

MEMORANDUM

TO: Prospective Home Inspector Licensees

FROM: Gerald W. Canipe, Chairman

SUBJECT: Home Inspector License Application Package

Enclosed is a home inspector application and an associate home inspector application package. If you do not meet the qualifications for a licensed home inspector, you may apply for an associate home inspector license. You may take the examination for an associate home inspector license without being employed by or affiliated with a licensed home inspector. However, you will not be issued an associate home inspector license until you become employed by or affiliated with a licensed home inspector.

The process for issuing a license as a home inspector or associate home inspector is as follows:

1. The applicant must complete the enclosed application for a home inspector or an associate home inspector license.
2. The applicant must return the completed application with a check or money order payable to the N.C. Home Inspector Licensure Board. The non-refundable application fee for a home inspector license is \$25.00; an associate home inspector license application fee is \$15.00.
3. The Board will notify the applicant of the approval or denial of the application within 30 days of receipt by the Board of your application. However, if the application is referred to the Application Evaluation Review Committee, the response may take longer.
4. If the application is approved, the applicant will be sent information regarding registration for the home inspector or associate home inspector examination.
5. Within one year of the approval of an application, the applicant must take the licensing exam. If the applicant does not take the exam within one year of the approval of the application, the applicant must reapply.

(CONTINUED ON BACK)

6. The Exam Registration Form, with a check or money order for \$75.00 (payable to the N.C. Home Inspector Licensure Board) must be received by the registration deadline as noted on the form.
7. The applicant will be sent a seating notice prior to the exam date.
8. The applicant will receive the results of the examination within 30 days. Results will be mailed to the applicant's home address.
9. **Successful applicants must pay the initial license issuance fee before October 1.** Applicants have the option of activating their license immediately. Licenses, which are activated immediately, will expire September 30. The applicant may choose to activate the license for the following licensing year, which is from October 1 to September 30. **The applicant must inform the Board if they want to delay the activation of their license until October 1.**
10. If the Board does not receive the initial license issuance fee by October 1, the applicant will have to start the application process over and pay all associated fees.
11. Applicants who do not pass the examination will be sent another Exam Registration Form. You may take the examination as many times as you need until you pass, however, you must pay the examination fee each time.

Enclosed is the home inspector and associate home inspector license application package. The package includes the following items:

1. Application for license as home inspector or associate home inspector
2. Application instructions
3. Administrative Code and General Statutes:
 - NC Administrative Code Sections 11 NCAC 8.1000 through 8.1300 including the Standards of Practice and the Code of Ethics
 - Chapter 143, Article 9F of the NC General Statutes "North Carolina Home Inspector Licensure Board" (NCGS 143-151.43 through 143-151.63)
4. NC Home Inspector Licensure Board Study Guide and Bibliography of Suggested Reading and References

Thank you for your interest in pursuing an application for a home inspector or associate home inspector license. Please contact the Home Inspector Licensure Board staff at the above address if you should have any further questions.