



# **KBHI Frequently Asked Questions**

## **1. Which schools are accepted by the Kentucky Board of Home Inspectors (KBHI) for licensure?**

A list of **Pre-Licensing Providers** can be found on our website under the **Resources** link and then **Pre-Licensing**. Pre-licensing Providers are schools that have been approved by the KBHI to provide home inspector training courses for licensure in Kentucky. You must contact the Pre-Licensing Providers directly in regards to their programs as the KBHI does not work directly with them.

## **2. What Standards of Practice (SOP) are accepted by the KBHI?**

- **American Society of Home Inspectors (ASHI)**  
<http://www.homeinspector.org/Standards-of-Practice>
- **International Association of Certified Home Inspectors (InterNACHI)**  
<http://www.nachi.org/sop.htm>

## **3. How do I sign up to take the National Home Inspectors Examination?**

The KBHI does not proctor the National Home Inspectors Examination. You must contact the Test Providers directly in regards to location, availability, pricing, and registering for the exam.

- **National Home Inspector Examination**  
Phone: 847-298-7750  
E-mail: [info@homeinspectionexam.org](mailto:info@homeinspectionexam.org)  
[www.homeinspectionexam.org](http://www.homeinspectionexam.org)
- **Effective Aug. 9, 2016**, the NAHI State Real Estate Inspector Exam is **NO** longer a board-approved test provider. Applicants that have taken this exam prior to Aug. 9, 2016, still meet the requirement of passing a board-approved exam.

## **4. How do I apply to become a Home Inspector in Kentucky?**

You can print an **Application for Licensure (KBHI-1, 2/2016)** directly from the KBHI website under the **Resources** tab and then **Applications and Forms**. Along with your application you will need the following:

- \$250.00 non-refundable fee per licensure year
- 2"x2" passport photo
- Completion certificate from a board approved pre-licensing course and documentation of passing a board approved national exam
- Certificate of Liability Insurance which documents liability coverage of at least two hundred fifty thousand dollars (\$250,000), lists the individual home inspector name as an insured, and lists the KBHI, 10200 Linn Station Road, Suite, 201, Louisville, KY 40223 as the certificate holder.
- Copy of a complete home inspection report
- National Criminal Investigation Check --Federal Bureau of Investigation (FBI) [www.FBI.gov](http://www.FBI.gov)

- ❖ Applicants who qualify can complete the **Optional Affidavit for Licensure** form in the event that the FBI cannot complete the background check request within thirty (30) days. The **Optional Affidavit for Licensure** form can be found on our website under the **Resources** link and then **Applications and Forms**.
- Kentucky State Police background check  
[http://www.kentuckystatepolice.org/background\\_check\\_forms.html](http://www.kentuckystatepolice.org/background_check_forms.html)
  - All Applicants must submit a background check from each state where they have resided in the past five (5) years **AND** a recent Kentucky State Police Background Check.
  - Out-of-State Applicants must submit a background check from the state in which they live **AND** a recent Kentucky State Police background check.
- Out-of-State Applicants must also submit a Consent to Service Form, which can be found on our website under the **Resources** link and then **Applications and Forms**.

## 5. I have submitted my Initial Licensure Application. What now?

The KBHI will review your application at the upcoming board meeting. The board meetings are currently scheduled for the second Tuesday of every month. A schedule of upcoming board meetings can be found on the KBHI website under **About Us** and then **Board Information**.

## 6. How do I renew my license?

You can print an **Application for Licensure Renewal (KBHI-2, 2/2016)** directly from the KBHI website under the **Resources** tab and then **Applications and Forms**. Along with your application you will need the following:

- \$250.00 non-refundable fee per licensure year
- 2"x2" passport photo
- Certificate of Liability Insurance which documents liability coverage of at least two hundred fifty thousand dollars (\$250,000), lists the individual home inspector name as the insured, and lists the KBHI, 10200 Linn Station Road, Suite 201, Louisville, KY 40223 as the certificate holder.
- Copy of a complete home inspection report prepared for compensation within the last 12 months
- Certificates of completion for the continuing education requirements
- Kentucky State Police Background Check  
[http://www.kentuckystatepolice.org/background\\_check\\_forms.html](http://www.kentuckystatepolice.org/background_check_forms.html)
  - ❖ All Applicants must submit a background check from each state where they have resided in the past five (5) years **AND** a recent Kentucky State Police Background Check.
  - ❖ Out-of-State Applicants must submit a background check from the state in which they live **AND** a recent Kentucky State Police background check.

## 7. Where can I take my Continuing Education (CE) courses?

A list of **Continuing Education Providers** and **Courses** can be found on our website under the **Resources** link and then **Continuing Education**. Continuing Education Providers are schools that have been approved by the KBHI to provide continuing education courses for license renewal in Kentucky. You must contact the Continuing Education Providers directly in regards to their courses as the KBHI does not work directly with them.

## 8. How many Continuing Education (CE) hours do I need to renew my license?

Renewals in an odd year shall have at least fourteen (14) CE hours per license year. Renewals during an even year shall have at least twenty-eight (28) CE hours during the license biennial period. The CE

requirement only applies to Licensees who have been licensed at least 12 months at license renewal. **If your license has been issued for less than 12 months, you are NOT required to complete any CE hours in order to renew your license.**

CE courses shall include a minimum of:

1. Two (2) hours in manufactured housing
2. Three (3) hours in KY Law
3. Three (3) hours in report writing

\*\*The above requirements (1-3) shall be completed **face-to-face**. An online CE course will **NOT** satisfy the requirement for each category.

4. Six (6) hours in technical courses, including identification and determination, as applicable within the standards of practice.

**\*For more info regarding the CE requirement please see 815 KAR 6:010 Section 5.**

## **9. My license is past its renewal date or has expired. What are my options for renewal?**

If **ANY** portion of your **Application for Licensure Renewal (KBHI-2, 2/2016)** is postmarked sixty (60) days after your license renewal date, you must pay a non-refundable renewal fee of \$250.00 per year of each year of licensure and a late fee of \$250.00.

If you fail to submit a complete renewal application sixty (60) days after your license renewal date, you can complete an **Application for Licensure Reinstatement (KBHI-6, 2/2016)** within 120 days of your license expiration date. Along with your reinstatement application, you must pay a non-refundable renewal fee of \$250.00 per year of each year of licensure and a late fee of \$500.00.

**\*If a renewal or reinstatement application is not received within 120 days of the license renewal date, you must submit a new *Application for Licensure (KBHI-1, 2/2016)*.**

## **10. How do I change my address or contact information with the KBHI?**

You can change your contact information by logging into E-Services. This can be found on the KBHI website under **Online Services**. If you have not yet created an account, you will be required to create a new user ID and password.

**\*\*For more information, the **Kentucky Revised Statutes (KRS)** and **Kentucky Administrative Regulations (KAR)** can be found on the KBHI website under **Resources**.**