

HOME INSPECTOR

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR CERTIFICATION

KNOWINGLY MAKING A FALSE STATEMENT IN CONNECTION WITH YOUR APPLICATION MAY BE CAUSE FOR DENIAL OF YOUR APPLICATION.

Please review the Arizona Board of Technical Registration (AZBTR) **Rules** and **Statutes** on the website carefully. They establish the requirements for certification, define limits of practice, rules of professional conduct and explain Board procedures. It is very important that you become thoroughly familiar with the Statutes and Rules and Standards of Professional Practice. A violation of any of the provisions of the law or rules may be cause for disciplinary action against a registrant.

- Complete each section of the application packet by following the instructions on each form.
- The information on this website provides answers to the most frequently asked application related questions. All requests for information relating to your application status should be made **in writing and sent to Board staff.**

Mail the application to the AZBTR office at: 1110 W. Washington Street, Suite 240, Phoenix, AZ 85007.

Once the AZBTR receives a properly completed application, an application number will be assigned and a file established. **No refunds** will be made. It is your responsibility to ensure that your application is correct and complete.

A completed application includes the following:

- Application with all questions answered, signed and dated (pages 3-4 of this packet)
- A signed check or money order in the amount of \$175.00 for the application and initial registration fee (\$100 application fee + \$75 initial registration fee) made payable to the Arizona Board of Technical Registration.
- A copy of the front and back of applicant's DPS issued fingerprint clearance card.
- A copy of examination results from the National Home Inspector Examination. Successful completion of the exam must occur within two years of application submission in accordance with R4-30-247(1);
- Proof of completion of an approved training program showing a minimum of 84 hours of training in accordance with R4-30-247(5). (Training programs must be offered at facilities licensed by the AZ State Board for Private Postsecondary Education or have an accreditation recognized by the United States Department of Education or by the Distance Education Accrediting Commission (DEAC));
- Completed, signed and dated "Arizona Statement of Citizenship" form (pages 7-8 of this packet)
- Copy of a government issued photographic identification (instructions on page 12 of this packet)
- Signed and dated Notice to Home Inspectors (page 5 of this packet)
- Certification of Experience form completed by each Certified Home Inspector who completed parallel inspections with applicant
- If you have had a license or registration disciplined in Arizona or another jurisdiction, you must provide a copy of the Order. If you have been charged or convicted of a criminal offense, please provide a detailed written explanation regarding all instances, along with court documentation.

- Log of 30 parallel inspections, with complete addresses and signature and certification number of each parallel inspector. *Please reference ARS 32-101(B)(17) regarding definition of Home Inspection.* Must have an affidavit signed by each parallel inspector to be included with your submitted parallel inspection log. Each affidavit requires a notary stamp and signature. Logged parallel inspections signed by a parallel inspector who does not meet the Board's requirements per R4-30-102(2) will be rejected and the applicant will be responsible for obtaining new parallel inspections for each rejected inspection.
- Please do not submit a home inspection report or checklist with your application. After receiving your application, Board staff will randomly choose a home inspection report from your submitted 30 Parallel Inspection log and request that you submit it for evaluation. You must submit your home inspection report to Board staff within 10 business days or your application will be considered incomplete. Emailed submissions are accepted.

An application is not considered "administratively complete" until all verifying documentation is received. You will receive a notice from the Board via regular mail and/or electronic mail when your application is received and administratively reviewed. If you do not receive a confirmation within 60 days, you are welcome to contact your Licensing Specialist by email. Please refer to the "Contact Us" "Staff" section on the website to obtain the email for your assigned Licensing Specialist. Application assignments are made based on the first letter of the applicant's last name. Upon receipt by the Board of the required documentation, your application will proceed to the substantive review where it shall be evaluated.

Please refer to:

- A.R.S. §32-122.02
- A.A.C. R4-30-247(1)
- A.A.C. R4-30-247(5)
- A.A.C. R4-30-301(1)

Additional information:

Pursuant to A.R.S. § 32-122.01(B): Within sixty days after certification and before any fee-based home inspection is performed, a home inspector certified pursuant to this chapter shall file one of the following financial assurances pursuant to rules recommended by the home inspector rules and standards committee and adopted by the board:

1. Errors and omissions insurance for negligent acts committed in the course of a home inspection in an amount of \$200,000 in the aggregate and \$100,000 per occurrence.
2. A bond that is retroactive to the certification date in the amount of \$25,000 or proof that minimum net assets have a value of at least \$25,000.