

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

INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT REVIEW.

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*.

The Home Inspector Licensing Regulation requires that all licensees have a business location where records are kept. 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. All home inspectors must immediately report any lapse or cancellation of their errors or omissions insurance or their comprehensive general liability insurance.

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.

QUALIFICATIONS FOR LICENCE

Section 3 of the Home Inspector Licensing Regulation requires an applicant to successfully complete an approved educational program as part of the qualification process for a BC home inspector licence. The Regulation also requires the applicant to accompany an approved trainer on home inspections for at least 50 hours and to submit a peer recommendation letter that satisfies the director that the applicant possesses the knowledge and ability to conduct home inspections.

YOU MUST INCLUDE:

- A certificate or transcript demonstrating completion of an approved educational program of at least 150 hours of instruction from an approved educational program.** See Educational Programs at www.homeinspectionrightsbc.ca
- A certificate or transcript from one of the approved exams demonstrating you have passed the home inspector exam.**

Approved designated examiners:

- Applied Science Technologists and Technicians of British Columbia's (ASTT) House Inspection Competency Examination
 - Canadian National Association of Certified Home Inspectors' Associate Level Examination
 - Examination Board of Professional Home Inspectors' National Home Inspector Examination (United States)
 - Home Inspectors Association BC (HIABC) – Canadian Home Inspector Examination
- Documentation demonstrating completion of 50 hours of practical training by accompanying, on home inspections, an approved home inspector (trainer) who has conducted at least 250 home inspections.** The term "*on home inspections*" includes time physically spent on site inspecting a residential dwelling or property and reasonable time accompanying the approved trainer writing a report on the home

inspection. Rounding up of hours is not permitted and driving time, even if discussing the home inspection, is not counted as time spent *on home inspections*.

Acceptable forms of documentation will be the Home Inspector 50 Hour Report form available at www.homeinspectionrightsbc.ca or a letter(s) and/or log book signed by one or more approved trainers and clearly indicates:

- the licence applicant's name and date of birth;
 - the approved trainers name and home inspector licence number;
 - brief details of each accompanied inspection including date, time, and location;
 - a breakdown of hours per inspection
- Peer recommendation letter signed by an approved home inspector (evaluator) who has conducted at least 1000 home inspections.** The letter attests to the fact the applicant has the knowledge and ability necessary to conduct home inspections and prepare home inspection reports. A peer review sample letter is available at www.homeinspectionrightsbc.ca.

The peer recommendation letter must meet the following criteria:

- it must be from a different person than the one with whom the practical training was done. This person must have completed at least 1000 home inspections and be approved by Consumer Protection BC;
- it must be based on a trial home inspection conducted by the peer reviewer who has signed the recommendation letter;
- it must also be based on a home inspection report that was prepared as a result of that trial home inspection.

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 licences 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.

All applicants are to provide evidence that they have a minimum of \$1 million limit/aggregate coverage for both professional liability (E&O) and comprehensive general liability and that applicants demonstrate they have appropriate coverage related to water ingress. Water ingress must not be excluded from the insurance policy.

STATUTORY DECLARATION – RESIDENCE IS A PLACE OF BUSINESS

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:

- Statutory Declaration Residence is a Place of Business form.** Home inspectors not operating from a retail or commercial location will be required to complete a statutory declaration for working from a non-commercial location. This includes working from a vehicle. This form must be signed and notarized by a commissioner of oaths. The statutory document will be retained with your licensing information, will provide Consumer Protection BC with the authorization to inspect your business location, and will remain in effect until such time as you move your home address or move to a business location that is a commercial space.

BACKGROUND

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 criminal record check for senior corporate officers, partners, or proprietor.** ALL APPLICANTS that reside in Canada MUST complete an online criminal record check within one day of sending the licence application to Consumer Protection BC by going to the following link: <http://www.sterlingtalentsolutions.ca/Consumer-Protection-BC> and following the instructions for completion. (Please note, once complete a copy will be sent directly to Consumer Protection BC. For more information please visit our website <https://www.consumerprotectionbc.ca/component/content/article/163-about-cpa/general/1359-criminal-record-check>

LICENCE APPLICATION FEES ARE NON-REFUNDABLE

In order to apply for a licence, an applicant must submit the appropriate fees in accordance with section 144 of the *Business Practices and Consumer Protection Act*.

YOU MUST INCLUDE:

- Payment of the applicable application fee.** Fees are located in the fee schedule available at www.homeinspectionrightsbc.ca.
- Optional photo ID.** 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 in Canadian funds made payable to Consumer Protection BC.
- Credit card payments may be submitted using the credit card payment authorization form.

IMPORTANT NOTES AND DATES

- Application processing time is approximately 2-3 weeks.
- All licences 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 licences are issued to one individual and are non-transferable.
- Your licence certificate will be sent to you via email. ID cards will be sent by mail.
- The *Business Practices and Consumer Protection Act* and Home Inspector Licensing Regulation can be purchased from Crown Publications, www.crownpub.bc.ca. 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 there is a serious health or safety risk. Home inspectors must not have a conflict of interest in relation to a home inspection that results in a material gain.

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