

266 CMR 4.00: ASSOCIATE HOME INSPECTOR TRAINING PROGRAM REQUIREMENTS

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4.01: Educational Training Hours

(1) Training requirements include the successful completion of 75 hours of Board approved Educational Training Hours. All Providers of this course work must comply with 266 CMR 5.00: *Continuing Education*. Formal coursework must include not less than:

- (a) Six hours dedicated to the inspection of roofing;
- (b) Six hours dedicated to the inspection of exterior cladding system(s);
- (c) Six hours dedicated to the inspection of masonry system(s);
- (d) Nine hours dedicated to the inspection of structural system(s);
- (e) Nine hours dedicated to the inspection of electrical system(s);
- (f) Nine hours dedicated to the inspection of plumbing system(s);
- (g) Nine hours dedicated to the inspection of heating and air conditioning systems;
- (h) Six hours shall be dedicated to the 266 CMR regulations including the standards of practice;
- (i) Six hours dedicated to Report writing;
- (j) Three hours dedicated to professional ethics;
- (k) Three hours dedicated to contract law.

(2) To meet the total number of hours required, the Trainee shall select, at his or her option, any three additional open Training Hours.

4.02: Verification/Approval of Educational Training Activities

(1) At the time of Associate Home Inspector license application, each Trainee is required to submit to the Board a signed statement on a form provided by the Board attesting under the pains and penalty of perjury that he or she has satisfied the Educational Training Hour requirements.

(2) For each Educational Training Hours earned by participation in an Education Training Hour Program, the Applicant must be able to provide documentation of the following:

- (a) The title of the program or course;
- (b) The number of hours spent in the program or course;
- (c) The name of the Board recognized entity or the academic institution that sponsored the program or course;
- (d) The dates and location that the programs, courses, workshops, or seminars were given.

(3) The Board may audit an applicant's compliance with the Board's Educational Training Hour requirement.

(4) The Board may reject in part or in whole Educational Training Hours, which do not meet the requirements of 266 CMR 5.06(1): *General Requirements*.

(5) The Board may reject any incomplete or inaccurate documentation of Educational Training Hours in part or in whole.

4.03: Appeals on Education Training Hour Matters

Any individual who wishes to appeal the decision of the Board regarding Educational Training Hour matters must submit a letter of appeal to the Board within 21 days of the receipt of the Board's decision. The applicant must supply the Board with any requested additional data and may be asked to appear before the Board. The Board reserves the right, upon request of Registrant, to allow the Registrant to practice home inspecting during the Board's appeals process.

4.04: Inspections

In order to be eligible to be licensed as an Associate Home Inspector, the Trainee must document the successful completion of 25 Home Inspections under the Direct Supervision of a Supervisor(s) as detailed in 266 CMR 3.01(2)(a)6. The Associate Home Inspector must complete an additional 100 Home Inspections under the Direct Supervision and/or Indirect Supervision of a Supervisor(s) as detailed in 266 CMR 3.01(2)(b)5. to be eligible to be licensed as a Home Inspector.

4.05: Examination Requirements

The Trainee must document passing the written or electronic examination approved by the Board of Professional Home Inspectors.

4.06: Duties and Requirements of the Supervisor

- (1) A Supervisor shall follow all of the state and federal laws, rules, and regulations governing or relating to the practice of Home Inspection.
- (2) A Supervisor must be a licensed Home Inspector in the Commonwealth of Massachusetts in good standing.
- (3) The Supervisor may or may not be the employer of the Associate Home Inspector.
- (4) A Supervisor shall personally review the progress of the Trainee/Associate Home Inspector he or she is supervising and shall make a written evaluation of the Associate Home Inspector once every three months. Copies of the evaluations shall be provided to the Trainee/Associate Home Inspector.
 - (a) The evaluation shall, at a minimum, list the specific Home Inspections conducted and the training and related technical instruction, which the Trainee/Associate Home Inspector has received during the three-month evaluation period.
 - (b) The Supervisor(s) shall certify the statements of the applicant pertaining to training and inspections performed while under the supervision of the Supervisor.
- (5) A Supervisor may supervise only one Trainee per inspection. In the case of Mock Inspections, a Supervisor may supervise no more than three Trainees at one time.
- (6) Direct Supervision. The Supervisor is responsible for full time, direct, on site supervision of a Trainee's home inspections. Direct Supervision shall include:
 - (a) The full time presence of the Supervisor at the inspection site;
 - (b) Reports prepared by the applicant shall include the Trainee's name, the name of the Supervisor and the Supervisor's license number prior to the Report being turned over to the Client.
- (7) Indirect Supervision.
 - (a) Indirect supervision shall only be permitted for an Associate Home Inspector.
 - (b) The Supervisor shall accept full responsibility for the contents and compliance with the current Standards of Practice of all Reports prepared by an Associate Home Inspector under his or her supervision.
 - (c) Reports prepared by the Associate Home Inspector shall include the Associate Home Inspector's name, the Associate Home Inspector's license number, the name of the Supervisor and the Supervisor's license number prior to the Report being turned over to the Client.

4.07: Duties, Work Requirements and Prohibitions of Associate Home Inspectors and Trainees

- (1) A Trainee or Associate Home Inspector shall follow all of the state and federal laws, rules, and regulations governing or related to the practice of Home Inspection.
- (2) A Trainee or Associate Home Inspector is responsible for maintaining copies of his or her Education Training Hours.
- (3) Associate Home Inspectors are required, pursuant to 266 CMR 5.01: *Continuing Education Requirements*, to complete Continuing Education Hours. Associate Home Inspectors will have their Continuing Education Hours prorated as set forth in 266 CMR 5.01(2). Associate Home Inspectors are responsible for maintaining copies of his or her Continuing Education Hours.
- (4) Associate Home Inspectors and Trainees are prohibited from signing sales and other business related documents unless the name and license number of the Supervisor are on the document.
- (5) Associate Home Inspectors and Trainees are prohibited from advertising as a Home Inspector and/or as a home inspection firm, company, franchise, corporation and/or business. Further, Trainees and Associate Home Inspectors shall be prohibited from operating a home inspection firm, company, corporation and/or business unless there is a duly licensed Home Inspector on staff who is responsible for all inspection activities and all inspections comply with 266 CMR 6.00: *Standards of Practice*.

REGULATORY AUTHORITY

266 CMR 4.00: M.G.L. c. 13, §§ 96, 97 and M.G.L. c. 112, §§ 221 through 226.