

COMMONWEALTH OF MASSACHUSETTS

Division of Professional Licensure

Board of Registration of Home Inspectors

1000 Washington Street, Suite 710, Boston MA 02118

Phone: 617-727-4459 Email: homeinspectors@mass.gov

Website: www.mass.gov/dpl/boards/hi

APPLYING FOR A RECIPROCAL HOME INSPECTORS LICENSE

INTRODUCTION

The Board may issue a Home Inspectors license to individuals licensed in either **Connecticut** or **Washington State** without requiring the satisfaction of the education requirements where such other state or jurisdiction has laws similar to the Commonwealth governing the practice of home inspecting and extends the same privilege to licensed Massachusetts home inspectors. Applicants for reciprocal licensure shall apply on the form provided by the Board and pay the prescribed fee.

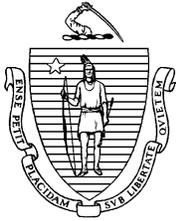
HOW TO APPLY

All applications must be submitted online through the Division of Professional Licensure's (DPL) [Eplace portal](#). Choose Home Inspector Application and then reciprocity from drop down when asked. In addition to completing the informational portions of the online application, applicants are required to upload electronic 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 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.
- Letter of Good Standing/Verification issued by the reciprocating state.
- [Experience Log](#) showing a minimum of 125 non mock Inspections completed– see sample
- Documentation of passing the Board approved examination (National Home Inspectors Exam)
- A notarized Criminal Offender Record Information (CORI) [Authorization Form](#) completed and signed by the applicant.
- A recent, color photograph of the applicant (passport-style headshot).
- 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.



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APPLICATION FEE

The application fee and license fee are charged at the same time when 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 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 reciprocal home inspector's application. The Board will **only** review complete applications. Failure to submit all supporting documents will result in your application being deemed incomplete and subject to denial.

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 DPL's public "[Check a License](#)" within twenty four (24) to forty eight (48) hours of issuance.

QUESTIONS

Question regarding the reciprocal home inspector license application process should be directed to the Board office calling 617-701-8709 or emailing homeinspectorsboard@mass.gov.

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