



# COMMONWEALTH OF MASSACHUSETTS

## Division of Occupational Licensure

### Board of Registration of Home Inspectors

1000 Washington Street, Suite 710, Boston MA 02118

Phone: 617-701-8709 [homeinspectors@mass.gov](mailto:homeinspectors@mass.gov)

[www.mass.gov/dpl/boards/hi](http://www.mass.gov/dpl/boards/hi)

## APPLYING FOR AN ASSOCIATE HOME INSPECTORS LICENSE

### HOW TO APPLY

All applications must be submitted online through the Division of Occupational Licensure's (DOL) [ePLACE portal](#). In addition to completing the informational portions of the online application, applicants are required to upload PDF copies of all supporting documents. Please review the list below for a summary of the required documents. Applicants are advised that they should retain original copies of all supporting documents and that they may be required to submit original copies to the Board at a later date, if requested.

### REQUIRED DOCUMENTS

Please review the list below for a summary of the documents required for the business license type for which you are applying:

- Proof of errors and omissions Insurance policy, which shall be a minimum of \$250,000 in the aggregate. (PDF format)
- Experience Log showing 25 non mock Inspections completed under direct supervision – see [sample](#)
- A notarized [CORI Form](#) completed and signed by the applicant (PDF format)
- A recent, color, passport-style photograph of the applicant (jpeg format).
- Documentation of Completion of 75hr. Pre-Licensure Education Program by Board-approved provider (PDF format)
- Documentation of passing score on the [National Home Inspectors Exam](#) (PDF format)
- If applicable, an explanatory document detailing all prior or pending disciplinary actions against any professional license held by the applicant in any jurisdiction, foreign or domestic. Please include certified copies of any disciplinary documents or official records of the disciplinary action. (PDF format)
- If applicable, an explanatory document detailing all prior felony or misdemeanor convictions against the applicant in any jurisdiction, foreign or domestic. Please include copies of certified court records related to the conviction. (PDF format)

### APPLICATION FEE

The application fee and license fee are charged at the same time when application is submitted. The fee is \$225. The fee is payable at the end of the online application process, by credit card, debit, card, or bank

account. Please note that there is a separate convenience fee charged by DPL's vendor for certain online payment transactions.

### **APPLICATION REVIEW AND PROCESSING TIME**

Please note that it takes a minimum of ten (10) business days for the Board to review and approve a real estate business application. The Board will only review complete applications. Failure to submit all required information or supporting documents will result in your application being deemed incomplete or denied.

### **APPLICATION APPROVAL AND LICENSE ISSUANCE**

Once approved, your license will automatically link to your [ePLACE portal](#) and the physical card will be mailed out. This can take up to 4-6 weeks to be printed, mailed, and received. Your license information will be added to DOL's public "[Check a License](#)" database within twenty four (24) to forty eight (48) hours of issuance.

### **QUESTIONS**

Question regarding the real estate business license application process should be directed to the Board office calling 617-701-8709 or emailing [homeinspectorsboard@mass.gov](mailto:homeinspectorsboard@mass.gov).

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