

## **APPLICATION CHECKLIST**

You are required to provide the following to be licensed.

**Step 1: Complete your education**

Expect to spend at least 150 hours to learn about topics as roofing, flashing, chimneys, heating and cooling, plumbing, electrical and structural systems and more. You must complete your education through one of the approved home inspector programs:

- [Ashton College](#)
- [British Columbia Institute of Technology](#)
- [Carson Dunlop](#) (online)
- [Douglas College](#)
- [Inspect4u](#)
- [Inspection Support Services Inc.](#) (online)
- [Western Pacific Property Inspection Institute](#) (online)

**Step 2: Pass the exam**

Provide a certificate or transcript demonstrating you have passed one of the following exams:

- Applied Science Technologists and Technicians of British Columbia [House inspection competency examination](#)
- Canadian National Association of Certified Home Inspectors [Associate level examination](#)
- Examination Board of Professional Home Inspectors [National home inspector examination](#)
- Home Inspection Association of British Columbia [Canadian home inspection examination](#)

**Step 3: Meet the training requirement**

Conduct 50 hours of home inspection with an approved trainer. Hours need to be tracked and submitted along with your application.

[Search for an approved certified trainer.](#)

See a [sample reporting form to track your hours](#).

**Step 4: Provide a peer recommendation letter**

After conducting a home inspection with a Consumer Protection BC approved evaluator, obtain a letter of recommendation, based on your knowledge and ability demonstrated throughout the inspection and your inspection report.

[Search for an approved home inspector evaluator.](#)

See a [sample peer recommendation letter](#).

**Step 5: Provide proof of registration or incorporation**

You must provide proof of incorporation or registration during the application process. To register your business in BC, visit [OneStop BC Business Registry](#). If you are starting a new business, visit [Small Business BC](#).

If your business is a partnership or proprietorship, you must provide:

- Names of the partners or proprietors
- Current copy of any trade name registration(s) under which you intend to operate

If your business is a corporation, you must provide

- Names of directors, senior officers, and beneficial owners with voting shares
- Current copy of any trade name registration(s) under which you intend to operate

- Step 6: Provide a municipal business licence**  
You must provide a copy of your business licence issued by your local municipality.
  
- Step 7: Complete a criminal record check**  
For Canadian residents, get your criminal record check through our third-party supplier. The results will be sent directly to us.  
[Get a criminal record check.](#)  
For non-Canadian residents, a criminal record check from your home jurisdiction is required.
  
- Step 8: Set up and maintain liability insurance**  
You must maintain the necessary insurance coverage to protect against errors, omissions, personal and property damage. The policy must include:
  - \$1 million occurrence/limited/aggregate professional liability (E&O) coverage
  - \$1 million occurrence/limited/aggregate general liability coverage
  - coverage for common issues to home inspection in BC including water ingressRead the [Home Inspector Insurance Policy](#).  
Complete the [insurance declaration form](#).
  
- Step 9: Apply for a licence**  
Submit an application and all supporting documents. Each application may take up to four weeks to process.  
If you are operating from your home, a statutory declaration is required confirming that your residence is also a place of business.  
Review this [application checklist](#).  
Submit a [licence application form](#).  
if you are working from home, submit a [statutory declaration form](#).
  
- Step 10: Read and understand your obligations**  
It is your responsibility to review all applicable laws pertaining to your industry and to understand your obligations.  
[Review your obligations](#).