



OREGON CERTIFIED HOME INSPECTOR CERTIFICATION APPLICATION

Office location:

201 High St SE, Suite 600
Salem, OR 97301

Mailing address:

P.O. Box 14140
Salem, OR 97309-5052

Secure Fax:

(503) 373-2155

Board website:

www.oregon.gov/ccb

Questions?

Email ccb.info@ccb.oregon.gov or call (503) 378-4621

CONSTRUCTION CONTRACTORS BOARD (CCB)

OCHI APPLICATION INSTRUCTIONS

READ INSTRUCTIONS CAREFULLY

STEP 1: Pass the National Home Inspector exam

[The National Home Inspector Examination](#) (EBPHI) is maintained by the Examination Board of Professional Home Inspectors. You can find the “Mechanical and Content Manual” on the EBPHI website [here](#). They also offer [practice quizzes](#) at an additional cost. For more information, please visit the [EBPHI FAQ website](#).

The exam is administered by [PSI Exams Online](#) at all its national locations. Oregon locations are Aurora, Baker City, Bend, Eugene, Independence, Medford, and Portland. The exam may be [scheduled online](#) or by phone at (855) 746-8170.

- The exam fee is \$225,
- There are 200 multiple choice questions,
- It is a four-hour exam,
- You will be given a score report immediately upon completion of the exam, and
- The exam may be transferrable to other states that also use this national exam.

STEP 2: Apply for your Oregon CCB license and Home Inspector Certification

In order to issue a certification, you must be associated with an Active CCB license. Submit the following documents as one complete packet to the CCB for certification:

- Oregon Home Inspector Certification (OCHI) Application form (page 4)
- Attach copies of all documentation used to meet the 20 qualifying points required (page 6)
 - A letter, on letterhead, must come from sources such as schools or businesses verifying your experience, completed course(s), etc.
 - Ride-along documentation must be provided on the OCHI Ride-Along form (page 7)
- Proof of passing the National Home Inspector Exam (Report from PSI)
- Payment Information (page 5)

QUALIFYING POINTS FOR INITIAL APPLICATION:

You must submit a minimum of 20 education points to apply. Copies of documentation substantiating the qualifying points must be submitted with your application.

You may earn qualifying points by completing any combination of the items listed on page 6 of the application.

CONTINUING EDUCATION (CE) FOR RENEWAL:

Certified Home Inspectors must complete 30 hours of continuing education from approved providers to renew their certification every two years. Therefore, Home inspectors are exempt from the “regular” CCB residential continuing education requirements.

SIGNATURE:

Application must be signed by the individual requesting the Home Inspector Certification.

METHOD OF PAYMENT

The application fee is \$150 and is non-refundable. This fee covers administrative costs for processing your application.

The Board accepts debit and credit card payments, check, and money order. Credit card payments may be made using VISA, MasterCard, or Discover and sent via our secure fax at (503) 373-2155. Check payments may be mailed to the Board office and made payable to the Oregon Construction Contractors Board.

DO NOT EMAIL YOUR APPLICATION OR PAYMENT TO THE BOARD

MISREPRESENTATION IN THIS APPLICATION IS CAUSE FOR DENIAL OF CERTIFICATION

APPLICATIONS ARE NOT PROCESSED IN-PERSON

Application for Certified Home Inspector (OCHI)

FEE: \$ 150.00



Important: Read the application instructions carefully before completing this form. Complete all required areas, attach additional document(s) as needed, and include payment information prior to submission. **Incomplete applications cannot be processed.** This is not for renewal.

1 CONTACT INFORMATION

FULL Legal First Name

FULL Legal Middle Name

FULL Legal Last Name

Mailing Address

City

State

Zip Code

County

Phone Number

Date of Birth (MM/DD/YYYY)

Email Address

Be sure that the information used on this application is exactly the same as shown on your personal identification card (i.e. Driver's license, Government issued ID card, passport, etc)

2 CCB LICENSE AFFILIATION

Legal Business Name (LLC, Corporation, Partnership, or Sole Proprietor)

CCB License #

3 QUALIFYING POINTS FOR APPLICATION

- I have attached the acceptable documentation that will provide a minimum of 20 qualifying points required for my OCHI certification application.

4 SIGNATURE

I certify that I have read and understand the Home Inspector Standards of Behavior and Standards of Practice as defined in [OAR 812-008-0200](#) through [OAR 812-008-0214](#).

Signature *Required*

Date

PAYMENT INFORMATION

A complete application must be submitted at the time of payment. Please read the application instructions carefully prior to submitting the application and payment to the Board's office.

For your protection, **EMAIL SUBMISSIONS WILL NOT BE ACCEPTED**. By signing below, I understand that once the application fee has been paid it is non-refundable.

You may submit payment and your application using **ONE** of the following options (*please select only one*):

Debit or Credit Card			Approval Code: _____
VISA, MASTERCARD, or DISCOVER <u>ONLY</u> for credit card payments			
I authorize the amount of \$150.00 certification application fee to be charged to my card.			
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DISCOVER	
_____ Card Number	_____ Expiration Date (MM/YY)	_____ CVV (3-digit Code)	
_____ Name as it appears on the card			
_____ Card Holder's Billing Address			
_____ City	_____ State	_____ Zip Code	
_____ Authorized Signature REQUIRED			
Secure Fax (only if paying by debit or credit card)			
You may fax your completed application & payment to the office using our secure fax at (503) 373-2155.			
Payment by Check			
Check or Money Order can be made payable to the Oregon Construction Contractors Board or Oregon CCB. Mail completed application and check/money order to the Board office at:			
<u>Regular Mail:</u> P.O. BOX 14140 Salem, OR 97309-5052		<u>Priority Mail:</u> 201 High St SE, Ste. 600 Salem, OR 97301	

Questions?? If you need assistance completing the application or supporting documents, please contact the CCB at (503) 378-4621.

**Applications are not processed in-person.
Please allow 3-4 weeks for processing.**

IMPORTANT: Incomplete applications or missing documentation will delay the licensing process. Verify your application is complete and all other necessary documents are attached prior to submitting.

FOR OFFICE USE ONLY
AMOUNT PAID

OREGON CERTIFIED HOME INSPECTOR QUALIFYING POINTS AND DOCUMENTATION

You may earn qualifying points by completing any combination of the items listed below. You need 20 points to apply. Copies of documentation substantiating the qualifying points must be submitted with your application.

1. **CERTIFICATE OF COMPLETION**

From any of the [approved providers](#) listed on the CCB website (3-hour class minimum). Submit proof of completion for any of the subjects below:

- Remodeling (1 point)
- Engineering (1 point)
- Architecture (1 point)
- Building Design (1 point)
- Building Technology (1 point)
- Real Estate (1 point)
- Report Writing (1 point)
- Communication Skills (1 point)
- Business Practices (1 point)
- Legal Issues (1 point)
- Ethics (1 point)
- Building Codes (1 point)

2. **COLLEGE CREDIT** (3 credit hours) *

College course taken from an accredited Colleges or Universities where “Home Inspection” is the course subject. Submit a college transcript showing a passing grade for the subjects below:

- Home Inspection Course* (10 points)

3. **RIDE-ALONG WITH A HOME INSPECTOR** (1 point each)

Accompany a licensed Oregon Certified Home Inspector on a home inspection. Submit [Home Inspector Continuing Education Ride-Along Credit](#) form.

4. **INSPECTION EXPERIENCE**

- **For work as an Inspector** (4 points per 12 months): A letter from your employer or resume constitutes proof of completion and must include the dates worked, contact information, and the name of the business(es) worked for.
- **Construction Industry** (2 points per 12 months): A letter from your employer or resume constitutes proof of completion and must include the dates worked, contact information, and the name of the business(es) worked for.

5. **OCHI RECOMMENDATION** (1/2 point each)

A letter from the inspector, on letterhead, constitutes proof of completion and must include the name of the inspector and their Certified Home Inspector number.

6. **BUILDING CODES CERTIFICATION** (1 point each)

Submit a copy of a Building Codes Certification issued by a government agency.

Applicant Name: _____

OREGON CERTIFIED HOME INSPECTOR

QUALIFYING RIDE-ALONG POINTS

*One point per ride-along with an Oregon Certified Home Inspector (OCHI)**

DATE ACCOMPANIED _____ # of Hours _____

APPLICANT NAME _____

ADDRESS INSPECTED _____

CITY, STATE, ZIPCODE _____

OCHI NAME _____ OCHI CERTIFICATE # _____

OCHI SIGNATURE _____

DATE ACCOMPANIED _____ # of Hours _____

APPLICANT NAME _____

ADDRESS INSPECTED _____

CITY, STATE, ZIPCODE _____

OCHI NAME _____ OCHI CERTIFICATE # _____

OCHI SIGNATURE _____

DATE ACCOMPANIED _____ # of Hours _____

APPLICANT NAME _____

ADDRESS INSPECTED _____

CITY, STATE, ZIPCODE _____

OCHI NAME _____ OCHI CERTIFICATE # _____

OCHI SIGNATURE _____

**You may duplicate this page as many times as needed.*