



CONSTRUCTION  
CONTRACTORS  
BOARD

## Home Inspector Education Provider Application Packet

### CONSTRUCTION CONTRACTORS BOARD

PO Box 14140  
Salem OR 97309-5052  
503-378-4621

[www.oregon.gov/ccb](http://www.oregon.gov/ccb)



Accredited state community colleges and four-year colleges are automatically approved as education providers for pre-certification: eligibility points and post certification: continuing education units (CEU's). All other schools and associations must apply for CCB program approval. This packet contains all the information necessary for approval.

Pages 3 and 4 of this packet contain information applicable to **all** programs.

**Important Information:**

Pages 3 and 4 of this application packet summarizes the education requirement for individuals seeking or maintaining their Oregon Home Inspector certification. You are responsible to understand this information if you become approved as a CCB home inspector education provider. **Please file for future reference.**

**Pre-certification: Eligibility points**

To be eligible to take the CCB Home Inspector certification exam individuals must provide proof of a minimum 20 education points as established in Oregon Administrative Rule (OAR) 812-008-0040.

**Applies to accredited state community colleges and universities only:** Each completed course offered in home inspection, construction, remodeling, engineering, architecture, building design, building technology, and real estate as identified in Oregon Administrative Rule 812-008-0074 earns an applicant one point for every three hours of instruction. An applicant may earn a total of 10 points for a class in home inspection and up to 10 additional points for a combination of one or more of all the other classes identified in this paragraph.

**Applies to accredited state community colleges and universities and to approved schools and associations:** Classes offered in the subject areas as identified in OAR 812-008-0074 earns an applicant one point for three hours of instruction. An applicant for certification can earn a maximum of 10 (of 20 total required) eligibility points for taking and passing these classes. OAR 812-008-0040 identifies other methods of accumulating eligibility points.

Any course that is used for eligibility points will not be used for CEUs at the inspector's next renewal.

**Post-certification: Continuing Education Units (CEU's)**

All certified home inspectors in Oregon must complete 30 hours of continuing education units (CEUs) in the subject areas identified in OAR 812-008-0074 every two years in order to renew their certification with the Oregon Construction Contractors Board (CCB).

## **General Information on Home Inspector Education**

All courses used for pre-certification education: eligibility points and post certification: continuing education units (CEU's )must be in approved subject areas by approved providers. Approved subject areas are report writing, communication skills, business practices, legal issues (e.g., contract law, liability issues), ethics, building codes, items related to the CCB Home Inspector study guide, and items related to the CCB standards of practice. The study guide and the standards of practice are available on the website at [www.oregon.gov/ccb](http://www.oregon.gov/ccb) . Click on Home Inspectors. You may also request a copy to be mailed by calling the CCB at 503-378-4621.

Schools must provide a completion certificate to all home inspectors who pass the class. It must clearly indicate the course title, subject area(s) covered in course, name of school/ association, name of home inspector, month and year course completed, and number of clock hours spent in the class/session.

All schools and associations approved by the CCB to offer education for the CCB home inspection program through this application process are approved to offer pre-certification education:eligibility points and post certification:CEU's.

Once approved, the program and courses are approved for credit as long as they meet the criteria based on OAR 812 Division 8.

If the CCB receives one or more complaints about a provider's courses, the CCB may evaluate the program and courses. If either do not meet CCB standards, the agency may terminate a school's CCB program approval or its right to offer individual classes for CCB credit.

Approved providers must allow CCB staff, Home Inspector Advisory Committee (HIAC) members and CCB policy Board members to attend their courses free of charge for the purpose of evaluating the courses. Any of these individuals wanting course credit, however, must pay course fees and meet all requirements set by the provider.

The CCB maintains a list of all currently approved home inspector continuing education schools. For a *Home Inspector Continuing Education Update*, go to [www.oregon.gov/ccb](http://www.oregon.gov/ccb) (Click on Home Inspectors, then click publications) or call 503-378-4621.

Contact the CCB's Education Manager (503-378-4621) if, after reading through this packet, you do not understand the application process or requirements.

## Application for Home Inspector Program Approval

For administrative purposes:

School/Association

Contact person

Date

Mailing address:

City

State

Zip code

Phone

Fax

Email address

For publication purposes

Phone

Email address

Website

## Program Certification:

By signing below, I certify that:

- 1) The courses attended by individuals complying with the Oregon Certified Home Inspector program will be in the approved subject matter established in Oregon Administrative Rule, Division 8.
- 2) The instructors/speakers for the courses attended for Oregon Certified Home Inspectors will be qualified and have:
  - a) experience in the subject matter;
  - b) licenses, certificates and/or degrees in the subject matter;
  - c) background in training or adult education; and
  - d) knowledge of the home inspection industry.

Print Name

Title

Signature

Date

## Required Questions

Answer the following questions in a *maximum of three pages*. Please number each of your answers to match the questions below and attach your answers to this application.

1. Provide a full description of the school/organization. Describe its history, qualifications and experience in providing these courses.
2. Describe the goals and objectives of your school/association.
3. How does your school/association approve speakers/instructors? How do you evaluate them?
4. If your courses are not taught or developed by home inspectors, how do your instructors get input from the home inspection industry?
5. Describe how the courses, in general, will be presented. (Activities? Materials students get and are assigned to read? Other assignments they must complete? Other requirements?)
6. What are the strengths of your courses and instructors? How are your courses different than other schools' courses?
7. Is there a hands-on, practical or practice-building component in your courses? Describe.
8. If your program includes distance learning courses, describe how the classes are taught. (How many hours are students required to spend in different activities? What projects or assignments must they complete? What other requirements must they fulfill? How do you monitor students to make sure they are fulfilling the requirements and learning the material? How do you monitor that the person taking the course is the one getting credit for it?)
9. How do students get their questions answered? Is there a way for students to interact with instructors and other students? Explain.
10. Do your courses usually include a test? If so, describe the type of test, number of questions, passing score, whether passing is required for course credit, etc.
11. Do any of your courses promote a product or service? If yes, explain and note how much time is spent promoting the product or service.

## Additional Required Documentation

1. Include a list of anticipated courses or recently completed courses appropriate for the Oregon certified Home Inspection program. This must include a brief summary of each course, the name of the instructor/speaker(s) with their qualifications, and the following for one course only:
  - a) Outline of course content
  - b) Set of course materials given to students (handouts, notebooks, etc.)
2. You are required to provide to students as proof of course completion. Attach a sample.

## Application Submission Instructions

Submit two copies of the complete application packet to:

EDUCATION MANAGER  
CONSTRUCTION CONTRACTORS BOARD  
PO BOX 14140  
SALEM, OR 97309-5052

A complete application packet includes:

1. Completed Application for Program Approval (page 5)
2. Signed program certification statement of course and instructor criteria (page 5)
3. Answers to the required questions. (page 6)
4. List of anticipated courses or recently completed courses appropriate for the Oregon Certified Home Inspection program. This must include a brief summary of each course, the name of the instructor/speaker(s) with their qualifications, and the following for one course only:
  - a) Outline of course content
  - b) Set of course materials given to a student (handouts, notebooks, etc.)
5. Sample of the proof of course completion

You will be notified in writing in about four weeks of the CCB's decision. If your program is approved, you may start offering courses as soon as you wish. CCB credit is granted retroactively for classes completed two years before the date of program approval.

Completed application packets (including course materials) become property of the CCB.

