

## APPLICATION CHECKLIST

To become a licensed Home Inspector, all required documents listed in this checklist must be submitted with your application, as missing items may delay processing beyond the estimated four-week timeframe.

### ☐ Step 1: Complete Your Education

Expect to spend at least 150 hours to learn about topics such 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:

#### Active Approved Programs:

- [British Columbia Institute of Technology](#)
- [Carson Dunlop](#) (online)
- [Holmes Academy](#)
- [Western Pacific Property Inspection Institute](#) (online)
- [Inspect4Canada](#) (online)
- [Canadian Institute of Home Inspectors](#)
- [The Inspector Training Academy](#)

#### Discontinued Programs

- [Ashton College](#)
- [Douglas College](#)  
(July 2016- December 2019)
- [Inspection Support Services Inc.](#)  
(October 2016-July 2023)
- Inspect4U  
(Aug 2016-Aug 2023)

### ☐ Step 2: Pass The Exam

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

ASTTBC	Applied Science Technologists & Technicians of British Columbia's House Inspection Competency Exam, <a href="#">House Inspection Competency Exam</a>
HIABC	(CHIE) Home Inspection Association of British Columbia, <a href="#">Canadian Home Inspection Exam</a>
CANNACHI	Canadian National Association of Certified Home Inspectors' Associate Level Exam, <a href="#">Associate Level Exam</a>
NHICC	National Home Inspector Certification Council – National Home Inspector Exam, <a href="#">National Home Inspector Exam</a>

### ☐ Step 3: Meet The Training Requirement

Complete 50 hours of home inspection under an approved trainer, logging only the time spent on-site inspecting residential properties and reasonable time spent report writing, excluding driving, planning, and post-inspection activities; submit this log with your application.

[Search For an Approved Certified Trainer](#)

[Sample Reporting Form to Track Your Hours](#)

### ☐ Step 4: Provide A Peer Recommendation Letter

After completing a home inspection with a Consumer Protection BC-approved evaluator, secure a letter of recommendation reflecting your knowledge and skills demonstrated during the inspection and in your report.

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

[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 [BC Registries](#) 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**

Provide a copy of your business licence issued by your local municipality. If you experience difficulty obtaining the license due to not being licensed by Consumer Protection BC, please contact us.

☐ **Step 7: Complete A Criminal Record Check**

**CANADIAN RESIDENTS** - [use this link](#) to get your criminal record check through our third-party supplier. The results are sent directly to us for quicker processing.

**NON-CANADIAN RESIDENTS** are required to provide a criminal record check from their home jurisdiction.

☐ **Step 8: Set Up and Maintain Liability Insurance**

- ☐ Provide a copy of your insurance policy
- ☐ Complete the [Insurance Declaration Form](#).

Ensure your policy meet our [Policy on Home Inspector Insurance Requirements](#) it must include the following:

- ☐ **Your Name** - The policy must be in your name, not your business name.
- ☐ **Water Ingress** - Your document clearly indicates coverage for water ingress.
- ☐ **Errors & Omissions** - Shows a minimum \$1 million per occurrence & per aggregate.
- ☐ **General Liability** - Shows a minimum \$1 million per occurrence & per aggregate.

☐ **Step 9: Apply For a Licence**

- ☐ [Complete this Application Form](#) and submit it with all supporting documents.
- ☐ [Complete this Credit Card Authorization Form](#) – [see current fee schedule here](#)
- ☐ A statutory declaration is required if you work from home. Fill out the [Statutory Declaration Form](#) to confirm your residence is also your business location.

☐ **Step 10: Review and understand your obligations**

It is your responsibility to [review and understand your obligations](#) and all applicable laws pertaining to your industry.

**Send ALL the required documents from this checklist to [operations@consumerprotectionbc.ca](mailto:operations@consumerprotectionbc.ca)**

- Ensure you sign any documents requiring a signature.
- PDF files are preferable. We cannot open links to documents.