THE STATE of ALASKA

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

HIN

FOR DIVISION USE ONLY

Home Inspectors Program
PO Box 110806, Juneau, AK 99811
Website: *ProfessionalLicense.Alaska.Gov/HomeInspectors*

Home Inspector Registration Renewal

July 1, 2026 – June 30, 2028

- Your registration lapses after June 30, 2026. There is no grace period — it is illegal to work if your registration has lapsed.
- Faxed or emailed applications will not be accepted.
- Make checks and money orders payable to the State of Alaska or use the attached credit card payment form.
- Plan on a 4–6-week processing time for correct and complete renewal applications.
- Once the renewal is processed, your certificate will be available for printing via the MY LICENSE self-service portal.

PART I Payment of Fees

Renewal Fees:	☐ Biennial Registration Renewal *(For registrations first issued on or before June 30, 2025)*	**$250.00**
	☐ Prorated Registration Renewal *(For registrations first issued on or after July 1, 2025)*	**$125.00**

PART II Personal Information

Full Legal Name: Name change: ☐		**AK Registration Number:**	
If you have had a legal name change since your last registration was issued, you must complete a Change of Name form.			
Mailing Address: Address change: ☐	P.O. Box or Street City State Zip		
Contact Phone:		**Date of Birth:**	
EMAIL AGREEMENT: Providing an email address authorizes the division to send you a web authorization code to register with the MY LICENSE self-service portal. If you have already registered with MY LICENSE, no action is needed. If you did not receive a code or the code you received has expired, contact the division. Once registered you may opt-in to receive all official correspondence electronically. Your account can be accessed at any time.			
Email Address:			
SOCIAL SECURITY NUMBER: AS 08.01.100 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 III Statement of Compliance

By checking the appropriate box below, you are verifying your compliance with the continuing competency requirements of 12 AAC 22.300-320.

☐ **Renewal for registrations first issued on or before July 1, 2024**

I certify I have successfully completed the required 8 hours of continuing education in accordance with 12 AAC 22. If audited, I agree to provide documentation that verifies I meet this training as claimed.

- OR -

☐ **Renewal for registrations first issued between July 1, 2024 and June 30, 2025**

I certify I have successfully completed the required 4 hours of continuing education in accordance with 12 AAC 22. If audited, I agree to provide documentation that verifies I meet this training as claimed.

- OR -

☐ **Renewal for registrations first issued on or after July 1, 2025**

I certify I have held my registration for less than 12 months and am not required to obtain continuing education for this renewal only.

Random Audit

A percentage of renewal applications will be randomly selected for audit. If selected, you will be sent a letter and required to submit copies of documentation as proof you satisfied the continued competency requirements as stated on this renewal. You are required to save your documents for at least four years so you can respond to audits. Registrants unable to comply with the audit are subject to disciplinary license action.

Late Renewal Applicants

Check ONE (1) of the following if your renewal application is postmarked on or after July 1, 2026:

☐ I certify I have successfully completed all hours of continuing education between July 1, 2024 and June 30, 2026. These hours were earned in accordance with 12 AAC 22.300-320. **I have attached copies of my continuing education certificates to this renewal.**

- OR -

☐ I certify I have successfully completed some or all of my hours of continuing education after June 30, 2026 but prior to submitting this renewal application. These hours were earned in accordance with 12 AAC 22.300-320. Under 12 AAC 02.965, I understand any hours I earned after June 30, 2026 may not be used for the subsequent renewal period. **I have attached copies of my continuing education certificates to this renewal.**

- OR -

☐ I certify I have passed the applicable examination within the last 12 months in accordance with 12 AAC 22.200.

Exam Administered by:		**Exam Date:**	

PART IV General Liability Insurance

☐ I understand I must submit a new certificate of liability insurance (ACORD 25) or other acceptable proof of insurance listing the insured exactly as licensed, including the name of the insurance provider, policy number, commencement date, and expiration date.

Insurance Provider:		**Policy Number:**	
Policy Effective Date:		**Policy Expiration Date:**	

PART V Bonding

☐ **Surety Bond**
The bonding information you submit must be consistent with the information currently on file with the division. Contact your bonding company for a continuation certificate stating the bond is still in full force and in effect. If you have been issued a new bond at any time during the licensing period and did not submit it to the division, submit the new original signed bond and power of attorney with this renewal application.

Bond Provider:			
Bond Number:		**Bond Effective Date:**	

☐ **Time Certificate of Deposit (TCD)**
A TCD statement, or letter of verification, from your bank dated within the last 30 days.

☐ **State Trust Account**
No information required if you have a State Trust Account on file with the division.

PART VI Professional Fitness Questions

The following questions must be answered. "Yes" answers may not automatically result in registration 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.

Since the date your last Alaska home inspector registration was issued or renewed:

1. 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**

2. 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**

3. Have you been under a sentence for an offense related to forgery, theft in the first or second degree, extortion, or defrauding creditors or for a felony involving dishonesty?

☐ **Yes** ☐ **No**

"Yes" Answers

If you answered "yes" to any of the above questions, you must submit signed and dated documentation explaining the specific circumstance(s) of the incident(s).

PART VII 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).

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Signature Page

Applicant Name:	
Alaska Registration Number:	

PART VIII Agreement

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.

Applicant Signature:		**Date Signed:**	

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.).

RANDOM AUDIT:
The division will audit a percentage of the registration renewals. If your registration is randomly selected for audit, you will be sent instructions to submit documentation as proof you satisfied the continuing competency requirements as stated on this renewal form. Registrations are randomly selected by computer and may be randomly selected as often as the computer program chooses. You must save your documents for at least four years so you can respond to audits. (12 AAC 02.960)

CHANGES TO LEGAL NAMES, EMAIL ADDRESSES AND/OR MAILING ADDRESSES:
It is the registrant's responsibility to notify the division of any changes to legal names, email addresses and/or mailing addresses. The email or mailing address of record will be used to send all official notifications. The name appearing on the registration must be your current legal name. The name change notification form is available on the division's website. Changes to email and/or mailing addresses can be submitted through MY LICENSE. (12 AAC 02.900)

SOCIAL SECURITY NUMBERS:
A U.S. Social Security Number must be on file with the division before a professional registration is renewed. If you do not have a U.S. Social Security Number, complete the Request for Exemption from Social Security Number Requirement form (#08-4372) located at *ProfessionalLicense.Alaska.Gov*, and include required supporting documents as noted on the form. (AS 08.01.100)

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:
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 email or mailing address of the applicant, who then has 30 days to submit a written request for a refund of biennial registration and other fees paid, if applicable. The application fee will not be refunded. If no request for a refund is received within that timeframe, no refund will be issued, and all fees will be forfeited. (12 AAC 02.910)

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*. Centralized statutes and regulations also apply to all professional licenses; those are also available on the division's website. To receive notifications of proposed regulation changes, send a request with your name, email, and the program you want to be updated on to the regulation specialist at the following email: *RegulationsAndPublicComment@Alaska.Gov.* Courtesy notifications of proposed program regulations changes will also be sent to the email address on record.

Continuing Competency

Section

300. Home inspector continuing competency requirements
310. Acceptable continuing competency activities
320. Contact hours
330. Audit of continuing competency requirements

12 AAC 22.300 - Home inspector continuing competency requirements

(a) Except as provided in (b) of this section, an applicant for renewal of a home inspector registration must document having completed at least eight contact hours of acceptable continuing competency activities for the concluding licensing period.

(b) An applicant for renewal of a home inspector registration for the first time must document having completed at least four contact hours of acceptable continuing competency activities for each complete calendar year the applicant held a registration during the concluding licensing period. If an applicant under this subsection held a registration for less than one complete calendar year during the concluding licensing period, the applicant is not required to complete any contact hours of continuing competency activities.

12 AAC 22.310 - Acceptable continuing competency activities

(a) To be approved by the department, a continuing competency activity must contribute directly to the professional competency of a home inspector and must be directly related to the skills and knowledge required for an individual to work as a home inspector.

(b) A continuing competency activity approved by one of the following organizations is approved by the department, without additional action, if the organization submits the information required by (c)(2) of this section and verification that the activity meets the requirements of (a) of this section:
   (1) the Alaska Housing Finance Corporation (AHFC);
   (2) the University of Alaska;
   (3) the American Society of Home Inspectors Alaska Chapter;
   (4) a chapter of the International Code Council Alaska;
   (5) the Alaska State Home Building Association; or
   (6) a state agency that offers an activity that meets the requirements set by the department.

(c) The department will approve a continuing competency activity that has not already been approved by one of the organizations in (b) of this section, if the activity's sponsor or the home inspector
   (1) demonstrates to the department's satisfaction, in writing, that the activity meets the requirements of (a) of this section; and
   (2) submits the following for approval on a form provided by the department:
      (A) a description of the content of the activity;
      (B) documentation of successful completion if the activity has already occurred;
      (C) a copy of the certification that will be provided to successful participants if the activity has not yet occurred;
      (D) each known date and location of the activity;
      (E) the number of contact hours requested to be awarded for successful completion of the activity;
      (F) the name, address, and telephone number of the sponsor.

(d) An approval under (c) of this section expires two years after the date of department approval or on the date that the department determines that the continuing competency activity no longer meets the requirements of this section, whichever is sooner.

(e) Any proposed modification to the content of a continuing competency activity must be submitted in writing to the department for approval before the modification is implemented.

12 AAC 22.320 - Contact hours

(a) For successful completion of an approved continuing competency activity, the department will award the following contact hours:
   (1) one contact hour for each consecutive 50-minute block of classroom instruction;
   (2) 15 contact hours for one academic semester credit;
   (3) ten contact hours for one academic quarter credit;
   (4) for a correspondence course, the number of contact hours
      (A) recommended by the organization submitting the information required by 12 AAC 22.310(c)(2) if the course is approved under 12
      (B) AAC 22.310(b); or
      (C) approved by the department if the course is approved under 12 AAC 22.310(c).

(b) The department will not award contact hours to an applicant for the same activity more than once during a licensing period.

(c) Contact hours used to satisfy the reinstatement requirements of 12 AAC 22.200 when a home inspector registration has lapsed may not be submitted again to satisfy the requirements for a future renewal.

12 AAC 22.330 - Audit of continuing competency requirements.

(a) After each licensing period the department may audit renewal applications to monitor compliance with the continuing competency requirements of 12 AAC 22.300 - 12 AAC 22.320.

(b) A home inspector selected for audit shall, within 30 days after the date of notification, submit documentation to the department to verify completion of the contact hours required in 12 AAC 22.300. The documentation must include a certificate or similar verification of satisfactory completion of the continuing competency activity that includes
   (1) the name of the participant;
   (2) the number of contact hours awarded;
   (3) a description of the continuing competency activity;
   (4) the dates of participation; and
   (5) the name and signature of the instructor, sponsor, or other verifier.

(c) An applicant for renewal of a home inspector registration must maintain adequate and detailed records of all contact hours of acceptable continuing competency activities claimed and must make the records available to the department upon request under (b) of this section. Records must be retained for four years after the date the contact hours were earned.

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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. *Make copies as necessary.*			

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**
☐ **Application Fee:**			
☐ **License or Renewal Fee:**			
☐ **Other *(fine, exam, etc.)*:**			
1.			
2.			
		TOTAL:	0

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

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

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