must submit the appropriate fees in accordance with section 4 of the Home Inspector Licensing Regulation.

YOU MUST INCLUDE

- Payment of the applicable application fee.** The non-refundable licence application fee for a home inspector licence is \$150. Fees are prorated monthly from April 1 throughout the year. Fees are deposited once a completed application package is received and Consumer Protection BC begins the assessment process. Fees are located in the fee schedule included with the application package or on the Consumer Protection BC web site;
- Optional Photo ID.** If you wish, a plastic Photo ID card is available. Please include a passport-sized photo and the current fee applicable from the fee schedule.

Payments may be made using credit card, cheque or money order.

- Cheques should be made payable to Consumer Protection BC.
- Credit card payments may be submitted using the Consumer Protection BC credit card payment authorization form.

IMPORTANT NOTES

- ❖ Application processing times may vary depending on the application.
- ❖ All licenses expire annually on March 31st. Prior to this, Consumer Protection BC will send you an application for renewal form which must be submitted, along with the applicable fee, prior to the expiry of your licence.
- ❖ Home inspector licenses are issued to one individual and are non-transferable.
- ❖ You will be provided with an 8.5" x 11" certificate and a non-photo wallet sized ID card as part of your licence package.
- ❖ The *Business Practices and Consumer Protection Act* and Home Inspector Licensing Regulation can be purchased from Crown Publications, 106 Ontario Street, Victoria BC V8V 1M9, Phone: (250) 386-4836. The *Business Practices and Consumer Protection Act* and Home Inspector Licensing Regulation can also be found online at www.bclaws.ca.
- ❖ Home inspectors must not carry on business in a name other than the name on the licence. Home inspectors must not disclose the contents of a home inspection report without permission of the consumer, as required by law or where a serious health or safety risk exists. Home inspectors must not have a conflict of interest in relation to a home inspection that results in a material gain.

IMPORTANT DATES

- ❖ March 31st – Annual renewal date and payments due

INCOMPLETE APPLICATION PACKAGES WILL BE RETURNED WITHOUT REVIEW



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**HOME INSPECTOR
 LICENSE APPLICATION
 FORM**

HOME INSPECTOR LICENCE APPLICATION FORM

The personal information requested in this form is collected and retained under the authority of Section 26 (c) of the BC *Freedom of Information and Protection of Privacy Act* and Section 144 of the *Business Practices and Consumer Protection Act*. This information will be used to determine eligibility for licensing in the Province of British Columbia.

Full name:
 (Exact name in CAPITAL LETTERS)

Business Name(s):
 (Business names and trading names)

Physical Address:.....
 (City, Province, Postal Code)

Mailing Address:.....
 (If Different) (City, Province, Postal Code)

Phone: () **Mobile:** () **Fax:**().....

Email:..... **Website:**.....

PART 1 - CREDENTIALS (CHOOSE THE FIRST OPTION THAT APPLIES TO YOU)

- 1. Associate Member with the Canadian Association of Home and Property Inspectors - CAHPI (BC) **Yes - attach evidence**
- 2. Registered Home Inspector with the Canadian Association of Home and Property Inspectors -CAHPI (BC) **Yes - attach evidence**
- 3. National Certificate Holder with the National Home Inspector Certification Council - NHICC **Yes - attach evidence**
- 4. Provisional Certified Home Inspector with the Applied Science Technologists and Technicians of BC - ASTTBC .. **Yes - attach evidence**
- 5. Certified Home Inspector with the Applied Science Technologists and Technicians of BC - ASTTBC **Yes - attach evidence**
- 6. Certified Property Inspector with the Applied Science Technologists and Technicians of BC - ASTTBC **Yes- attach evidence**
- 7. Associate Member of the Canadian National Association of Certified Home Inspectors – CanNACHI **Yes- attach evidence**
- 8. Certified Master Home Inspector with Canadian National Association of Certified Home Inspectors - CanNACHI .. **Yes - attach evidence**

PART 2 - BACKGROUND

- 1. Have you ever been the subject of disciplinary action related to a home inspection credential issued to you by a home inspection association or authority? **Yes** **No**
- 2. Have you ever been convicted of any offence or been subject to any other judicial proceedings under the *Business Practices and Consumer Protection Act*, or any law governing the business of home inspection in any jurisdiction in the last two years, or are there any proceedings pending (note that this does not include small claims actions in the Small Claims Court)? **Yes** **No**
- 3. Have you ever been convicted of an offence (for which you have not been pardoned) under the *Criminal Code of Canada*? ... **Yes** **No**
- If **YES** to questions 1 or 2 above, provide details on a separate sheet, including date(s), location(s), and by what authority or under what statute.
- If **YES** to question 3 above, and you are a resident of Canada, complete a Statutory Declaration for Criminal Record Check and submit it with your application. If you are not a resident of Canada, you must submit evidence of criminal record from your home jurisdiction.

ALL APPLICANTS MUST COMPLETE AND ENCLOSE THE CONSENT FOR CRIMINAL RECORD SEARCH AND INSURANCE DECLARATION FORM INCLUDED WITH THIS PACKAGE.

APPLICANT DECLARATION

I declare that:

- 1. I am the applicant in this application, which I have signed; and
- 2. I hereby apply for my home inspector licence under the *Business Practices and Consumer Protection Act* of British Columbia; and
- 3. I confirm that the information contained in this application is true and correct; and
- 4. I have read the *Business Practices and Consumer Protection Act* and the Home Inspector Licensing Regulation;

Signature _____

Print Name: _____

Date: _____

LICENCE APPLICATION FEES

Licence application fees for home inspectors practitioners are located in the fee schedule. The fee schedule can be obtained from www.consumerprotectionbc.ca or by calling our office. Licence application fees are non-refundable.

APPLY USING CHEQUE OR MONEY ORDER

Mail completed form, applicable attachments and cheque or money order payable to **Consumer Protection BC** to:

**Consumer Protection BC
PO Box 9244
Victoria BC V8W 9J2**

(a \$25.00 service charge will be levied on any dishonoured cheques)

Courier: 307-3450 Uptown Blvd. Victoria, BC V8Z 0B9

APPLY USING CREDIT CARD

You may fax your completed application form, applicable attachments and a credit card payment authorization form (available from the forms area on the www.consumerprotectionbc.ca web site) to:

**Consumer Protection BC
FAX: 250 920-7181**

Licence application payments may be made using **VISA, MASTERCARD or AMERICAN EXPRESS**

INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED



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**HOME INSPECTOR
INSURANCE DECLARATION**

This form and related attachments must be attached to the licence application. The information requested in this form is collected and retained under the authority of Section 26 (c) of the BC *Freedom of Information and Protection of Privacy Act* and Section 144 of the BC *Business Practices and Consumer Protection Act*. This information will be used to assist in determining your qualifications for licensing under the Home Inspector Licensing Regulation and will not be released unless required under the *Freedom of Information and Protection of Privacy Act* or the *Business Practices and Consumer Protection Act*.

Applicants must indicate to the Director that they have and maintain, as a requirement of licensing, the necessary insurance coverage to protect against errors, omissions, personal and property damage. This includes the following:

Professional Liability (Errors and Omissions) Coverage: \$1 million occurrence/limit/aggregate
Comprehensive General Liability Coverage: \$1 million occurrence/limit/aggregate

Insurance certificates must cover common issues to home inspections in BC including water ingress.

INSURANCE VERIFICATION

.....
(Name of Insurer)

..... (.....)
(Address) (Phone No.)

..... (.....)
(Facsimile No.)

.....
(Contact Name)

Policy Information:

Details

(1) Professional Liability Coverage E&O (CAD) \$.....

(2) Comprehensive General Liability Coverage (CAD) \$.....

(3) Professional Liability Deductible (CAD) \$.....

(4) General Liability Deductible (CAD) \$.....

(5) Term of Policy – Effective Date **Expiry Date**.....
yyyymm/dd yyyymm/dd

Please attach a copy of coverage summary or confirmation documents which evidence the above information and confirm the term and coverage inclusions and exclusions.

APPLICANT DECLARATION

- I hereby:**
- Certify that all the information given in this document is true and correct to the best of my knowledge and belief;**
 - Have attached all required material pertaining to this verification;**
 - Give permission to Consumer Protection BC to verify all matters in this document by contacting the declared insurer.**

Signature: **Print Name:**

Date: **Title:**



CONSENT FOR DISCLOSURE OF CRIMINAL RECORD INFORMATION

PART 1

IF COMPLETED MANUALLY, PLEASE PRINT

Surname		Given name (1)		Given name (2)		Sex <input type="checkbox"/> M <input type="checkbox"/> F		Tel. no. (incl. area code)	
Address (no., street, apt.)			City		Province		Postal code		
Date of birth (yyyy-mm-d)		Place of birth		Driver's licence no.		Usual first name or alias		Maiden name/Any other Surname	
Previous address if less than 5 years at current address Address (no., street, apt.)			City		Province		Postal code		

PART 2

Pursuant to Section 8(1) of the Privacy Act of Canada, I hereby authorize the Royal Canadian Mounted Police to disclose my personal information to:

Full name		Title		Name of organization	
		Director		Consumer Protection BC	
Address (no., street, apt.)		City		Province	
PO Box 9244		Victoria		BC	
				Postal code	
				V8W 9J2	

PART 3

WAIVER AND RELEASE:
I hereby release and forever discharge Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns from any and all actions, causes of actions, claims and demands for damages, loss or injury, which may hereafter be sustained by myself, howsoever arising out of the above authorized disclosure of information and waive all rights thereto.

PART 4

This consent is valid for a period of three months from the date of signature.

Signed this _____ day of _____ Signature of applicant _____

PART 5

Sign Here

Following is information contained in the records of the RCMP or records from other police forces accessible through computer queries and is based on a name and date of birth check only. ****A record may or may not exist** for the subject of this inquiry, positive identification and a certified criminal records check can only be obtained through a fingerprint check. This can be made with the submission of a complete set of fingerprints to:

INFORMATION AND IDENTIFICATION SERVICES
CANADIAN CRIMINAL RECORD INFORMATION SERVICES
1200 Vanier Parkway
OTTAWA, ONTARIO K1A 0R2

YOUNG OFFENDER INFORMATION - The Youth Criminal Justice Act/Young Offenders Act make it an offence to disclose young offender information. In cases where an adult's record contains young offender information or a young offender requests a copy of his/her criminal record, the criminal record information **MUST** be given to the requester. Individuals can disclose their own information, but even with consent the RCMP are not legally permitted to disclose young offender information.

INSTRUCTION TO REQUESTERS: The following section contains varying degrees of police information.

- Confirm with the party identified in PART 2, the exact information they require.
- Choose the category which best symbolizes the information you are providing consent for the RCMP to disclose and place your initials in the appropriate INITIALS box.
- The party identified in PART 2 will be advised accordingly of negative checks.
- Checks resulting in possible "hits" for information identified in categories 1, 2 or 3 will require confirmation by the submission of fingerprints.
- You will be required to confirm that information located through the checks stipulated in category 4, is your personal information.
- You may withdraw this consent prior to disclosure.

Initial Here

No.	Initials	Category of Information for Disclosure	FOR POLICE USE ONLY
1.		Records of criminal convictions found in the Identification Data Bank attainable through the Canadian Police Information Centre (CPIC) for which a pardon has not been granted. RCMP: Make CPIC Criminal Record "LEVEL 1" Query ONLY.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist
2.		Records of criminal convictions attainable through CPIC for which a pardon has not been granted plus records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC. RCMP: Make CPIC Criminal Record "LEVEL 1" Query AND a Persons CPIC Query.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist
3.		Records of criminal convictions and summary of police information (including records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC) attainable through CPIC for which a pardon has not been granted plus records of discharges which have not been removed from the Identification Data Bank in accordance with the Criminal Records Act. This will include all charges regardless of disposition. RCMP: Make CPIC Criminal Record "LEVEL 2" Query AND a Persons CPIC Query.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist
4.		Police information located on computer systems (e.g. Police Information Retrieval System (PIRS), CPIC, PROS, PRIME, LEIP) and information located through local police indices checks. This will include all information related to non convictions and all charges regardless of disposition. RCMP: Make Persons Queries on PIRS, CPIC, PROS, PRIME and LEIP. In view of the general nature of this information, confirm with requester this is in fact information pertaining to him/her. Requesters MUST confirm information which pertains to them prior to disclosure. If a discrepancy exists, do not disclose this information.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist

COMPLETED BY

Member (signature)	Reg. no.	Unit	Date



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**STATUTORY DECLARATION
 FOR CRIMINAL RECORD CHECK**

CANADA) IN THE MATTER OF AN
 PROVINCE OF) application for a _____
 BRITISH COLUMBIA) licence by _____
(Name of Applicant)
(Type of Licence)

TO WIT:

I, _____, of _____, in _____,
(Name in Full) (City/Town) (Province/State)
 born on _____ in _____, also known as _____,
(Birth Date) (Birthplace) (Alias or Maiden Name)

having applied for a licence

DO SOLEMNLY DECLARE THAT:

I have been convicted of an offence under the Youth Offenders Act or Youth Criminal Justice Act (if you answer YES, do NOT disclose young offender information) _____ YES NO

And/or

I have been convicted of the following criminal offence(s) **as an adult** (You must disclose the details of ALL offences that you have been convicted of as an adult):

Section #	Description	Date of Conviction	Sentence
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED BEFORE ME

at _____, _____, this
(City) (Province/State)

_____ day of _____, 20____.
(Month) (Year)

(Commissioner's Signature) (Applicant's Signature)

A Lawyer, Notary Public or Commissioner for taking Affidavits

In the Province/State of _____
(Province/State)



**CONSUMER
PROTECTION BC**

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**CREDIT CARD
PAYMENT
AUTHORIZATION FORM**



To pay by credit card, please complete form and submit with your request.

Payment is for: _____ Licence Number: _____
(e.g. Renewal, New Application, Changes, etc.) (if known)

Business Name: _____

Cardholder Name: _____

Billing Address: _____

Contact Phone: _____

Card Type: Visa MasterCard American Express
(Note: Only Visa, MasterCard and American Express are currently accepted.)

Payment Option 1

Maximum payment authorized \$ _____

Payment Option 2

I authorize Consumer Protection BC to charge my credit card the necessary amount required to process my documents or to perform my required services.

Credit
Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry Date

(m)

--	--

(y)

--	--

Cardholder Signature: **X** _____

OFFICE USE ONLY

Receipt # _____

Date _____

Amount _____

Auth. # _____

Privacy Statement: Your completion of this authorization form helps us to protect you from credit card fraud. All information entered on this form will be kept strictly confidential by Consumer Protection BC.



FEE SCHEDULE
Home Inspectors
 (Effective April 1, 2012)

The following fees, charges and other amounts, set under Section 4 of the Home Inspector Licensing Regulation (the Regulation) are payable by a “home inspector” (as that term is defined in the Regulation) to Consumer Protection BC in respect of the matters described opposite the fees, charges or other amounts:

1. subject to Note (a)-(d) below, fee for an application for a licence for a home inspector (new & renewal) \$475.00
2. subject to Note (b) below, fee for an assessment of an association or authority who has applied for the Director’s approval to assess the qualifications of home inspectors \$1,020.00
3. fee for an application for reconsideration of a Director’s decision \$215.00
4. fee for recording a change of licensee’s name or address \$51.00
5. charge for issuance of a replacement license..... \$51.00
6. charge for submission of an NSF payment..... \$31.00
7. charge for late submission of a renewal document \$51.00
8. charge for a voluntary criminal record pre-screen \$51.00
9. subject to Note (c) below, charge for a laminated ID card in respect of a licence renewed for a home inspector (please provide a b/w or colour passport photo) \$31.00

NOTES:

- (a) All licences expire on March 31st
- (b) Consistent with the Bank of Canada’s CPI or cost of living increase, all fees and charges will increase by 2%, on each year anniversary of the effective date noted above;
- (c) Laminated ID cards will be provided upon renewal. Photo ID will be provided for a charge when requested;
- (d) Fees for applications for new licenses will be prorated by the Authority in accordance with the following table:

NEW APPLICATIONS – PRORATED FEE SCHEDULE:

Month of Application	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Home Inspector	\$475	\$436	\$396	\$357	\$317	\$278	\$278	\$278	\$278	\$278	\$278	\$278

Value for Dollar

As a cost recoverable, not-for-profit corporation, Consumer Protection BC is responsible for providing a variety of services to licensed businesses in a cost effective manner.

The fees these businesses and individuals pay support the regulatory regime Consumer Protection BC delivers. Value for dollar is a cornerstone of our mandate, and it's important that our clients know the services they receive.

Depending on the regulated area, services may vary. The specific services that support each designated activity under the scope of Consumer Protection BC are listed to the left.

In general, services in each area comprise:

Obligation Management

- Licensing services
- Financial review services
- Sanctioning services

Compliance Management

- Compliance inspections
- Investigations & Enforcement

Marketplace Issues Management

- Inquiries & complaints
- Media relations
- Public relations

Public Policy & Industry Relations

- Policy recommendations & consultations
- Industry advisory services
- Government relations services



Contact Us

Our Mailing Address

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Our Headquarters

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Our Contacts

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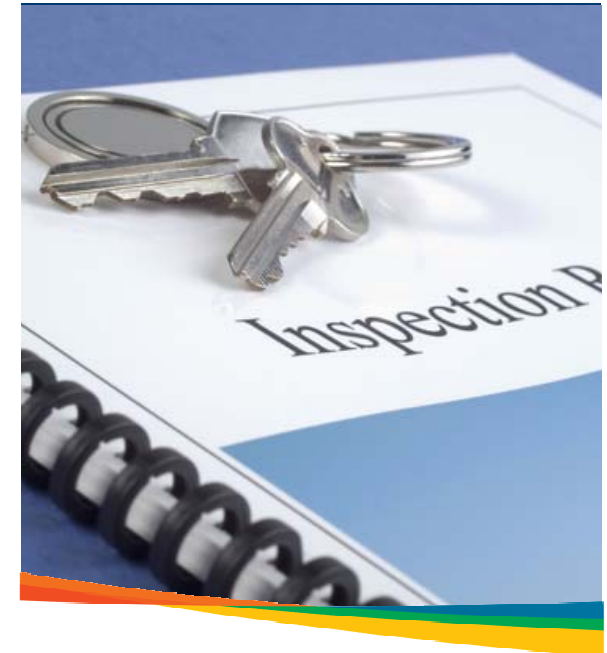
Our Mandate

Consumer Protection BC promotes a marketplace that is fair to consumers and businesses. We were established in 2004 as a not-for-profit corporation to strengthen consumer protection in BC. We administer our province's consumer protection laws as a guideline when providing services.



Home Inspection

Service Summary



Service Summary

OBLIGATION MANAGEMENT	
Licensing services: including interpretation and information; application receipt, review and analysis, and payment processing; certificate, window decal and identification card production; and licence renewal notification, receipt, analysis and payment processing.	✓
Obligation tracking services, including monitoring and processing licensee changes.	✓
Quasi-judicial services, including licence suspensions, cancellations, penalties and appeals.	✓
COMPLIANCE MANAGEMENT	
Compliance services: including information and education; business practice assessment and assistance.	✓
Risk based inspections and compliance monitoring services, including home inspection operations, report disclosure and conflict of interest testing.	✓
Complaint investigation and mediation services, including unlicensed activity and compliance interventions resulting from complaints.	✓
Enforcement services, including investigations, sanctions, penalties, prosecutions and public information.	✓
MARKETPLACE ISSUES MANAGEMENT	
Consumer inquiry services, including specific home inspection information related to consumer issues via toll free phone, email and in-person.	✓
Consumer complaint handling services, including dispute resolution and limited mediation.	✓
Public and media relations, including education and awareness initiatives on home inspection related topics.	✓
PUBLIC POLICY AND INDUSTRY RELATIONS	
Consumer protection policy services, including policy analysis and recommendations focused on reducing regulatory burden for licensees.	✓
Industry consultation and education services: including advisory group oversight and management; and representation at events, seminars and information sessions.	✓
Government relations services on significant policy issues and challenges.	✓



Service Improvements

Consumer Protection BC is committed to service excellence. We are continually reviewing and improving our service delivery channels in order to provide the best possible value to our clients. Some of the recent improvements we have made related to home inspection industry services include:

Live call response for licensing and consumer inquiries.	✓
New licence certificates and identification cards to promote status as a licensee.	✓
Online service improvements including licence search functions.	✓
Licence account management and renewals expected for 2010.	✓
Rigorous focus on unlicensed home inspectors and compliance.	✓
Commitment to transparency, including timely inspections results and published enforcement action outcomes.	✓

