



South Carolina Department of Labor, Licensing and Regulation
South Carolina Residential Builders Commission
110 Centerview Dr. • Columbia • SC • 29210
Mailing: PO Box 11329 • Columbia • 29211
P.O. Box 11329 • Columbia • SC 29211-1329
Phone: 803-896-4696 • Contact.RBC@llr.sc.gov • Fax: 803-704-6771
llr.sc.gov/res

HOME INSPECTOR LICENSE APPLICATION REQUIREMENTS AND INSTRUCTIONS

This application is for initial licensure applicants and applicants who have been in inactive or lapsed status for more than three years. If you would like to apply for reinstatement of a license that has been lapsed or inactive for less than three years, please complete the [Home Inspector Reinstatement Application](#).

Experience/Education requirements must be verified and approved prior to applicants being made eligible for the appropriate examination. Once your application is approved by the Commission, staff will email/mail you the Examination Eligibility Letter.

METHODS OF LICENSURE

LICENSURE BY SOUTH CAROLINA TECHNICAL EXAMINATION

A Home Inspector license may be obtained by technical examination, if the applicant has taken and passed both the Business Management and Law and the SC Home Inspector portions of the examination.

Experience/Education Requirements:

Applicants are required to meet **one** of the below experience/education requirements before they can be made eligible for the examination.

- A minimum of one year of experience as a home inspector under the direction and direct supervision of a licensed home inspector, residential builder, general contractor, engineer, or architect.

Copies of W2s and/or 1099s from employers should be provided with the application. The [Home Inspector Experience Affidavit form](#) must be completed by each supervisor/employer listed under the experience/education section of this application. If the information on the application does not match the Home Inspector Experience Affidavit(s), your application will be returned for corrections.

OR

- Successful completion of a formal course of training or study in home inspection approved by the Commission. Course completion certificates are valid for three (3) years and must match the applicant's legal name. The Commission has approved courses with a minimum of 120 hours (not multiple courses that add up to 120 hours). Approved course providers can be found [here](#). These providers may offer multiple courses related to performing home inspections, but the Commission only accepts the courses that are a minimum of 120 hours.

LICENSURE BY NATIONAL HOME INSPECTOR (NHIE) EXAMINATION

A Home Inspector license may be obtained without the technical portion of the examination, if the applicant has taken and passed the NHIE examination within the last three (3) years. Applicants must still take and pass the Business Management and Law portion of the examination.

Experience/Education Requirements:

Applicants are required to meet **one** of the below experience/education requirements before they can be made eligible for the Business Management and Law portion of the examination.

- A minimum of one year of experience as a home inspector under the direction and direct supervision of a licensed home inspector, residential builder, general contractor, engineer, or architect.

Copies of W2s and/or 1099s from employers should be provided with the application. The [Home Inspector Experience Affidavit form](#) must be completed by each supervisor/employer listed under the experience/education section of this application. If the information on the application does not match the Home Inspector Experience Affidavit(s), your application will be returned for corrections.

OR

- Successful completion of a formal course of training or study in home inspection approved by the Commission. Course completion certificates are valid for three (3) years and must match the applicant's legal name. The Commission has approved courses with a minimum of 120 hours (not multiple courses that add up to 120 hours). Approved course providers can be found [here](#). These providers may offer multiple courses related to performing home inspections, but the Commission only accepts the courses that are a minimum of 120 hours.

LICENSURE BY ENDORSEMENT- WITHOUT TECHNICAL EXAMINATION

A Home Inspector license may be obtained without technical portion of the examination, if the applicant has a current license in another state that was obtained by examination. Grandfather licenses do not qualify for licensure by endorsement/without technical examination. The Commission does not accept home inspection course examinations or state home inspector registrations. Applicants must still meet one of the experience requirements listed below, and applicants must still take and pass the Business Management and Law portion of the examination.

Experience Requirements:

Applicants are required to meet **one** of the below experience requirements before they can be made eligible for the Business Management and Law portion of the examination.

- A minimum of one year of experience as a home inspector under the direction and direct supervision of a licensed home inspector, residential builder, general contractor, engineer, or architect.

Copies of W2s and/or 1099s from employers should be provided with the application. The [Home Inspector Experience Affidavit form](#) must be completed by each supervisor/employer listed under the experience/education section of this application. If the information on the application does not match the Home Inspector Experience Affidavit(s), your application will be returned for corrections.

OR

- Has performed a minimum of fifty (50) residential inspections, as evidenced by the name, address, telephone number, and summary page of each inspection being submitted for review.

ADDITIONAL REQUIREMENTS AND INSTRUCTIONS

COMPANY INFORMATION

Company information is only required if you intend to operate under the company name. If the company was incorporated in South Carolina, attach a copy of the Certificate of Existence (or Good Standing) from the SC Secretary of State. If the company was incorporated in another state, then attach a copy of the Certificate of Authority from the SC Secretary of State. Regardless of where the company was incorporated or organized, attach copies of the Articles of Incorporation or Organization and documentation establishing percentage of ownership in the company.

The names and information of all affiliated companies you will work under should be provided. You must own 51% of the company in order to list it on your license.

If you do not own at least 51% of the company, the company will need to apply for a Certificate of Authorization.

OUT-OF-STATE LICENSE INFORMATION

Provide information on all other jurisdictions where you have been or are currently licensed as a home inspector. You will need to contact the issuing agency for each state of licensure and have a verification of licensure sent directly to the Commission via email to Contact.RBC@lir.sc.gov or by mail.

EXAMINATION INFORMATION

Home Inspector Exam: PSI Examination Services (PSI) administers the Commission's required examinations. Please visit their website for additional information about exam preparation, exam references and exam locations: <https://test-takers.psiexams.com/scrb/>. Exam fees are paid directly to PSI.

If you are applying for Licensure by South Carolina Technical Examination, you must pass both the Business Management and Law and the SC Home Inspector portions of the exam.

If you are applying for Licensure by NHIE Examination or Endorsement, you must pass the Business Management and Law portion of the exam.

Once approved to sit for the examination, your examination eligibility is valid for one year, and you are allowed only three (3) attempts to pass the exam within a twelve (12) month period. If you do not pass the exam within the twelve (12) month period, you will be required to reapply. If you fail the exam three (3) times, you will be required to wait twelve (12) months from the last date you failed the exam before you will be authorized to take the exam again. Additional information about examination eligibility and completing the post-exam application process will be sent to all approved applicants.

Note: Your application is good for one (1) year from the date of receipt. If all required information is not received within this one (1) year period, you must begin the application process from the beginning. This includes, but is not limited to, the application fee, transcripts, license verifications, etc.



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HOME INSPECTOR LICENSE APPLICATION

Include with your application:

- Check or money order for the \$80 application processing fee made payable to SCRBC. Application fee is non-refundable. A returned check fee of up to \$30, or an amount specified by law, **may** be assessed on all returned funds.
- Copy of your valid Driver's License, State Issued ID, Passport or Military ID
- Copy of your Social Security card
- Notarized Verification of Lawful Presence Form
- Experience/Education Documentation (please submit the applicable documentation according to how you intend to qualify for licensure):
 - [Home Inspector Experience Affidavit](#) and copies of W2's and/or 1099's from each employer/supervisor who will be filling out an Affidavit for you.
 - 120 Hour Course Completion Certificate
- or
- Fifty (50) summary pages of residential inspections you have performed
- Legal name change documents, if applicable
- [Explanatory Statement of "Yes" Answer Form](#) and documentation for "Yes" Answers, if applicable
- Certificate of Existence/Authority, Articles of Incorporation or Organization, and Proof of Ownership Documentation, if applicable

Have submitted directly to the Board from the issuing agency or organization to the above address:

- Verification of licensure from the state(s) you currently hold a home inspector license, if applicable.

APPLICANT INFORMATION

Last Name: _____ First: _____ Middle: _____ Suffix: _____

Have you ever had a legal name change? ☐ Yes ☐ No Prior/Maiden Name: _____

If yes, please submit legal documentation supporting the change. (Marriage certificate, divorce decree, etc.)

Home Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

(If different than above)

Phone: _____ Email Address: _____

Date of Birth: _____ Social Security No.: _____

COMPANY INFORMATION

Company information is only required if you intend to operate under the company name. If the company was incorporated in South Carolina, attach a copy of the Certificate of Existence (or Good Standing) from the SC Secretary of State. If the company was incorporated in another state, then attach a copy of the Certificate of Authority from the SC Secretary of State. Regardless of where the company was

incorporated or organized, attach copies of the Articles of Incorporation or Organization and documentation establishing percentage of ownership in the company. Attach an additional sheet if needed.

If you do not own at least 51% of the company, the company will need to apply for a Certificate of Authorization.

Company Legal Name and DBA: _____

Business Type: ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ LLC

☐ Other (Specify): _____

List names of principal owners/executive officers, title, ownership percentage.

Self: _____ Title: _____ % Ownership: _____

Name: _____ Title: _____ % Ownership: _____

Name: _____ Title: _____ % Ownership: _____

METHOD OF LICENSURE

Please indicate the method by which you are seeking licensure (please see the Home Inspector License Application Requirements and Instructions for more information):

- ☐ **Method 1:** Licensure by South Carolina technical examination
- ☐ **Method 2:** Licensure by National Home Inspector Examination (NHIE). I have taken and passed the National Home Inspectors Examination (NHIE) within the last three years. (You must submit your examination transcript with your application)
- ☐ **Method 3:** Licensure by Endorsement – Without Technical Examination. I have a current home inspector license in another state that was obtained by technical examination.

OUT-OF-STATE LICENSES

Provide information on all other jurisdictions where you are currently licensed as a home inspector. Do not list state home inspector registrations. Verification of Licensure forms must be forwarded directly to the Commission's office from all states boards where you are currently licensed.

State: _____ Type of license: _____ License Number: _____

State: _____ Type of license: _____ License Number: _____

State: _____ Type of license: _____ License Number: _____

EXPERIENCE/EDUCATION INFORMATION

Experience/Education requirements must be verified and approved prior to applicants being made eligible for the appropriate examination. Once your application is approved by the Commission, staff will email/mail you the Examination Eligibility Letter.

1. Are you applying for licensure by successfully completing a formal 120-hour course of training or study in home inspection by an organization approved by the SC Residential Builders Commission? (*This option is only available for applicants that have checked Method 1 or Method 2 above. This option is not available for Method 3.*)

☐ Yes ☐ No

If yes, list the name of the organization and attach proof of completion/certification:

Name of Organization: _____

Date of completion: _____

2. Are you applying for licensure by performing a minimum of fifty (50) residential inspections, as evidenced by the name, address, telephone number, and summary page of each inspection being submitted for review?

*(This option is only available for applicants that have checked **Method 3** above. This option is not available for **Method 1** or **Method 2**.)*

☐ Yes ☐ No

If yes, please include the summary pages with your application.

3. Are you applying for licensure by demonstrating a minimum of one year of experience as a home inspector under the direction and direct supervision of a licensed home inspector, residential builder, general contractor, engineer, or architect? *(This option is available for all applicants.)*

☐ Yes ☐ No

- a. If yes, please complete the work experience information below. You must show a minimum of one-year experience within the past five (5) years. If the information on the application does not match the Home Inspector Experience Affidavit(s), your application will be returned for corrections.**

Employer/Supervisor Name	License # of Employer/Supervisor	Employer/Supervisor Position Title	Dates of Employment MM/YYYY – MM/YYYY	Type of Work Performed

- b. For each employer/supervisor listed above, please provide the below documents with your application:**

- Completed Home Inspector Experience Affidavit Form(s); and
- (2) W2's and/or 1099's.

If you are unable to provide W2 or 1099 information and/or a Home Inspector Affidavit for any employer/supervisor listed above, please explain: (attach additional page if necessary)

PERSONAL HISTORY QUESTIONS

A written explanation of any “yes” answers must be provided on the [Explanatory Statement of "Yes" Answer Form](#), including any supporting documentation.

1. Have you ever been denied a license to practice home inspecting or any similar occupational or professional license? ☐ Yes ☐ No
2. Have you ever had a license, certification or registration cancelled, surrendered, revoked, suspended, restricted, or disciplined by any federal, state or local authority or contracted without a proper license? ☐ Yes ☐ No
3. Is any investigation or disciplinary action currently pending against you or an organization of which you are or were an executive officer, principal, qualifying party or major shareholder? ☐ Yes ☐ No
4. Have you or an organization of which you are or were an officer, principal, qualifying party or major shareholder ever been issued a Cease and Desist Order for unauthorized practice during the time you were associated with the organization? ☐ Yes ☐ No
5. Have you ever been convicted of, or pled guilty or nolo contendere to a criminal offense (other than minor traffic violations)? ☐ Yes ☐ No

If yes, in addition to [Explanatory Statement of Yes Answer form](#), a criminal background check must be provided from the state in which the conviction occurred, along with the court disposition and any other pertinent documentation. For South Carolina criminal background reports contact SLED at www.sled.sc.gov. Criminal background reports must be dated within thirty (30) days from the date of application.

ATTESTATION

I certify that all statements contained herein are true and correct to the best of my knowledge. I further understand that false or incorrect information provided by me may result in the cancellation of any license issued pursuant to this application as well as the filing of appropriate civil and criminal proceedings.

Signature of Applicant

Title

Date

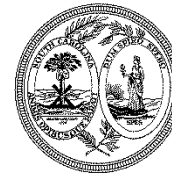
PRIVACY DISCLOSURE

South Carolina Law requires that every individual who applies for an occupational or professional license provide a social security number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.

Other personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on the application may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services.



STATE OF SOUTH CAROLINA
DEPARTMENT OF LABOR, LICENSING AND REGULATION
VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES
AFFIDAVIT OF ELIGIBILITY



Pursuant to Section 8-29-10, *et seq.* of the South Carolina Code of Laws (1976, as amended), the Department of Labor, Licensing and Regulation must verify that any person who applies for a South Carolina license is lawfully present in the United States. Complete and sign this affidavit of eligibility. The information provided is subject to verification.

Section A: LAWFUL PRESENCE in the United States.

The undersigned _____, of _____
(Print clearly First, Middle, and Last name) (Home Address, City, State, and Zip Code)
being first duly sworn deposes and states as follows:

Check only one box:

1. I am a United States citizen; or
2. I am a Legal Permanent Resident of the United States eighteen years of age or older; or
3. I am a Qualified Alien or non-immigrant under the Federal Immigration and Nationality Act, Public Law 82-414, eighteen years of age or older, and lawfully present in the United States.
4. Other: _____ Please submit any documentation that supports this status.

Date of Birth: _____

Alien Number: _____ I-94 Number: _____

(If you checked number 2, 3, or 4 you must attach a copy of your immigration documents. See instruction sheet for a list of accepted immigration documents.)

Section B: ATTESTATION.

I understand that in accordance with section 8-29-10 of the South Carolina Code of Laws, a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall, in addition to other sanctions imposed by this State or the United States, be guilty of a felony, and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

I understand that the representations made in this Affidavit shall apply through any license(s) or renewals issued, and that I shall have an affirmative duty to immediately advise the Department of Labor, Licensing and Regulation of any change of my immigration or citizenship status.

I swear and attest the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension, or revocation of a license, certificate, registration or permit.

Signature of Affiant

SWORN to before me this _____ day of _____, 20____

Notary Signature

Print Name

Notary Public for _____

My Commission Expires: _____

INSTRUCTION SHEET FOR COMPLETING AFFIDAVIT OF ELIGIBILITY

CHECK box 1:

If you are a United States Citizen by birth or naturalization

CHECK box 2:

If you are a Legal Permanent Resident and you are not a U.S. Citizen, but are residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

CHECK box 3:

If you are a Qualified Alien. You are a Qualified Alien if you are:

An alien who is lawfully admitted for residence under the INA.

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

A refugee who is admitted to the United States under Section 207 of the INA.

An alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year.

An alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3).

An alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

An alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980.

An alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

ACCEPTED IMMIGRATION DOCUMENTS:

Unexpired Reentry Permit (I-327)

Permanent Resident Card or Alien Registration Receipt Card With Photograph (I-551)

Unexpired Refugee Travel Document (I-571)

Unexpired Employment Authorization Card Which Contains a Photograph (I-766)

Machine Readable Immigrant Visa (with Temporary I-551 Language)

Temporary I-551 Stamp (on passport or I-94)

I-94 (Arrival/Departure Record) in Unexpired Foreign Passport

I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)

DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)



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HOME INSPECTOR EXPERIENCE AFFIDAVIT INSTRUCTIONS

Home Inspector applicants may qualify for licensure by demonstrating a minimum of one year of experience as a home inspector under the direction and direct supervision of a licensed home inspector, residential builder, general contractor, engineer, or architect (Regulation 106-4).

The Commission verifies experience by requiring applicants to submit documentation from previous or current supervisors or employers.

Employer/Supervisor: Please fill out the attached Home Inspector Experience Affidavit, attesting to the applicant's experience.

All completed Experience Affidavits should be included with the initial application package.

Information and Instructions:

- If the applicant is seeking to qualify for licensure by demonstrating a minimum of one year of experience as a home inspector under the direction and supervision of a licensed home inspector, residential builder, general contractor, engineer, or architect, providing proof of required experience ensures a timely review of the application. Failure to provide adequate experience verification may result in a delay in a determination regarding the applicant's licensure application. It is imperative for the applicant and supervisor (experience verifier) to ensure all forms are accurate and complete.
- The Commission may contact individuals to verify the listed experience. All contact information listed on the form should be up to date, and the individual completing the form must have been appropriately licensed during the period of supervision.
- A separate form should be submitted for each employer/ supervisor.
- If seeking to qualify for licensure by demonstrating a minimum of one year of qualifying experience, in addition to the attached form, the applicant must provide proof of employment history (i.e., copies of W2's and/or 1099s) with their application packet.
- The Experience Affidavit is a fillable document. It should be downloaded and saved to a computer before completing. Completed affidavits must be legible to be considered.



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HOME INSPECTOR EXPERIENCE AFFIDAVIT

This form is a fillable document. You should download and save to your computer before completing.

All Experience Affidavits should be submitted with the initial application for licensure.

Applicant's Name ("Applicant"): _____

Regulation 106-4 provides, in part, that an applicant may satisfy the education/experience requirements for licensure by demonstrating that the applicant has "a minimum of one year of experience as a home inspector under the direction and direct supervision of a licensed home inspector, residential builder, general contractor, engineer, or architect."

IMPORTANT: This form must be completed by the employer/supervisor. Falsification of information may be grounds for disciplinary action against a licensee. The individual completing the form must have been licensed as a home inspector, residential builder, general contractor, engineer, or architect during the dates of supervision being attested to.

EMPLOYER/SUPERVISOR INFORMATION

Supervisor Name: _____ Company Name: _____
(if applicable)

Job Title: _____ Address: _____

Phone: _____ Email: _____

State of Licensure: _____ License Type: _____ License Number: _____

Date of initial license: _____ Exp. Date: _____ Status of License: _____

Dates of Home Inspecting Supervision: _____
MM/YY-MM/YY

EMPLOYER/SUPERVISOR ATTESTATION

I, _____, do solemnly swear or affirm under penalty of perjury that _____ worked under my supervision in the field of home inspecting during the period listed above and that I was duly licensed during that period.

Supervisor's Signature: _____ Date: _____

Sworn to and subscribed before me this _____ day of _____, 20 ____.

Notary Signature: _____

Print Notary Name: _____

{Seal}

Notary Public for the State of: _____

Commission Expiration Date: _____