

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 Email: homeinspectorsboard@mass.gov

APPLYING FOR A HOME INSPECTOR LICENSE BY ENDORSEMENT

Pursuant to M.G.L. c. 112, § 224, the Board may issue a Massachusetts Home Inspector license to a person who holds a valid Home Inspector license or registration issued by another jurisdiction which has standards equivalent to or exceeding the standards of the Commonwealth, as determined by the Board.

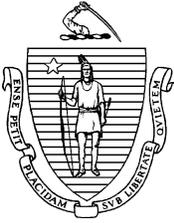
HOW TO APPLY

Applicants must complete an online application through the Division of Occupational Licensure's (DOL) [ePLACE Portal](#). In addition to completing the informational portions of the application, the applicant must upload required supporting documentation in PDF format (except for photo, which must be in jpeg format.) Please review the list of required documents below, in addition to thoroughly reviewing the Board's FAQs. It is advised that applicants retain original copies of all supporting documents.

REQUIRED DOCUMENTS TO BE UPLOADED

Please note that all files should be named appropriately, according to which requirement they satisfy (e.g., Inspection Log, Certificate of Insurance, 75hr Education Certificate, etc.)

- Letter of Good Standing/License Verification issued by the state where the **applicant has been licensed for a minimum of 1 year.**
- Proof of errors and omissions insurance policy, which shall be a minimum of \$250,000 in the aggregate.
- Inspection Log showing a minimum of 25 inspections of residential buildings (*as defined in MA as a structure consisting of 1 to 4 dwelling units*) completed under **direct supervision. The log should contain the following information for each inspection: date, address, type of property, name of supervisor, where the supervisor is licensed, how long the supervisor has been a practicing home inspector.**
- Inspection Log showing a minimum of 100 home inspections completed under either direct or indirect supervision. **The Log should contain the following information for each inspection: date, address, type of property.**
- Certificate of completion of 75 hours of **in-person** home inspection training by a Board-approved education provider.
- Documentation of completion of at least 12 hours of Continuing Education. This course work is in addition to the 75 hours of pre-licensure course work.
- Documentation of passing the Board approved examination (National Home Inspector Exam).
- A recent, color photograph (passport-style headshot) of the applicant in **jpeg format.**
- A notarized Criminal Offender Record Information (CORI) [Authorization Form](#) completed and signed by the applicant.



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- 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.
- 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.

APPLICATION FEE

The **non-refundable** application and license fees are charged at the same time that the application is submitted. The total fee is \$338. 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 DOL's vendor for certain online payment transactions.

APPLICATION REVIEW AND PROCESSING TIME

Please note that applications are reviewed at bi-monthly Board meetings during which time the Board will review the applicant's documentation and information pursuant to the standard(s) set forth by statute. Visit the [Board meeting schedule](#) for meeting notice and location. Incomplete applications will not be reviewed by the Board. Failure to submit all supporting documents will result in your application being deemed incomplete and may be subject to denial. If your application is incomplete or lacking components, you may resubmit or augment your application, and the Board may review it at a later meeting.

APPLICATION APPROVAL AND LICENSE ISSUANCE

Once approved by the Board, your license will automatically link to your [ePLACE Portal](#). The license card is printed and mailed and can take up to 4-6 weeks to arrive. Your license information will appear in DOL's public "[Check a License](#)" within twenty four (24) to forty eight (48) hours of issuance.

QUESTIONS

Please visit the following link for Frequently Asked Questions regarding the home inspector license application processes. Any questions not answered there or ones specific to a candidate's application may be directed to the Board office by emailing homeinspectorsboard@mass.gov.

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