

The Commonwealth of Massachusetts  
**Division of Professional Licensure**  
 1000 Washington Street, Suite 710, Boston, MA 02118  
[www.mass.gov/dpl/boards/hi](http://www.mass.gov/dpl/boards/hi)  
**Board of Registration of Home Inspectors**  
 (617) 727-9931

<b>BOARD USE ONLY</b>
APP ID _____
LIC. REC ID _____
ISS. DATE _____

**Application for an  
Associate Home Inspector License**

<b>PHOTO</b>
Do not use staples - Paste or cellophane tape only – 2” X 2” passport type

Print or Type. This is an official Document; please enter your legal name and information.

Social Security Number (required)*		Date of Birth		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Last Name		Maiden/Former/AKA		First Name	
				Middle Init.	
				Generation	
Building number	Street address			Po Box	
City			State		Zip Code
Primary Phone Number ( ) ( )		Mobile Phone Number ( ) ( )		Email Address	
				Preferred Communication <input type="checkbox"/> Postal Mail <input type="checkbox"/> Email	

\*Pursuant to M.G.L c. 62C, s. 47A, the Division of Professional Licensure is required to obtain your social security number and forward it to the Department of Revenue. The Department of Revenue will use it to ascertain whether you are in compliance with tax laws of the Commonwealth.

High School grad or GED date		School or Institution		National Home Inspector Exam Date	
<b>AHI Education</b>					
School/Institution Name		Dates Attended		Course	
<b>AHI Experience</b>					
Supervisor		Company		Dates Employed	
				From To	

- List any licenses/certifications you hold in the United States or any country or foreign jurisdiction and the state/jurisdiction from which the license/certification was originally issued. Please attach a certificate of standing from each state or jurisdiction in which you are licensed/certified, indicating the status of your license and any relevant disciplinary information.
- Has a licensing/certification board located in the United States, any country or foreign jurisdiction, taken any disciplinary action against you? Yes  No  If yes, please state the details (use a separate sheet if necessary):

3. Are you the subject of pending disciplinary actions by a licensing/certification board located in the United States or any country or foreign jurisdiction? Yes  No  If yes, please state the details (use a separate sheet if necessary):
- 
4. Have you ever voluntarily surrendered or resigned a professional license to a licensing/certification board in the United States or any country or foreign jurisdiction? Yes  No  If yes, please state the details (use a separate sheet if necessary):
- 
5. Have you ever applied for and been denied a professional license in the United States or any country of foreign jurisdiction? Yes  No  If yes, please state the details (use a separate sheet if necessary):
- 
6. Have you ever admitted to or been convicted of a felony or misdemeanor in the United States or any country or foreign jurisdiction? Yes  No   
 The Board is certified by the Criminal History Systems Board [ID# MAREG G] to access data about convictions and pending criminal cases. Those records—and other Federal and professional records—may be checked as part of your licensing process. No record is an automatic disqualifier; you will be given an opportunity for a limited appearance before the Board.
7. By signing I hereby attest to the following:
- I have satisfied the Educational Training Credit requirements and Associate Home Inspectors Training Program in accordance with 266 CMR 4.00 *et seq.*
  - I agree to uphold the standards of ethics and professional conduct set forth in 266 CMR 8.00 *et seq.*
  - I have a copy of the current Board regulations in my office/professional residence.
  - I certify, under the pains and penalties of perjury, that the information I have provided pursuant to this application for licensure is truthful and accurate. I understand that the failure to provide accurate information may be grounds for the Massachusetts Board of State Examiners of Electricians to deny my right to sit as a candidate or to suspend or revoke a license issued to me in accordance with Massachusetts Law. I further attest that, pursuant to M.G.L.c.62C, s. 49A, to the best of my knowledge and belief, I have filed all Mass tax returns and paid all Mass taxes required by law.

(Signature) \_\_\_\_\_ Date: \_\_\_\_\_

**VERIFICATION BY NOTARY:**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ (name of document signer), personally appeared before me, the undersigned notary public, and proved to me through satisfactory evidence of identification<sup>1</sup> :

- Passport     State-issued driver's license     Military identification     State-issued identification card

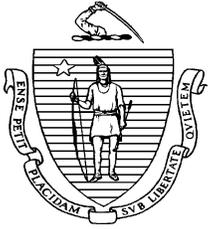
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

\_\_\_\_\_  
 Notary Public:

\_\_\_\_\_  
 Notary Commission Expires On

NOTARY SEAL

<sup>1</sup> If a subject does not have an acceptable government-issued identification, his or her identity shall be verified by other forms of documentation as determined by DCJIS. 803 CMR 2.09(2).



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**HOME INSPECTOR SUPERVISION VERIFICATION**

This form may be copied for multiple use if necessary. However, all signatures must be original.

**Applicant Information**

Applicant Name
Applicant Address

**Employer Information**

Employer Name	Employment Commenced	Employment Ended
Employer Address	Home Inspector Name (if different from employer)	License No.

\_\_\_\_\_  
Signature of Licensed Home Inspector

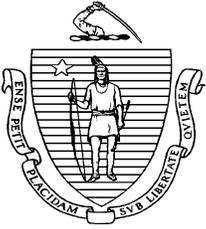
\_\_\_\_\_  
Date

Pursuant to M.G.L 146 all statements made are subject to the penalties of perjury.

List home inspections performed under direct supervision.

Date	Address	Client Name
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## Associate Home Inspector Licensure Application Instructions and requirements

**Item 1.** A complete application package shall consist of the following items:

- a. A completed *Associate Home Inspector Licensure Application* with a 2x2 passport quality photo.
- b. Application fee of **\$225** payable by check or money order to the Commonwealth of MA.
- c. Complete Supervisor form(s) from licensed Home Inspectors in good standing.
- d. A total of 25 documented non-mock Home inspections listed on supervisory form.
- e. Documentation of passing the Board approved examination (National Home Inspector exam)
- f. Documentation of successful completion of 75 hours of Educational Training Credits. Formal coursework must include not less than:
  - (a) 6 hours dedicated to the inspection of roofing,
  - (b) 6 hours dedicated to the inspection of exterior cladding system(s).
  - (c) 6 hours dedicated to the inspection of masonry system(s).
  - (d) 9 hours dedicated to the inspection of structural system(s).
  - (e) 9 hours dedicated to the inspection of electrical system(s).
  - (f) 9 hours dedicated to the inspection of plumbing system(s).
  - (g) 9 hours dedicated to the inspection of heating and air conditioning systems.
  - (h) 6 hours shall be dedicated to the 266 CMR regulations including the standards of practice.
  - (i) 6 hours dedicated to Report writing.
  - (j) 3 hours dedicated to professional ethics.
  - (k) 3 hours dedicated to contract law.
  - (l) 3 hours independently selected additional open Training Credits.
- g. Proof of a certificate of errors and omissions insurance policy, which shall be in a minimum amount of \$250,000 in the aggregate.

**Item 2.** Educational Training Credit in an Education Training Credit Program must be documented according to the following and contain:

- (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.

**Item 3.** The Board shall promptly notify an applicant in writing, whether his/her application has been approved. If the Board approves the application, the Board shall issue to the applicant an Associate Home Inspector License. The computation of the one year period referred to in M.G.L. c. 112, § 222(13) (c)3. shall begin upon issuance of the Associate Home Inspector license.