



Home Inspectors Program

PO Box 110806, Juneau, AK 99811

Phone: (907) 465-2550

Email: HomeInspectors@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/HomeInspectors

Home Inspector Registration Application Instructions

AS 08.18.011 states, in part, that an individual may not perform a home inspection for an existing home or a new home unless that individual is registered as a home inspector or an associate home inspector with the Department of Commerce, Community and Economic Development.

Note: It is unlawful to practice as a home inspector or an associate home inspector on or after July 1, 2004 unless registered by the department or exempt under AS 08.18.156.

You will need to designate the type of home inspection registration you are applying for. Below is a brief definition of each category:

Existing Home Registration allows you to perform home inspections of previously occupied homes only.

New Home Registration allows you to perform home inspections of new homes (have not previously been occupied) only.

Joint Registration allows you to perform home inspections of new and existing homes.

The following must be received by the division before your application for home inspector registration can be reviewed:

1. APPLICATION

A complete, notarized application (#08-4001, pages 1-4).

2. FEES

Fees made payable to "State of Alaska."

Nonrefundable Application Fee: \$100.00

Registration Fee: \$250.00

Total Fees Due: \$350.00

3. EXAM SCORES

Evidence of a passing score on the applicable examination(s) below. Proof of passing score must be sent directly to the department from the organization that administered the examination.

Note: If it has been over THREE YEARS since you passed the required examination(s), your application must be accompanied by proof of at least eight contact hours of acceptable continuing competency for the concluding two-year period.

New Homes OR Joint Registration - All four National Examinations required:

- Residential Building Inspector
- Residential Electrical Inspector
- Residential Mechanical Inspector
- Residential Plumbing Inspector

Exams listed above administered by the International Code Council (ICC):

Email: customersuccess@iccsafe.org

Website: www.iccsafe.org/certification-exam-catalog

Existing Homes - contact the National Home Inspector Examination (NHIE) offered by the Examination Board of Professional Home Inspectors:

Email: info@homeinspectionexam.org

Website: <http://www.nationalhomeinspectorexam.org/>

4. SURETY

- a. Surety bond issued in the name of the applicant by an insurer or other surety company (AS 08.18.071), with the bonding company's power of attorney. The bond must be signed by both the principal and the surety (form #08-4001b); or
- b. Time Certificate of Deposit (must be issued for a period of at least three years and automatically renewable) issued by a bank or trust company authorized to do business in Alaska (must be physically located in Alaska). The certificate should read, "State of Alaska in Trust for (home inspector) . . ." The original certificate is held by the State and must be accompanied by an Assignment of Cash Deposit form (#08-4001c); or
- c. Cashier's check. Cash will be deposited in a Trust Account established by the State, which does NOT pay interest.

Note: If a home inspector fails to fulfill the bonding obligation as set out in AS 08.18.071, the home inspector's registration shall be suspended for a period of time the commissioner determines appropriate. After three suspensions, the home inspector's registration may be permanently revoked.

5. LIABILITY INSURANCE

A certificate of insurance for public liability and property damage insurance in an amount not less than \$20,000 property damage, \$50,000 injury or death to one person, \$100,000 injury or death to more than one person. Submit a Certificate of Insurance issued by an insurance agency (form #08-4001d).

Exception to Insurance Requirement

In accordance with AS 08.18.071(d), a general contractor or specialty contractor who is in compliance with the surety bond or deposit requirements as laid out in AS 08.18.071(a) and (b), is not required to file another surety bond or increase a deposit with the commissioner when the general contractor or specialty contractor applies to be a registered home inspector. However, if the general contractor or specialty contractor subsequently is neither a general contractor nor a specialty contractor and becomes only a registered home inspector, the home inspector shall provide a surety bond or deposit in lieu of the bond in the manner and amount required for registered home inspectors under this section.

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CASH DEPOSITS

Time Certificates of Deposit and cash deposits remain pledged to and held by the State of Alaska for three years after the following:

1. The effective date of a surety bond that replaces the cash bond; or
2. The lapse without renewal, or the revocation, or suspension of the Home Inspector's registration; or
3. The surrender of the registration before expiration.*

* The three-year waiting period begins upon the division's receipt of a notarized statement that business operations have ceased. If there is no notarized statement on file, the three-year waiting period begins on the expiration date of the registration.

General Information

APPLICATION PROCESSING:

The average processing time varies by program. When the application is complete and correct, all supporting documents have been received and all fees have been paid, the registration may be issued. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

REGISTRATION TERM:

Registrations are issued for a two-year period and expire on June 30 of even-numbered years, regardless of the date of issuance, except registrations issued within 90 days of the expiration date which are issued to the next biennial expiration date. One renewal notice will be sent via email or mail at least 30 days before registration expiration to the last known email or mailing address of record. Failure to receive a renewal notice does not relieve a registrant from the responsibility of renewing a registration on time.

PROFESSIONAL FITNESS QUESTIONS:

A "yes" response in the application does not mean your application will be denied. If you have responded "yes" to any professional fitness questions, submit an explanation with the charging and closing court documentation showing final disposition of charge(s) (e.g. court records, fitness letters, etc.).

DENIAL OF APPLICATION:

Be aware that the denial of an application for registration may be reported to any person, professional licensing board, federal, state, or local governmental agency, or other entity making a relevant inquiry or as may be required by law.

ADDRESS OR NAME CHANGE:

In accordance with 12 AAC 02.900, it is the applicant's responsibility to notify the division, in writing, of changes of address or name. Name and address change notification forms are available on the division's website. The address of record with the division will be used to send renewals and all other official notifications. The name appearing on the registration must be your current legal name.

CERTIFIED TRUE COPIES:

If any of the required documents will be issued under a former name, indicate on the application and submit marriage license and/or court documents that are notarized as a "certified true copy of the original document". To obtain a certified true copy, you must present the notary with the original document along with the photocopy. You must write, "I certify this is a true copy of the original document" and sign your name. The notary will compare the original document with the copy and then notarize your signature.

SOCIAL SECURITY NUMBERS:

AS 08.01.060 requires a U.S. Social Security Number be on file with the division before a professional registration is issued. If you do not have a U.S. Social Security Number, complete the Request for Exemption from Social Security Number Requirement form located at ProfessionalLicense.Alaska.Gov.

PUBLIC INFORMATION:

All information on the application will be available as public record, unless required to be kept confidential by state or federal law.

ABANDONED APPLICATIONS:

Under 12 AAC 02.910, an application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice. At the time of abandonment, the division will send notification to the last known address of the applicant, who has 30 days to submit a written request for a refund of biennial license and other fees paid. The application fee will not be refunded. If no request for refund is received within that timeframe, no refund will be issued, and all fees will be forfeited.

BUSINESS LICENSES:

The status of a professional registration will directly impact the status of an associated business license. Renewal applications for business licenses are mailed separately. For more information about business licenses, (907) 465-2550 or BusinessLicense.Alaska.Gov.

STALE DOCUMENTS:

Application forms, authorizations and verifications older than 12 months from the date the document was received by the division will be considered stale; the document must be resubmitted as appropriate before the application will be considered by the division or a licensing board. Application documents include the application documents and verifications of licensure from other licensing jurisdictions. (12 AAC 02.915)

PAYMENT OF CHILD SUPPORT:

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 to resolve payment issues.

STATUTES AND REGULATIONS:

The complete set of statutes and regulations for this program are available by written request or online at the division's website: *ProfessionalLicense.Alaska.Gov*. To receive notification of all proposed regulation changes, send a request with your name, preferred contact method (mail or email), and the program you want to be updated on to the regulation specialist at the following email: *RegulationsAndPublicComment@Alaska.Gov*.



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Home Inspector Registration Application

PART I Payment of Fees

Required Fees:	<input type="checkbox"/> Application and Registration Fee (\$100 is Non-Refundable)	\$350.00
Optional Fee:	<input type="checkbox"/> Adding Category to Existing Registration Fee	\$ 30.00
	AK Registration Number:	

PART II Registration Type

Select the registration type you are applying for:

- Existing Home Registration
- New Home Registration
- Joint Registration

PART III Personal Information

Full Legal Name:

Provide all other names used (maiden, nicknames, aliases). If any documentation will be received in a prior name, you must provide a certified true copy of the documentation showing proof of legal name change(s).

Not Applicable

Other Names Used: _____

Mailing Address:	P.O. Box or Street	City	State	Zip
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Contact Phone:	Date of Birth:
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EMAIL AGREEMENT: By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure.

Email Address:	Select One:	<input type="checkbox"/> Send my Correspondence Electronically	<input type="checkbox"/> Send my Correspondence by Mail
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Note: If both boxes are selected above, you will receive correspondence electronically.

SOCIAL SECURITY NUMBER: AS 08.01.060 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.

PART IV Examination Information

If it has been **over three years** since you passed the required examination(s), your application must be accompanied by proof of at least eight (8) contact hours of acceptable continuing competency for the concluding two-year period.

New Homes or Joint Registration Applicants ONLY

Have you taken and passed the required examinations offered by the International Code Council?

Yes No

If yes, Supply the Date(s) Taken:

I understand proof of passing scores must be sent directly to the department from the International Code Council.

Existing Home Applicants ONLY

I certify I have taken and passed the National Home Inspector Exam (NHIE) – offered through the Examination Board of Professional Home Inspectors (adopted by The American Society of Home Inspectors (ASHI)).

I understand proof of passing scores must be sent directly to the department from the exam provider.

PART V Alaska Law

I hereby certify I have reviewed, understand and will abide by the statutes and regulations applicable to my profession (AS 08.18 and 12 AAC 22).

PART VI Professional Fitness Questions

The following questions must be answered. “Yes” answers may not automatically result in license denial.

For each “yes” response to any question, you must provide an **explanation and documentation**. Use the letter of explanation form (#08-4752) appended to this application; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. A separate letter of explanation form must be provided for each “yes” answer documented below. Documentation includes copies of court orders, charging documents, board, or license actions, etc.

The contents of licensing files are generally considered public records, unless required to be kept confidential by state or federal law.

When in doubt, disclose and explain.

1. Have you had a professional license denied, revoked, suspended, or otherwise restricted, conditioned, or limited or have you surrendered a professional license, been fined, placed on probation, reprimanded, disciplined, or entered into a settlement with a licensing authority in connection with a professional license you have held in any jurisdiction including Alaska and including that of any military authorities or is any such action pending? Yes No

2. Have you been convicted of a crime or are you currently charged with committing a crime? For purposes of this question, “crime” includes a misdemeanor, felony, or a military offense, including, but not limited to, driving under the influence (DUI), or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. “Convicted” includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest, or having been given probation, a suspended imposition of sentence, or a fine. Yes No

PART VI Professional Fitness Questions *(continued)*

3. Within the seven years preceding the date of this application, have you been sentenced for an offense related to forgery, theft in the first or second degree, extortion, or defrauding creditors or for a felony involving dishonesty (AS 08.18.022(4))? Yes No

4. Have you ever had the authority to perform home inspections revoked in this state or in another jurisdiction (AS 08.18.022(5))? Yes No

5. Are you the subject of an unresolved criminal complaint or unresolved disciplinary action before a regulatory authority in this state or in another jurisdiction related to real estate or home inspection matters (AS 08.18.022(6))? Yes No



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Notary Signature Page

Form with fields for Applicant Name, Alaska License Number (if known), and a checkbox for Application in Process.

PART VII Notarized Signature

I hereby certify I am the person herein named and subscribing to this application. I further certify I have read the complete application, and I know the full content thereof. I declare all of the information contained herein, and evidence or other documents submitted herewith are true and correct.

I understand any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license, registration, certificate, or permit to practice in the state of Alaska.

I further understand it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

A person who makes a false statement on this application may be subject to civil and criminal penalties, including prosecution for perjury (AS 11.56.200 & AS 11.56.230).

Notary Signature section with fields for Notary Stamp, Applicant Printed Name, Applicant Signature, Notary Public for State of, Notary Signature, Subscribed and Sworn to Before me on this Day, and My Commission Expires.



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Home Inspector Surety Bond *(Required by the Home Inspector Registration Act, AS 08.18)*

Principal Applicant Name:		Title:	
DBA Name:			
Bond Number:		Effective Date:	
		Expiration Date:	

KNOW ALL MEN BY THESE PRESENTS that we, the above-named home inspector, as principal, and the corporation duly authorized to transact surety business in the State of Alaska, as surety, are held and firmly bound to the State of Alaska, in the sum as indicated below, lawful money of the United States, for the payment of which we bind ourselves, our heirs, executors, administrators, successors and assigns jointly and severally. The condition of this obligation is such that, whereas the bonded principal, named above, has or is about to obtain a certificate of registration to engage or continue in the business of home inspection in the State of Alaska in accordance with the provisions of AS 08.18 and desires to give bond as required by law.

Sum of Surety Bond:	
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Now, therefore, if the above-named principal, in compliance with AS 08.18, shall pay all taxes and contributions due the state and political subdivisions of the state, and shall pay all persons furnishing labor or materials or renting or supplying equipment to the principal, and shall pay all amounts that may be adjudged against the principal by reason of negligent or improper work or breach of contract in the conduct of the contracting business or by reason of damage to public facilities occurring in the course of a home inspection project, and shall pay all amounts necessary to satisfy settlements of valid liens and judgments which result from lien foreclosure suits, the above obligation shall be null and void; otherwise, it is to remain in full force and effect.

The total liability hereunder, during the period for which this bond is written shall not exceed the sum indicated below.

Bond Liability Shall Not Exceed:	
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Liability under this bond begins as of the effective date listed above and shall be continuous until the certificate of registration is revoked or otherwise terminated by the Department of Commerce, Community, and Economic Development or until 30 days after the surety sends written notice of cancellation to the Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing, State of Alaska. The bond shall apply to all liens and liabilities which arise during the effective period of the bond and to which the bond is applicable under law, even if the liens are foreclosed or valid liens settled after the effective period of the bond or the liabilities are enforced after the effective period of the bond.

IN WITNESS OF THE ABOVE, principal and surety have signed and sealed this bond on the date listed below.

Surety's Seal	Principal Applicant Signature:		Date Signed:	
	Surety Name:		Attorney-in-Fact:	
	Surety Address:	P.O. Box or Street	City	State Zip
	Agency Name:			
	Agency Address:	P.O. Box or Street	City	State Zip

THIS BOND IS NOT VALID UNTIL SIGNED BY BOTH PRINCIPAL AND SURETY. Surety's Power of Attorney must be attached.



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Assignment of Cash Deposit Instructions

IMPORTANT: Take these instructions and the assignment form to your bank.

A cash deposit, in an amount specified in AS 08.18.071, may be submitted to the department in lieu of a surety bond. The cash deposit can be in the form of a certificate of deposit issued by a bank or trust company authorized to do business in Alaska or a cashier's check to be deposited into the State Trust Account.

In order for the department to accept the certificate of deposit as security for the home inspector's license the certificate must:

1. be issued to the "State of Alaska in trust for" or similar words, the owner/s name(s) and the registered business name, i.e. State of Alaska, ITF John Jones d/b/a Jones Construction Company. If the type of ownership is a corporation, or LLC the certificate should omit any personal name/s, i.e. State of Alaska, ITF Jones Construction, Inc.
2. be accompanied by an Assignment of Cash Deposit form signed and notarized by the home inspector and a bank representative acknowledging transfer of the funds to the department;
3. and remain pledged to the state in accordance with 12 AAC 21.090(e).

The cash deposit is subject to the purposes of AS 08.18.071 and shall remain on file with the state for a period of three years after one of the following circumstances:

- a surety bond is submitted to replace the cash deposit on file (the waiting period would begin on the date that the surety bond commences); or
- the expiration date of the license; or
- the suspension or revocation without reinstatement of the license; or
- a notarized statement has been submitted to the department stating that the home inspector has ceased doing business.

After the three-year waiting period has passed it is the home inspector's responsibility to contact the department and request a release of cash deposit form (#08-4638).

Note: A cash deposit will not transfer to another business entity. If the type of ownership of your business changes, i.e., changing from a sole proprietorship to a partnership, adding a partner, deleting a partner, or incorporating, the cash deposit will not transfer to another business entity. You will need to submit a separate cash deposit or surety bond for the new entity and the three-year waiting period for the original cash deposit would begin on the date the new entity is registered.



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Assignment of Cash Deposit

12 AAC 21.120(a)(2): The Timed Certificate of Deposit MUST be payable to "State of Alaska in trust for", be issued for at least three years, be automatically renewable and be signed by BOTH the home inspector and the bank.

For value received, the undersigned assigns and transfers to the State of Alaska, the following:			
Deposit Number:		Amount of Deposit:	
Bank Name:			
Bank Address:	P.O. Box or Street	City	State Zip
By my signature below, the issuing institution agrees only the State of Alaska, upon presentation of written notice, shall cause the release of any and all funds described above.			
Bank Representative Printed Name:			
Bank Representative Signature:		Date Signed:	

Owner or Entity Name:			
Official DBA:			
Email Address:		Phone Number:	
Home Inspector Number (if assigned):			
The undersigned irrevocably constitutes and appoints the State of Alaska by and through its duly authorized agents as his/her/their Attorney-in-Fact to do all things necessary and appropriate to effectuate the purposes of this assignment. It is agreed and understood this assignment shall remain in full force and effect for the period of time provided by law for actions against the surety bond. The person who executed the below and foregoing Assignment of Cash Deposit acknowledged to me that it was signed and sealed freely and voluntarily for the uses and purposes stated in the assignment. All persons whose names appear on the certificate or passbook account must sign below.			
Notary Stamp	Applicant Signature:		
	Notary Public for State of:		Subscribed and Sworn to Before me on this Day:
	Notary Signature:		My Commission Expires:



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Certificate of Insurance Coverage *(Required by the Home Inspector Registration Act, AS 08.18)*

Home Inspector Name:			
Policy Number(s):			
Effective Date:		Expiration Date:	

By the signature below we hereby certify we are a duly authorized casualty insurer eligible to write business in the State of Alaska and have written a public liability policy of not less than the limits required under AS 08.18 on behalf of the home inspector named above for registration as a home inspector under the policy information listed above.

In the event the above policy is cancelled for any reason, we agree to furnish the Department of Commerce, Community, and Economic Development, Home Inspector Section, at the above address, a NOTIFICATION OF CANCELLATION at least 30 days before the effective date of that cancellation.

Name of Insurance Carrier (Not Agency):			
Address:	P.O. Box or Street	City	State Zip
Signature of Authorized Agent:		Date Signed:	



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Letter of Explanation for a Professional Fitness “Yes” Answer

Use this form only to explain and document any professional fitness “yes” answers. A “yes” answer is not necessarily disqualifying but concealing one may be.

Each “yes” answer requires a separate explanation and associated documentation. Submit all relevant documentation with this form, even if you have previously provided it.

- **Explanations** include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. If the space provided is insufficient, make additional copies as needed.
- **Documentation** includes copies of court orders, charging documents, board or license actions, decisions against your professional certification, satisfaction of consent agreements (fines paid, community service completed, off probation, etc.), and fitness to practice letters (statement from your provider that you are safe to practice if you check “yes” to any of the questions regarding mental or physical health, or drug or alcohol abuse or addiction).
- **Disciplinary actions** may include, but not be limited to, suspension, surrender, revocation, probation, academic probation, reprimand, censure, restricted license, limited license, conditioned license, or letters of counseling, concern, advice, warning, caution, admonishment, or reprimand.

If you have multiple “yes” answers or multiple incidents for any professional fitness question, you must use a separate copy of this form and provide a full explanation and documentation for each incident.

The contents of licensing files are generally considered public records, unless required to be kept confidential by state or federal law.



Write the professional fitness question number you are answering “yes” to in the box.

Location of Incident:		Date of Incident:	
Explanation of Incident: When in doubt, disclose and explain. <i>Make copies as necessary.</i>			

Did you attach all applicable documents associated with this incident?

- Court Orders
 Consent Agreements
 Disciplinary Actions
 Charging Documents
 Court Records
 Fitness to Practice
 All Other Documentation Related to This Incident
 I have additional incidents for this “yes” answer, or “yes” answers to other Professional Fitness questions and have attached a separate copy of this form for each incident.

Full Name:		Program:	
Signature:		Date Signed:	



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Credit Card Payment Form

All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee:			
Profession Type (e.g., Acupuncture):		License Number (if applicable):	
I wish to make payment by credit card for the following (check all that apply):			AMOUNT
<input type="checkbox"/>	Application Fee:		
<input type="checkbox"/>	License or Renewal Fee:		
<input type="checkbox"/>	Other (fine, exam, etc.):		
1.			
2.			
			TOTAL:

Name (as shown on credit card):			
Mailing Address:			
Phone Number:		Email (Optional):	
Signature of Credit Card Holder:			

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed.

1. Credit Card Number:		<p>All 3 fields MUST be completed.</p> <p>This section will be destroyed after the payment is processed.</p>
2. Expiration Date:		
3. Security Code:		