



Eligibility and Documentation Requirements for Certified Evaluator

*denotes required information for certification

Computer Skills*

- Proficiency in Microsoft Office 2007 or newer version and a working knowledge of Word and Excel*
- Ability to scan and e-mail a copy of a signed form*
- Capable of sending a photo attachment using email*
- The ability to navigate the Internet using common web browsers*

Experience Requirements*

You must meet at least one of these requirements to be eligible for certification:

- Minimum of five years as a certified, licensed, or registered general contractor, residential contractor/builder, or building contractor (submit a copy of your active professional license or registration).
- Unlicensed contractors must include a resume or letter that states a minimum of three years working as a residential or general contractor in a supervisory capacity (team leader, project manager, or supervisor).
- Registered, certified, or licensed architect or engineer. Submit a copy of your active professional license or registration.
Note: Minimum of five years experience.
- ICC-certified building code official (submit a copy of your ICC certification documents).
Note: Minimum of five years experience.
- ICC-certified residential inspector. Submit a copy of your ICC certification documents.
Note: Minimum of 3 years experience and 250 verifiable home inspections for certified evaluator, or a minimum of five years' experience.
- Certified, licensed, or registered home inspector (submit a copy of your active professional license or registration).
Note: Minimum of three years' experience and 250 verifiable home inspections for certified evaluator.

A professional resume must include relevant education and work experience.



Also include the following along with your résumé:

- ✓ Letter from a supervisor or project manager on company letterhead which describes specific responsibilities held
- ✓ How the applicant's position or company relates to home inspection, property hazard mitigation or the home building industry
- ✓ Dates of employment
- ✓ Signed by the person in authority including title and relationship to applicant

Association Membership (If applicable)

- American Society of Home Inspectors (ASHI)
- International Association of Certified Home Inspectors (InterNACHI)
- National Association of Home Inspectors (NAHI) as a Certified Real Estate Inspector (NAHI CRI) or as a NAHI regular member

Insurance Requirements*

Documentation required after training and passing the examination:

- Proof of insurance coverage meeting the licensing requirements for professional licenses
- Minimum coverage, if other than required by professional licenses:
 - General Liability – \$1,000,000
 - Automobile Liability – \$500,000
 - Workers Compensation – as required by law
 - Employer's Liability – \$500,000 (usually part of Workers Comp policy)
 - Professional Liability – \$500,000 (strongly recommended)