INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR HOME INSPECTION CERTIFICATION

NOTICE: KNOWINGLY MAKING A FALSE STATEMENT IN CONNECTION WITH YOUR APPLICATION MAY BE CAUSE FOR DENIAL OF YOUR APPLICATION AND/OR REFERRAL FOR CRIMINAL PROSECUTION.

Please review the BTR **Rules** and **Statutes** on the website carefully. They establish the requirements for certification, define limits of practice and rules of professional conduct, and explain Board procedures. It is very important that you become thoroughly familiar with the Statutes and Rules and Standards of Professional Practice. A violation of any of the provisions of the law or rules may be cause for disciplinary action against a registrant.

- Complete each section of the application packet, following the instructions on each form.
- Print the required information neatly or use a computer, and be sure each form is signed where required. If you need additional space, please attach a supplemental sheet of paper.
- The AZBTR does not accept electronic signatures. Applications with electronic signatures will be returned for resubmission.
- The information on this website provides answers to the most frequently asked application related questions.

Attach the following to your completed application packet:

- A non-refundable application fee of $175.00 made payable to the Arizona Board of Technical Registration.
- A copy of the front and back of applicant's DPS issued fingerprint clearance card
- A copy of your completion results from the National Home Inspector Examination. Successful completion of the exam must occur within two years of application submission in accordance with R4-30-247(1);
- Proof of completion of an approved training program showing a minimum of 84 hours of training in accordance with R4-30-247(5). (Training programs must be offered at facilities licensed by the AZ State Board for Private Postsecondary Education or have an accreditation recognized by the United States Department of Education or by the Distance Education Accrediting Commission (DEAC));
- Log of 30 parallel inspections (must have an affidavit signed by each parallel inspector to be included with your submitted parallel inspection log). *Logged parallel inspections signed by a parallel inspector who does not meet the Board's requirements per R4-30-102(2) will be rejected and the applicant will be responsible for obtaining new parallel inspections for each rejected inspection.*
- An original home inspection report of one of the parallel inspections listed on the log required in (d) that you have prepared that meet the standards set forth in R4- 30-301(1);
- Arizona Statement of Citizenship form;
- Government issued photo identification;
- Signed and dated Notice to Home Inspectors;

- Report Checklist Supplement. List the page numbers from your inspection report in the corresponding section of their counterparts on the supplement. Failure to complete and provide the Checklist may delay the processing of your application.

- Verification of experience form completed by a Certified Home Inspector.

- If you have had any license or registration disciplined in Arizona or another jurisdiction, you must provide a copy of the Order. If you have been charged or convicted of a criminal offense, please provide a detailed written explanatory statement regarding all instances.

Once the Board receives a properly completed application, an application number will be assigned and a file established. **No** refunds will be made. It is your responsibility to ensure that your application is correct and complete. An application is not considered "complete" until all verifying data is received. It may take 2-6 months to process your application depending on the applicant's qualifications and timely submission of required documents.

Upon receipt by the Board of the required documentation, your application will be evaluated. You will receive a notice from the Board via regular mail when your application is received. If you do not receive a confirmation within two weeks, you are welcome to contact your Licensing Specialist by email. Please refer to the "About Us" "Staff" section on the website to obtain the email for your assigned Licensing Specialist. Application assignments are made based on the first letter of the applicant's last name.

Please refer to:

- A.R.S. §32-122.02
- A.A.C. R4-30-247(1)
- A.A.C. R4-30-247(5)
- A.A.C. R4-30-301(1)

State of Arizona
BOARD OF TECHNICAL REGISTRATION

1110 W. Washington Street, Suite 240, Phoenix, Arizona 85007, (602) 364-4930, Fax (602) 364-4931• https://btr.az.gov

APPLICATION FOR HOME INSPECTOR CERTIFICATION

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK

APPLICATION FEE $175.00

Application fee includes the first year of registration.

Please submit a check or money order made payable to the Arizona Board of Technical Registration

1. GENERAL INFORMATION

Name: Last_____ First_____ Middle _____

Date of Birth:_____ Social Security # (mandatory) _____

Citizenship or Legal Residence:_____

Residence Address:_____ Apt/Suite/Unit _____

City, State, Zip:_____ Tel. # _____

Mailing Address:_____

Mailing City, State, Zip: _____

Business Name:_____

Business Address:_____ Suite _____

City, State, Zip:_____ Tel. # _____

Email:_____

If you have been legally known by another name(s) list here with explanation and provide documentation:

_____

_____

2. BACKGROUND/DISCIPLINE

If the answer to any of the following questions is "yes," please attach a detailed explanatory statement (use additional sheets if necessary) *and related official documentation*. The board will verify your answers by searching public records databases and if it learns that you answered any of the following questions incorrectly you may be denied access to take the exam and/or registration in Arizona.

Please refer to the "**Important Notice to Applicants**" in the Instructions.

1. Have you ever been the subject of professional disciplinary action, including license denial, or do you now have such action pending against you in any state or jurisdiction (including Arizona)? Yes ☐ No ☐

2. Have you ever been arrested for or convicted of a criminal offense, including a misdemeanor such as a DUI? Even if on appeal, you must disclose. Yes ☐ No ☐
   ("Set aside" or "expunged" convictions and "no contest" or "nolo contendere" pleas MUST be reported)

Internal Use Only

Receipt Number: _____ Amount Paid: _____

Criminal History Check Completed

No Further Action Required ☐
Further Information Required ☐
Initials:_____
Date:_____

Revised 9/24/2019

Applicant Name_____

3. PREVIOUS HOME INSPECTOR REGISTRATION/CERTIFICATION

(Issued by any state)

State	Year Registered	Registration #	Active / Canceled

4. NATIONAL EXAMINATIONS

Do you hold a certificate indicating successful completion of the National Home Inspector Examination as administered by the Examiners Board of Professional Home Inspectors (EBPHI)? If "yes," please attach a copy of the certificate. ☐ Yes ☐ No

5. HOME INSPECTOR TRAINING COURSE

Name of Course	# of Hours Completed	Date Completed

6. CERTIFICATION/RELEASE

I certify the information contained in this application is accurate, true and complete to the best of my knowledge.

Making a false unsworn statement is a misdemeanor punishable by fine or imprisonment. A.R.S. 13-2704.

Applicants Signature: _____ Date: _____

Arizona Revised Statutes ("A.R.S.") 41-1030(B) states that "[a]n agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition."

A.R.S. 41-1030(D) states that "[t]his section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section." A.R.S. 41-1030(E) states that "[a] state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy."

A.R.S. 41-1030(F) states that "[t]his section does not abrogate the immunity provided by section 12-820.01 or 12-820.02."

Pursuant to section 41-1093.01, Arizona Revised Statutes, an agency shall limit all occupational regulation to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern.

Pursuant to sections 41-1093.02 and 41-1093.03, Arizona Revised Statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statues.

NOTICE FOR HOME INSPECTORS
Please carefully read this document before signing and returning it with your application.

In answering questions 1 and 2 in Section 2, Background/Disciplinary on the application, please note the following:

- If you answer "yes" to either of the questions, you must provide a detailed written explanation regarding the facts and circumstances surrounding the incident.
- If you answer "yes" to question 1, you must have supporting documentation sent directly to the Board. (Board disciplinary orders, Board complaint, order of registration or certification, etc).
- You must answer "yes" to question 2 even if you pled "no contest" or "nolo contendere" to the felony or misdemeanor charges, and even if the conviction has been set aside or expunged - regardless of what you have been advised in the past.
- False or misleading answers regarding any information provided to the Board of Technical Registration as part of your request for registration or certification may result in denial of your application.

_____ _____
Applicant signature Date

Form 1: LONG FORM APPLICANT STATEMENT (revised)
REQUIRING SUBMISSION OF DOCUMENTATION OF STATUS

ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS FOR STATE PUBLIC BENEFITS

Arizona State Board of Technical Registration

Professional License and Commercial License

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of1996 (the "Act"), 8 U.S.C. § 62 , provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), non-immigrants, and certain aliens paroled into the United States are eligible to receive state or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes §1-501 requires, in general, that a person applying for a license must submit documentation to the licensing agency that satisfactorily demonstrates that the applicant is lawfully present in the United States.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III. Submit this completed form and copy of one or more documents that evidence your citizenship or alien status with your application for license or renewal .

SECTION I - APPLICANT INFORMATION

APPLICANT'S NAME (Print or type) _____ DATE _____

TYPE OF APPLICATION (check one): _____ INITIAL APPLICATION _____ RENEWAL

TYPE OF LICENSE _____

SECTION II - CITIZENSHIP OR NATIONAL STATUS DECLARATION

Directions: Attach a legible copy of the front and the back (if any), of a document from the attached List A or other document that demonstrates U.S. citizenship or nationality. Name of document provided: _____

A. Are you a citizen or national of the United States? (check one) ❑ Yes ❑ No

B. If the answer is "Yes," where were you born? List city, state (or equivalent), and country
City _____ State (or equivalent) _____ Country or Territory _____

If you are a citizen or national of the United States, go to Section IV. If you are not a citizen or national of the United States, please complete Sections III and IV.

SECTION III - ALIEN STATUS DECLARATION

Directions: To be completed by applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of the front, and back (if any), of a document from the attached List B or other document that evidences your status. A.R.S. §1-501. Name of document provided: _____

"Qualified Alien" Status [8 U.S.C. §§1621 (a)(1), -1641(b) and (c)]

❑ 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).

❑ 2. An alien who is granted asylum under Section 208 of the INA.

- ❑ 3. A refugee admitted to the United States under Section 207 of the INA.

- ❑ 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.

- ❑ 5. An alien whose deportation is being withheld under Section 243(h) of the INA.

- ❑ 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

- ❑ 7. An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).

- ❑ 8. An alien who is, or whose child or child's parent is, a "battered alien" or an alien subjected to extreme cruelty in the United States.

Non-immigrant Status (8 U.S.C. §1621(a)(2))

- ❑ 9. A non-immigrant under the Immigration and Nationality Act [8 U.S.C. §1101 *et seq*.] Non-immigrants are persons who have temporary status for a specific purpose. See 8 U.S.C. §1101(a)(15).

Alien Paroled into the United States For Less Than One Year [8 U.S.C. §1621(a)(3)]

- ❑ 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA.

Other Persons (8 U.S.C. §1621(c)(2)(A) and (C))

- ❑ 11. A non-immigrant whose visa for entry is related to employment in the United States, or

- ❑ 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in the Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. §1901 et seq];

- ❑ 13. A foreign national not physically present in the United States.

Otherwise Lawfully Present (A.R.S. §1-501)

- ❑ 14. A person not described in categories 1-13 who is otherwise lawfully present in the United States.

PLEASE NOTE: The federal Personal Responsiblity and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. §1621(a).

SECTION IV - DECLARATION

All applicants must complete this section. I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge.

APPLICANT'S SIGNATURE _____ TODAY'S DATE _____

Attachment: Lists A and B Evidence of U.S. Citizenship, U.S. National Status, or Alien Status

03/28/08

ARIZONA STATEMENT OF CITIZENSHIP & ALIEN STATUS

All applicants must answer questions on the application regarding citizenship. A Xeroxed copy of a document that shows evidence of your citizenship or alien status MUST BE submitted with your application for licensure or renewal. See List A or List B.

LIST A

Evidence showing U.S. citizen or U.S. national status includes the following:
*If any of the following documents do not contain a photograph of the individual, the individual shall also present a government issued document that contains a photograph of the individual.

a. Primary Evidence:

(I) An AZ driver's license issued after 1996 or an AZ non-operating identification license
(2) A birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction); *
(3) A birth certificate or delayed birth certificate issued in any state, territory or possession of the U.S.; *
(4) A signed United States passport; current or expired;
(5) Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens); A U.S. certificate of birth abroad *
(6) Certificate of Birth (FS-545) (issued by a foreign service post) or Certification of Report of Birth (DS-1350), copies of which are available from the Department of State; *
(7) Form N-550 or N-570, Certificate of Naturalization (issued by the Service through a Federal or State court, or through administrative naturalization after December 1990 to individuals who are individually naturalized; the N-570 is a replacement certificate issued when the N-550 has been lost or mutilated or the individual's name has changed);
(8) Form N-561, Certificate of Citizenship;
(9) Form I-197, United States Citizen Identification Card (issued by the Service until April 7, 1983 to U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (formerly Form I-179, last issued in February 1974);
(10) Form I-873 (or prior versions), Northern Marianas Card (issued by the Service to a collectively naturalized U.S. citizen who was born in the Northern Mariana Islands before November 3, 1986);
(11) Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (given to an individual born outside the United states who derives citizenship through a parent but does not have a FS-240, FS-545, or DS-1350); or *
(12))Form I-872 (or prior versions), American Indian Card with a classification code "KIC" and a statement on the back identifying the bearer as a U.S. citizen (issued by the Service to U.S. citizen members of the Texas Band of Kickapoo living near the U.S./Mexican border).
(13) A tribal certificate of lndian blood.*
(14) A tribal or bureau of lndian affairs affidavit of birth*

NOTE: SOCIAL SECURITY CARDS ARE NOT ACCEPTABLE DOCUMENTATION.

b. Secondary Evidence

If the applicant cannot present one of the documents listed in (a) above, the following may be relied upon to establish U.S. citizenship or U.S. national status;

(1) Religious record recorded in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction) within three 3 months after birth showing that the birth occurred in such jurisdiction and the date of birth or the individual's age at the time the record was made;
(2) Evidence of civil service employment by the U.S. government before June 1, 1976;
(3) Early school records (preferably from the first school) showing the date of admission to the school, the applicant's date and U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parent(s);
(4) Census record showing name, U.S. nationality or a U.S. place of birth, and applicant's date of birth or age;
(5) Adoption finalization papers showing the applicant's name and place of birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917, American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Marian Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction), or, when the adoption is not finalized and the state or other U.S. jurisdiction listed above will not release a birth certificate prior to final adoption, a statement from a state or jurisdiction approved adoption agency showing the applicant's name and place of birth in one of such jurisdictions, and stating that the source of the information is an original birth certificate;
(6) Any other document that establishes a U.S. place of birth or otherwise indicates U.S. nationality (e.g., a contemporaneous hospital record of birth in that hospital in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);

c. Collective Naturalization

If the applicant cannot present one of the documents listed in (a) or (b) above, the following will establish U.S. citizenship for collectively naturalized individuals:

Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
- Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March I, 1917 and that he or she did not take an oath of allegiance to Spain.

U.S. Virgin Islands:

- Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927;
- The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):

- Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);
- Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or
- Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4 1986 (NMI local time). Note: If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen

d. Derivative Citizenship

If the applicant cannot present one of the documents listed in a or b above, the following may be used to make determination of derivative U.S. citizenship:

Applicant born abroad to two U.S. citizen parents: Evidence of the U.S. citizenship of the parents and the relationship of the applicant to the parents, and evidence that at least one parent resided in the U.S. or an outlying passion prior to the applicant's birth.

Applicant born abroad to a U.S. citizen parent and a U.S. non-citizen national parent: Evidence that one parent is a U.S. citizen and that the other is a U.S. non-citizen national, evidence of the relationship of the applicant to the U.S. citizen parent, and evidence that the U.S. citizen parent resided in the U.S., a U.S. possession, American Samoa or Swain's Island for a period of at least one year prior to the applicant's birth.

Applicant born out of wedlock abroad to a U.S. citizen mother: Evidence of the U.S. citizenship of the mother, evidence of the relationship to the applicant and, for births on or before December 24, 1952, evidence that the mother resided in the U.S. prior to the applicant's birth or, for births after December 24, 1952, evidence that the mother had resided, prior to the child's birth, in the U.S. or a U.S. possession for a period ofone year.

Applicant born in the Canal Zone or the Republic of Panama:

- A birth certificate showing birth in the Canal Zone on or after February 26, 1904 and before October 1, 1979 and evidence that one parent was a U.S. citizen at the time of the applicant's birth; or
- A birth certificate showing birth in the Republic of Panama on or after February 26, 1904 and before October 1, 1979 and evidence that at least one parent was a U.S. citizen and employed by the U.S. government or the Panama Railroad Company or its successor in title.

In all other situations in which an applicant claims to have a U.S. citizen parent and an alien parent, or claims to fall within one of the above categories, but is unable to present the listed documentation:

- If the applicant is in the U.S., the applicant should contact the local U.S. Citizenship and Immigration Service office for determination of U.S. citizenship;
- If the applicant is outside the U.S., the applicant should contact the State Department for a U.S. citizenship determination.

e. Adoption of Foreign-Born Child by U.S. Citizen

- If the birth certificate shows a foreign place of birth and the applicant cannot be determined to be a naturalized citizen under any of the above criteria, obtain other evidence of U.S. citizenship;
- Because foreign-born adopted children do not automatically acquire U.S. citizenship by virtue of adoption by U.S. citizens, the applicant should contact the local U.S. Citizenship and Immigration Service office for a determination of U.S. citizenship, if the applicant provides no evidence of U.S. citizenship.

f. U.S. Citizenship By Marriage

A woman acquired U.S. citizenship through marriage to a U.S. citizen before September 22, 1922. Provide evidence of U.S. citizenship of the husband, and evidence showing the marriage occurred before September 22, 1922.

Note: If the husband was an alien at the time of the marriage, and became naturalized before September 22, 1922, the wife also acquired naturalized citizenship. If the marriage terminated, the wife maintained her U.S. citizenship if she was residing in the U.S. at that time and continued to reside in the U.S.

g. A U.S. certificate of birth abroad*

h. A foreign passport with a U.S. Visa*

i. An 1-94 form with a photograph

j. A U.S. citizenship and immigration services employment authorization document or refugee travel document*

LIST B

Qualified Aliens, Nonimmigrant, and aliens paroled into U.S. for less than one year.

a. "Qualified Aliens"

Evidence of "Qualified Alien" status includes the following:

Alien Lawfully admitted for Permanent Residence

- *Form I-SS 1 (Alien Registration Receipt Card, commonly known as a "green card"); or
- Unexpired Temporary I-SS l stamp in foreign passport or on *I Form I-94.

Asylee

- *Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (S)";
- *Form I-766 (Employment Authorization Document) annotated "AS";
- Grant letter from the Asylum Office of the U.S. Citizenship and immigration Service; or
- Order of an immigration judge granting asylum.

Refugee

- *Form I-94 annotated with stamp showing admission under § 207 of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"; or
- *Form I-766 (Employment Authorization Document) annotated "AS";

Alien Paroled Into the US. for at Least One Year

- *Form I-94 with stamp showing admission for at least one year under section 212(d) (S) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.

Alien Whose Deportation or Removal was withheld

- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (10)";
- *Form I-766 (Employment Authorization Document) annotated "A1O"; or
- Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under §241 (b) (3) of the INA.

Alien Granted Conditional Entry

- *Form I-94 with stamp showing admission under §203 (a) (7) of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"; or
- *Form I-766 (Employment Authorization Document) annotated "A3".

Cubanmaitian Entrant

- *Form I-SS I (Alien Registration Receipt Card, commonly known as a "green Card") with the code CU6, CU7, or CH6.
- Unexpired temporary I-SS I stamp in foreign passport or on *Form I-94 with the Code CU6 or CU7; or
- *Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under Section 212 (d) (S) of the INA.

Alien who has been Declared a Battered Alien or Alien Subjected to Extreme Cruelty

- U.S. Citizenship and Immigration Service petition and supporting documentation

b. Nonimmigrant

Evidence of "Nonimmigrant" status includes the following:

- *Form I-94 with stamp showing authorized admission as nonimmigrant

c. Alien Paroled into U.S. for less than One year

- *Form I-94 with stamp showing admission for less than one year under section 212 (d) (S) of the INA

d. A foreign passport with a U.S. visa

e. An I-94 form with a photograph.

f. A U.S. citizenship and immigration services employment authorization document or refugee travel document.

State of Arizona
BOARD OF TECHNICAL REGISTRATION

1110 W. Washington • Suite 240 • Phoenix, Arizona 85007 • (602) 364-4930 • FAX: (602) 364-4931• www.azbtr.gov

ATTENTION

Effective July 20, 2011, the Arizona State Legislature modified A.R.S. § 41-1080, (Licensing and fingerprint clearance card eligibility; authorized presence; documentation; applicability; definitions) to require applicants for state licensure and licensure renewal to submit photographic identification with their applications to all state licensing boards and commissions. (See: H.B. 2102.)

This law does not apply to applicants who are citizens of foreign countries and do not need to reside in Arizona to use a state license. The law also does not apply to applicants who reside in other states or jurisdictions and hold a similar professional license in that state or jurisdiction and are not planning to reside in Arizona.

The Arizona State Board of Technical Registration understands that you may have already submitted documentation with your application for registration to the Board, verifying your lawful presence in the United States. However, unless you are exempt from the requirements of A.R.S. § 41-1080 as listed above, or you have already submitted a photograph in support of an application filed after March 2008; we request that you send us the required photograph to complete your registration/renewal process.

Please submit to the Board a "government issued document that contains (your) photograph," as soon as possible, so as not to delay the issuance or renewal of your registration.

The government issued documents you may submit include a copy of the following:

- An Arizona driver's license, issued after 1996, or an Arizona nonoperating identification license.
- A driver's license issued by a state that verifies lawful presence in the United States.
- A United States passport.
- A foreign passport with a United States visa.
- An I-94 form with a photograph.
- A United States citizenship and immigrations services employment authorization document or refugee travel document.
- A United States certificate of naturalization.
- A United States certificate of citizenship.

Please contact the Board if you have any questions or concerns. Thank you for your consideration.

Home Inspector Clearance Card Instructions

The State of Arizona Board of Technical Registration will begin requiring clearance cards with home inspector applications on August 3, 2018. Any person who applies for certification must obtain a clearance card issued by DPS. No application will be approved for certification without a valid clearance card.

Obtaining a clearance card

Effective August 3, 2018, DPS will begin accepting electronic and hard copy clearance card applications. Please wait to schedule your fingerprint appointment with DPS until then.

Electronic application for clearance cards – Arizona in-state applications only.

1. Apply on-line at www.azdps.gov
2. Make your appointment to be printed using the web site.
3. Check the Box for BTR-Home Inspector (this may not be initially available. Ask DPS for an addendum).
4. Print out a copy of your application confirmation and application number
5. Keep the appointment to be printed.
6. Your application and prints will be sent to the DPS Team at the same time.
7. If you have no criminal history, the process may take 7 to 10 days after DPS receives the application. An applicant with a criminal history may take several weeks to be processed.
8. DPS will mail the clearance card to the address you provided. If you provided an email, DPS will notify you of the status of your application via email.

Hard Copy application for clearance cards – required for all out-of-state applicants and available to in-state applicants

1. Call DPS at (602) 223-2279 to request a hard copy application for a clearance card. The package will be mailed to you.
2. Complete the application following the instructions provided with the package.
3. Check the Box for BTR – Home Inspector
4. Contact your local law enforcement to see if they provide fingerprinting services for the public or contact a private fingerprinting service.
5. Return the white original application form filled out correctly, completed fingerprint card with your fingerprints and with the top portion filled out correctly, and payment in one of the acceptable forms of payment made payable to DPS. Acceptable forms of payment are cashier's check, money order, or business check.
6. Keep the yellow copy of your application for your records. The Board may require you to provide a copy of the form depending the type of application submitted.
7. If you have no criminal history, the process may take 15 to 20 days after DPS receives the Application. An applicant with a criminal history may take several weeks to be processed.
8. DPS will mail the clearance card to the address you provided. If you provided an email, DPS will notify you of the status of your application via email.

Questions, concerns, denials for clearance cards

Do not contact the Board with questions or concerns about the clearance card process or if your clearance card application is denied. Contact DPS at (602) 223-2279.

State of Arizona
BOARD OF TECHNICAL REGISTRATION

1110 W. Washington Street, Suite 240, Phoenix, Arizona 85007, (602) 364-4930 Fax (602) 364-4931• www.btr.az.gov

Attention: Home Inspectors with Criminal Histories

As of August 3, 2018, home inspector applicants **must** obtain a clearance card from DPS to apply for home inspector certification. If you have a criminal history, your application for a clearance card may be denied. If your clearance card application is denied, you can apply to the Arizona Board of Fingerprinting for a good cause exemption. The AZ Board of Technical Registration urges you to apply for your DPS clearance card well in advance of your certification application date so that you will have time to apply for and receive a good cause exemption in the event your clearance card application is denied.

Home Inspectors who have been denied a clearance card through DPS can apply to the AZ Board of Fingerprinting for a good cause exemption. Please refer to https://fingerprint.az.gov **for more information on the good cause exemption application.**

A delay in applying for a clearance card and good cause exemption will delay the Board's ability to process your home inspector application.

State of Arizona
BOARD OF TECHNICAL REGISTRATION

1110 W. Washington Street, Suite 240, Phoenix, Arizona 85007, (602) 364-4930, Fax (602) 364-4931• https://btr.az.gov

R4-30-102. Home Inspection Definitions

1. "Parallel Inspection" means a home inspection completed by an applicant during the application process that is supervised by a certified home inspector acting as the Parallel Inspector, in the presence of no more than three other applicants. The applicant shall produce a written report for each Parallel Inspection, which the supervising certified home inspector, serving as the Parallel Inspector, shall review, analyze, correct, and return to the applicant within 10 calendar days after receiving the written report. The Parallel Inspector shall notate and instruct the applicant so that each report meets the Standards of Professional Practice for Arizona Home Inspectors. The applicant shall not perform any fee-paid Home Inspections during this Parallel Inspection period.

2. "Parallel Inspector" means an Arizona Certified Home Inspector who performs parallel inspections for a home inspector applicant so that the applicant can obtain a certification to conduct home inspections. A Parallel Inspector shall be in good standing with the Board and shall not have received any disciplinary action from the Board within the preceding three years. The Parallel Inspector shall have been continuously certified by the Board as a Home Inspector for at least three years and shall have conducted at least 250 fee-paid home inspections in the State of Arizona. The Applicant shall provide a signed Affidavit from the Parallel Inspector affirming that the Parallel Inspector has met this criteria to the Board with the application for certification

PARALLEL HOME INSPECTION LOG

_____ Name

_____ Application #

Resident Name	Property Address	Date Inspected	Signature/Number of Certified Home Inspector

This Log lists 15 properties. Please attach additional copies as necessary.
A parallel inspection must be completed in accordance to R4-30-102(1) with a parallel inspector who meets the Board's requirements under R4-30-102(2). *Logged parallel inspections signed by a parallel inspector who does not meet the Board's requirements per R4-30-102(2) will be rejected and the applicant will be responsible for obtaining new parallel inspections for each rejected inspection.*
Please include your Parallel Inspector Affidavit(s) with this form.

Applicant Name _____

TO BE COMPLETED BY CERTIFIED HOME INSPECTOR

The Board will rely on your answers to the questions below in determining whether or not this applicant should be issued a certification to conduct home inspections in Arizona. Please recognize the importance of this information and give due care to your responses. Use additional pages if necessary.

Your Name_____Address _____

City, State, Zip_____Telephone _____

Is this applicant related to you by blood or marriage? Yes ◯ No ◯

Give the last date you personally supervised and examined the applicant's work: Date _____

From your personal knowledge, your appraisal of the applicant would be:

Rating Factors	Excellent	Very Good	Adequate	Poor	Don't Know
Quality of Work	◯	◯	◯	◯	◯
Technical Knowledge	◯	◯	◯	◯	◯
Professional Attitude	◯	◯	◯	◯	◯
Professional Judgement	◯	◯	◯	◯	◯
Character & Reputation	◯	◯	◯	◯	◯

REMARKS: _____

Do you believe the applicant is qualified for certification? Yes ◯ No ◯ Don't Know ◯

If you marked "No" or "Don't Know" please explain on a separate sheet.

I swear or affirm under penalty of law that the parallel inspections identified on the attached log and signed off by me were conducted by the identified applicant and were reviewed by me. I certify that these inspections meet the requirements of R4-30-301.01

Signature:_____

Date _____

State of Arizona
BOARD OF TECHNICAL REGISTRATION

1110 W. Washington Street, Suite 240, Phoenix, Arizona 85007, (602) 364-4930, Fax (602) 364-4931• https://btr.az.gov

Parallel Inspector Affidavit

"Parallel Inspection" means a home inspection completed by an applicant during the application process that is supervised by a certified home inspector acting as the Parallel Inspector, in the presence of no more than three other applicants. The applicant shall produce a written report for each Parallel Inspection, which the supervising certified home inspector, serving as the Parallel Inspector, shall review, analyze, correct, and return to the applicant within 10 calendar days after receiving the written report. The Parallel Inspector shall notate and instruct the applicant so that each report meets the Standards of Professional Practice for Arizona Home Inspectors. The applicant shall not perform any fee-paid Home Inspections during this Parallel Inspection period.

I affirm that I am an Arizona Certified Home Inspector, that I am in good standing with the Board, that I have not received any disciplinary action from the Board within the last three years, that I have been continuously certified by the Board as a Home Inspector for at least three years, and that I have conducted at least 250 fee-paid home inspections in the State of Arizona.

Parallel Inspector Name (Print)

_____

Parallel Inspector Name (Sign)

_____

Parallel Inspector Registration Number

_____

REPORT CHECKLIST SUPPLEMENT

This checklist will assist in assuring that a home inspection report complies with
The Arizona Standards of Professional Practice for Home Inspectors

For use by: Applicants, Supervising Certified Inspectors, Application Reviewers, Certified Inspectors, and Enforcement Advisory Assessors.

Applicants Please Note: The purpose of an inspection report is to provide the client with a better understanding of the property conditions. The Board of Technical Registration has adopted Standards of Professional Practice for Arizona Home Inspectors (available on the Board web site or upon request) to set the guidelines for reporting that will provide this understanding.

Each home inspection report is required to meet the Arizona Standards of Professional Practice. Each submitted report will be evaluated for compliance with the following criteria:

1. *Observation* and *description* of observed systems and component:

   Observe: The act of making a visual examination of a system or component and reporting on its *condition.*

   Describe: Report in writing a system or component by its *type*, or other characteristics, to distinguish it from other components used for the same purpose.
2. Explanation of *adverse conditions* and *recommendations for remedies* (such as "review by qualified professional, service by qualified professional, correction by qualified professional").

These criteria will apply to all systems and components that are applicable to the property inspected, as set forth in the Standards of Professional Practice for Arizona Home Inspectors and in the Arizona Administrative Code, Title 4, Chapter 30.

Applicants Please Note: COMPLETING AND SENDING IN THIS CHECKLIST WITH YOUR APPLICATION, AND DIRECTLY ADDRESSING ALL ITEMS IN THIS CHECKLIST UPON SUBMITTAL, CAN SIGNIFICANTLY REDUCE THE AMOUNT OF TIME REQUIRED TO PROCESS YOUR APPLICATION. (Consider placing the number listed at the left hand side of the checklist, at the corresponding location in your report. As an example: where your report describes the date of the inspection, place a circled number 2 nearby).

Supervising Certified Inspectors Please Note: As the *supervising certified inspector* conducting *parallel Inspections*, you are responsible for verifying that the applicant's report meets the states minimum standards for home inspection reports, and must provide a sworn statement that the parallel home inspections complies with the standards identified in rule R430-301.01(A). Use this checklist as a guideline for compliance.

Application Reviewers and Enforcement Advisory Assessors Please Note: Many different terms are likely to be used to describe satisfactory or unsatisfactory conditions in a home inspection report. Various terms will be acceptable, if these words reasonably convey positive or negative conditions. Any "immediate major repair" items must also include recommendations to correct, monitor or evaluate by appropriate persons.

Certified Inspectors Please Note: All Home Inspections and Inspection reports must comply with the Arizona Standards of Professional Practice. Use this checklist as a guideline to ensure your continued compliance.

DISCLAIMER

The guidelines and checklist are merely tools to assist the applicant and/or certified home inspector in preparing a home inspection report. They are not all inclusive of or a substitute for the "Standards of Professional Practice" adopted by the Arizona Chapter of the American Society of Home Inspectors, Inc. on January 1, 2002, and adopted by the Arizona Board of Technical Registration and incorporated by reference via A.A.C.R4-30-301.01 on February 19, 2002, which are the governing standards for home inspections conducted in Arizona. To the extent that there is any conflict between the guidelines or checklist and the Standards of Professional Practice, the Standards of Professional Practice governs. *An asterisk in the sections to follow means that it is acceptable to leave this component out of the report if it is Not Present or Not Applicable. NOTE: Items present, but not inspected must be clarified as to why they were not inspected (by request of seller, access restricted, access denied, etc.).

REPORT CHECKLIST SUPPLEMENT

Applicant Name: _____

Application Number: _____

Property Address: _____ Inspection Date: _____

2.0 Purpose & Scope (Note: if these are training inspections and you have not affiliated yourself with a firm yet, create a model page meeting these requirements.)

1) _____ *Inspection purpose and scope, limitations, exclusions and fee*- Include all as part of the agreement. A common way of meeting the purpose requirement is to say: The purpose of the inspection is to give the client a better understanding of the property condition on the day of the inspection. Limitations and exclusions to the inspection need to be clearly defined and may not be in conflict with the Standards of Practice. Include the inspection fee in the agreement.

2) _____ *Date*- Include the date the inspection was performed in the agreement.

3) _____ *Inspector*- The legible name (typed or printed) and application/ license number of the person performing the inspection must exist in the agreement.

4) _____ *Firm address*- A firm mailing address must be included in the agreement.

5) _____ *AZ standards of professional practice*- A notation needs to be included that describes the inspection as being conducted in accordance with the Arizona Standards of Professional Practice for Home Inspectors in the agreement.

4.0. Structural Components

Note: Although the sub-components (foundation footings, wall, ceiling, and roof framing) of the structural aspects of the home can be noted as "not visible" the condition of the overall components (foundation, floors, walls, ceiling and roof structures) must be *observed and reported*.

6) _____ *Foundation*- Observe and report on the foundation **type** (e.g., concrete slab on grade, concrete/masonry basement, concrete/masonry crawlspace) and the **condition** of the visible portions of the foundation (satisfactory where visible, poor, etc.) – it is not acceptable to describe the condition of the foundation as simply "not visible".

7) _____ *Floor Structure*- Observe and report on **type** (e.g., framed, concrete, or not determined) and **condition** to the extent it is visible at each level of the structure (satisfactory-inspection limited, poor, etc.) – it is not acceptable to describe the condition of the floors as simply "not visible". These structural notations may be located in the structure section or the interior section of the report.

8) _____ *Wall Structure*- Observe and report on **type** (e.g., framed, masonry, etc. or not determined) and **condition** to the extent it is visible of exterior wall structure (satisfactory-inspection limited, poor, etc.) – it is not acceptable to describe the condition of the wall structure as simply "not visible".

9) _____ *Columns**- Observe and report on **type** (e.g., framed, masonry, patio, porch, deck, post, etc. or not determined) and **condition** to the extent it is visible of the structure columns (satisfactory-inspection limited, poor, etc.) – it is not acceptable to describe the condition of the columns as simply "not visible".

10) _____ *Roofs/Ceilings Structure*- Observe and report on **type** (e.g., truss system, conventional framing, not determined, etc.) and **condition** to the extent it is visible of roof and ceiling structure (satisfactory where visible, poor, etc.) – it is not acceptable to describe the condition of the roof/ceiling structure as simply "not visible".

11) _____ *Under floor crawl space**- Observe and report on **condition** of the crawl space and its components (access, floor, walls, supports, etc.).

12) _____ *Observation method*- State how crawl space and attic were observed (not needed if dwelling has no crawl space or attic). Common examples: viewed from access, fully accessed, partially accessed-west side blocked by possessions, etc.

5.0 Exterior

13) _____ *Wall cladding*- Observe and report on **type** (e.g., stucco, wood siding, etc.) and **condition** (satisfactory, poor, etc.) of the exterior wall surface material.

14) _____ *Flashing and trim*- Observe and report on the **condition** of the wall flashing and trim at openings and transition areas (comments on exterior flashing may be left out if no visible flashing exists at the property).

15) _____ *Entry door*- Observe and report on **condition** (and operation) of all exterior doors.

16) _____ *Windows*- Observe and report on **condition** and operation of a representative number (may be reported in exterior or interior sections).

17) _____ *Garage door opener**- Observe and report on **condition** and operation including safety reverse.

18) _____ *Decks, balconies and steps**- Observe and report on **condition**.

19) _____ *Porch, areaway, railings**- Observe and report on **condition**.

20) _____ *Eaves, soffits and fascia**- Observe and report on **condition**.

21) _____ *Vegetation**- Observe and report on any adverse impact on the building.

22) _____ *Grading, drainage*- Observe and report on **condition** and any adverse impact on the building.

23) _____ *Patio, walks, driveway*- Observe and report on **condition** and any adverse impact on the building.

24) _____ *Retaining walls**- Observe and report on **condition** and any adverse impact on the building.

6.0 Roofing

25) _____ *Roof coverings*- Observe and describe covering **type** (e.g., shingle, tile, rolled composition, etc.) and report on **condition**.

26) _____ *Drainage systems**- Observe and report on **condition** of any gutters/downspouts, roof drains, etc.

27) _____ *Flashings/ penetrations, skylights*, chimneys**- Observe and report on **condition** (may report by making no comments in the report if no skylights or chimneys exist).

28) _____ *Evidence of leaking**- Observe and report on evidence of leakage and/or abnormal condensation (may be noted in the roof, attic or interior sections).

29) _____ *Method used to observe*- Describe method used to observe the roof. (e.g., walked, viewed from ladder, fully viewed, partially viewed, etc.).

7.0 Plumbing

30) _____ *Interior supply/ distribution piping*- Observe and report on visible **type** of materials (must describe type of piping material specifically, e.g., copper, polybutylene, galvanized, etc. – not simply plastic or metal) and **condition** to the extent the piping is visible.

31) _____ *Supports, insulation*- Observe and report on **condition** of all visible supports and insulation (e.g., displaced, damaged, missing, not required, etc.).

32) _____ *Fixtures, faucets*- Observe and report on **condition** and operation of all fixtures and faucets (may be reported in plumbing section or individual room description areas).

33) _____ *Functional flow*- Observe and report on the supply system functional flow (volume, not pressure) and describe the method used to determine or have the term functional flow in the report.

34) _____ *Water supply leaks**- Observe and report on any evidence of supply side leaks.

35) _____ *Cross connections**- Observe and report on the presence of any potential cross connections (e.g., dishwasher high-loop, missing anti-siphon protection, etc.).

36) _____ *Waste and vent piping system*- Observe and report on visible **type** of materials (must describe type of piping specifically, e.g., ABS plastic, galvanized, etc. – not simply plastic or metal) and **condition,** including drain traps, waste and vent piping, and sump pumps (waste and /or storm-water) to the extent the systems are visible.

37) _____ *Drain leaks**- Observe and report on any evidence of leakage of the waste system piping.

38) _____ *Functional drainage*- Observe and report on the waste system functional drainage and describe method used to determine or have the term functional drainage in the report.

39) _____ *Water heating equipment and operating controls* - Observe and report on its **type** (e.g., gas, electric, solar, etc.) and **condition** (operational, inoperative, etc.).

40) _____ *Automatic safety controls*- Observe and report on presence and visible **condition** (*TPR valve, thermocouple, etc.).

41) _____ *Flues and vents**- Observe and report on **condition** (required if dwelling has a gas water heater-report on flues and combustion air ventilation).

42) _____ *Fuel storage and fuel distribution system and supports**- Observe and report on **condition** of all fuel storage, fuel piping and supports where visible.

8.0 Electrical

43) _____ *Service type*- Observe and report on its **type** (e.g., overhead/underground) and **condition**.

44) _____ *Service conductor*- Observe and report on its **type** (e.g., copper or aluminum) and **condition**. You may report both type and condition as not visible if visibility is restricted.

45) _____ *Service ground*- Observe and report on the presence and the **condition** of the system visible grounding.

46) _____ *Overcurrent protection devices*- Observe and report on the **type** (breakers and/or fuses) and **condition**.

47) _____ *Main and distribution panels*- Observe and report on panel **locations** and **conditions**.

48) _____ *Service amperage/voltage*- Report on the service amperage and voltage rating.

49) _____ *Branch circuit conductors*- Observe and report on **condition**.

50) _____ *Aluminum branch circuit wiring**- Observe when present and report on **condition** and provide recommendations to correct, monitor or evaluate by appropriate persons when non stranded aluminum wire is present.

51) _____ *Compatibility*- Observe and report on **condition** (e.g., report when breakers or fuses are oversized). It is not acceptable to report the panels as simply satisfactory to address compatibility.

52) _____ *Lights, switches*- Observe and report on operation and **condition** of a representative number (may be reported in electrical section or individual room description areas).

53) _____ *Receptacles, polarity, ground*- Observe and report on operation and **condition** of a representative number, including adverse conditions such as reverse-polarity, open neutrals, or improper grounding (may be reported in electrical section or individual room description areas).

54) _____ *Ground fault circuit interrupters*- Observe and report on operation and **condition** of all existing GFCI devices, including polarity and grounding, in all applicable wet areas (at the exterior, garages, carports, bathrooms, kitchens, etc.)

9.0 Heating

55) _____ *Heating equipment*- Observe and report on **type** (e.g., heat pump, forced air gas, etc.) and **condition**.

56) _____ *Energy source*- Observe and report on **type** (e.g., gas or electric).

57) _____ *Operating controls (thermostat)* - Observe and report on operation and **condition**.

58) _____ *Automatic safety controls*- Observe and report on presence and visible **condition** (e.g., limit switches, thermocouple, etc. on gas units and over current protection on electric units).

59) _____ *Chimneys, flues and vents**- Observe and report on **condition** (required if dwelling has a gas heater - report on flues and vents as well as combustion air ventilation).

60) _____ *Solid fuel heating devices**- Observe and report on **type** (e.g., fireplace, wood stove, pellet stove) and **condition**. (If solid fuel heating device is present, it is a heating system, and the type must be reported).

61) _____ *Distribution system*- Observe and report on **type** and **condition**. (radiator, ducts, etc.) - not required to describe materials).

62) _____ *Air filters*- Observe and report on **condition**. It is not acceptable to describe the filter condition as simply "present" or "in place".

63) _____ *Heat source*- Observe and report on **heat source presence in each room** (report must contain a reference to heating source presence in each room) - may be reported in individual room description areas.

10.0 Cooling

Note: If the heating and cooling systems have shared components (e.g., thermostat, distribution system, filters, registers, etc.) these components may be reported in either the heating or cooling sections.

64) _____ *Cooling equipment*- Observe and report on **type** (e.g., heat pump, air conditioner, evaporative cooler) and **condition**.

65) _____ *Energy source*- Observe and report on **type** (e.g., gas or electric).

66) _____ *Operating controls (thermostat)* - Observe and report on **condition.**

67) _____ *Distribution system*- Observe and report on **type** (ducts, etc.) and **condition** - not required to describe materials.

68) _____ *Air filters*- Observe and report on **condition**. It is not acceptable to describe the filter condition as simply "present" or "in place".

69) _____ *Cooling source*- Observe and report on **cooling source presence in each room** (report must contain a reference to cooling source presence in each room) - may be reported in individual room description areas.

11.0 Interiors

70) _____ *Walls, ceilings, floors*- Observe and report on **condition** at visible areas.

71) _____ *Steps, stairways**- Observe and report on **condition**.

72) _____ *Balconies, railings**- Observe and report on **condition**.

73) _____ *Counters, cabinetry*- Observe and report on **condition**.

74) _____ *Doors*- Observe and report on operation and **condition** of a representative number of interior doors (may be reported in interior section or individual room description areas).

75) _____ *Windows*- Observe and report on operation and **condition** of a representative number of primary windows (may be reported in interior section or individual room description areas).

76) ___ *Fire separation walls and ceilings*- Observe walls and ceilings between dwelling unit and an attached garage or another dwelling unit and report on **condition**.

77) _____ *Fire separation doors*- Observe and report on **condition** at attached garages.

12.0 Insulation, Ventilation

78) ____ *Insulation*- Observe and report **type** of visible insulation (e.g., fiberglass, cellulose, etc.) and **condition** (e.g., depth/thickness, displaced, damaged, missing).

79) ____ *Vapor retarder*- Observe and report **type** of vapor retarder (e.g., building paper, plastic, etc.) and **condition** (e.g., displaced, damaged, missing, not required, etc.). Minor displacement of insulation is permissible if necessary to access vapor retarder.

80) ____ *Attic ventilation*- Observe and report on presence and **condition.**

81) ____ *Under floor crawl space ventilation**- Observe and report on presence and **condition**.

82) ____ *Kitchen ventilation**- Observe and report on the stove vent **condition**.

83) ____ *Bathroom ventilation*- Observe fan or window and report on operation and **condition**.

84) ____ *Laundry ventilation*- Observe and report on presence and **condition** (dryer venting) to the extent it is visible. Dryer venting evaluation shall include visible sections from the clothes dryer to the exterior of the building. Observe and report on condition of room ventilation if present.

FOR INTERNAL USE ONLY:

Applicant Name: _____
Application # _____
Inspection Address: _____
_____
Date of Inspection: _____

_____ _____
Reviewer **Date**

- ❑ **One report was reviewed and meets the AZ standards.**
- ❑ **One report was reviewed and meets the AZ standards subject to minor comments listed below or in the reviewed report.**
- ❑ **Not recommended (see comments).**

Comments:

_____

_____

_____

_____

_____

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Home Inspector Training

Following is a list of training facilities physically located in Arizona that the Board has been made aware of, and that meet the established criteria to provide home inspection training. Provision of this information is not to be construed as an endorsement of, or advertising for, any facility, nor is this list intended to be a complete listing of acceptable training facilities.

Applicants seeking training should review rule R4-30-247(A)(5) and check with any training facility considered to see if the facility qualifies under that rule. Many facilities located outside Arizona and/or offering long distance education may also meet the criteria specified in R4-30-247(A)(5).

It is the applicant's responsibility to determine whether a facility they select is accredited by one of the accrediting bodies identified in Rule R4-30-247(A)(5).

HOME INSPECTOR EXAM INFORMATION

For more information about Home Inspector Examinations go to www.homeinspectionexam.org or call 847-298-7750

American Home Inspectors Training Institute
21001 N. Tatum Blvd, Suite 1630-218
Phoenix, AZ 85050
(800) 441-9411
www.ahit.com

Inspection Training of Arizona
16815 S Desert Foothills Pkwy, Suite 115
Phoenix, AZ 85048
(480) 245-6462
www.inspectiontrainingaz.com

AZ School of Real Estate and Business
7142 East First Street
Scottsdale, AZ 85251
(480) 946-5388
Toll Free: (800) 659-8088
www.asreb.com

ATI Home Inspector Training
15650 N. Black Canyon Hw Ste 235
(855)735-2021
www.ati-training.com