

# OREGON



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## Home Inspector Certification Packet

This packet contains all the information needed to apply to become a certified home inspector in the State of Oregon.

Please read and follow the directions carefully.

### Contents

Home inspector checklist  
General information  
Information about eligibility requirements  
Application form to take test  
Testing sites  
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Statutes and rules

# OREGON HOME INSPECTOR CHECKLIST:

## **STEP 1:**

- Apply to qualify for and take the certification test.
  - ✓ Complete the Home Inspector Test Application.
  - ✓ Fill out the Eligibility Verification Form and attach proof of 20 eligibility points.
  - ✓ Send \$100 application and test fee. (You will receive a confirmation letter prior to the test.)

## **STEP 2:**

- Take the test and pass all five sections (75% passing score in each section).

## **STEP 3:**

- Apply for your certified home inspector certificate.
  - ✓ An application to become certified will be mailed to you when you have passed all five sections of the test with a 75% or higher score on each section. Complete this application for certification.
  - ✓ Send completed application and two-year certification fee (\$150) to the CCB.

## **STEP 4:**

**Once you are certified, you must also either be the owner or an employee of a CCB-licensed business to practice home inspections in Oregon [OAR 812-008-0030 (1)].** To request a CCB licensing packet, call 503-378-4621 ext. 4974 to reach the prerecorded publications hotline, or talk with CCB staff at ext. 4900.

- CCB licensing includes:

- ✓ 16-hour education course on Oregon laws and business practices (see CCB application for more information)
- ✓ State test on 16-hour course
- ✓ Surety bond
- ✓ Liability insurance
- ✓ Application (you must become licensed in one of the General, Specialty or Consultant categories; any category except Limited).
- ✓ Fee
- ✓ Corporation, LLC or DBA filed

## **Other important information:**

*Renewal:* Your certification will expire two years from the date on which it was first issued. The cost to renew your certification is \$150 (\$75 per year). This does not renew your CCB license. It only renews your home inspector certification.

*Continuing education:* All certified home inspectors must complete 30 hours of continuing education every two years in order to renew their certification. You will be sent detailed information about continuing education when you become certified.

# GENERAL INFORMATION

**What is a home inspector?** *A home inspector is a person who inspects more than one inspection category (structural components, exterior, roofing, plumbing, electrical, heating, central air conditioning, interiors, insulation and ventilation, built-in kitchen appliances, site) for a fee and provides a written report of findings (see OAR 812, Division 8).*

**Who needs to be certified?** *Any person who advertises, bids, or performs home inspections of more than one component needs to be certified. For example, a roof, heating system, foundation, and plumbing are four components of a home inspection.*

**Who does not need to be certified?** *Anyone licensed with the CCB as a GENERAL contractor from 1991 to 1997 (must be active in each of those seven years), those who do only pest and dry rot inspections, people who do just one component of a home inspection (for example, a roof inspection), those who inspect for code compliance for government jurisdictions, lead-paint inspectors and cross connection inspectors.*

**What are the qualifications to take the test?** *You must be at least 18 years old and must qualify to take one or more tests by documenting at least 20 eligibility points. Points are earned by previous training, education or experience in home inspections and other related fields.*

**How can I find which certified home inspectors will do ride-alongs or give recommendations for me to earn eligibility points?** *It is your responsibility to find these. The CCB does not keep a list or provide this information. You might check with your local home inspector association (next page).*

**How long before I know if I'm eligible to sit for a test?** *After your application is received in our office, you will receive a letter within two weeks that either (1) confirms your testing date and time or (2) requests more documentation of eligibility.*

**What are the qualifications to become certified?** *In order to become certified, you must pass a test containing 200 questions divided into five sections. The passing score is 75% on each section.*

**What if I hold a license or certification in another state?** *Oregon does not have reciprocity agreements with other states.*

**Is there a charge for the test?** *Yes. The application and test fee is \$100.*

**How often and where is the test given?** *Please see the attached test site schedule sheet.*

**How many tests are there? How hard is it? How long does it take?** *There is one test with five sections and each section has 40 questions. It is a fairly difficult test. There are different versions of the tests for those retaking a test section. You are allowed a maximum of four hours to complete the test.*

**What should I study for the test?** *See the study guide and suggested reading reference list. These items summarize the subjects covered on the test. The questions on the Agreements test come from the 1999 Oregon Revised Statutes and the Division 8 and Division 5 OAR's enclosed in this packet.*

**What are some schools where I can take training courses? Can professional associations help?** *The CCB does not track or recommend home inspection schools or courses that help people*

pass the test or get into the profession. Ask other home inspectors for recommendations. Some professional associations offer training materials, courses, etc. The three national associations (All, ASHI and NAHI) and the four Oregon associations (COAREI, OAH-ASHI, OREIA and SOCHI) with contact information are listed under #9 in the eligibility points section. All other CCB-approved schools are also listed there.

**Can I get a sample test or previous tests to study?** No, but sample questions are in this packet.

**How will I find out the results?** You will be notified of your score(s) by mail within approximately 10 business days after the test was taken (this varies, depending on when the CCB gets tests returned from test sites throughout the state). Test results cannot be faxed or given over the phone.

**After I pass the test, what are my fees?** There is a \$75 annual certification fee. Applicants will be certified for two-year periods (\$150).

**Once I pass all five sections of the test, can I start working?** No. Passing the test is the first step. You must become certified before you perform home inspections and also be either the owner or employee of a business licensed with the CCB as a General or Specialty Contractor or as a Consultant.

**Once I have passed all five sections of the test, how long do I have to send in my certification fee of \$150?** You must send in your certification fee within one year of the date all five tests were passed. If the CCB does not hear from you within 12 months, your certification file will be closed and you will be required to submit a new application form, the \$100 application and test fee, meet the eligibility requirements and retake and pass all five test sections again.

**What if I change my mind and decide not to take the test or what if I do not pass the test—are the fees refunded?** No. CCB staff has spent time processing the application and tests, therefore fees cannot be returned.

**If I fail, can I take the test again?** Your second test (first retake) may be taken 30 days or more after your first testing date. Your third, fourth and all subsequent retakes may be taken no sooner than 90 days after the previous test. If you have not passed all five sections within a year, you must re-apply and take and pass all five sections of the test.

**What if I pass some of the test sections, but not all of them?** You may retake any sections of the test you did not pass, following the above deadlines.

**Is there a fee to retake the tests?** There is a \$25 retake fee (each sitting) no matter how many sections of the test you need to retake.

**Can I review the results or see the test I failed?** No.

**What's the penalty for working while not certified and licensed?** Businesses performing home inspections without proper CCB certification and license may be subject to civil penalties of up to \$5,000 per offense.

**Who developed the rules and requirements for home inspectors?** The Home Inspector Advisory Committee (HIAC), made up of mostly Oregon home inspectors, made recommendations to the CCB's policy Board which adopted the final requirements.

# Eligibility Verification Form

Name of test applicant: \_\_\_\_\_

Today's date: \_\_\_\_\_

## Instructions:

- Read through the Eligibility Requirements – Points and Documentation sheet and this form before listing your points.
- In the boxes on the next pages, list all the attached documents you are sending to qualify to sit for the test.
- You must earn 20 points. You may, if you wish, document extra points in case you are not sure whether the CCB will accept everything you send.
- Check the Eligibility Requirements – Points and Documentation that explains each option. *(Please do **not** call the CCB to ask if “\_\_\_\_\_ and \_\_\_\_\_” is acceptable as proof. Because of staffing limitations and because we need to see your documentation before we can give you a definitive answer, CCB staff cannot tell you whether items you send will be accepted. There is only one part-time position at the CCB assigned to the entire home inspection certification program.)*
- Send photocopies only. Because of staffing limitations, none of your documents can be returned to you.
- Avoid faxing transcripts and certificates as they are usually unreadable.
- All documents should be in English.
- All letters from other individuals, schools or businesses verifying experience, completed courses, etc. should be on letterhead stationery.
- Attach extra paper if you need more space to list experience, colleges, etc.
- It is your responsibility to send all needed documents. The CCB will not call schools or other states to verify points.
- ORS 701.135(f) allows the CCB to revoke, suspend or refuse to issue or reissue a license or certification if the applicant has knowingly provided false information to the CCB.
- When you are ready to apply for the test, send the following to the CCB:
  1. A completed Home Inspector Test Application.
  2. A completed Eligibility Verification Form.
  3. All needed documents attached in the order you have listed them.
  4. \$100 fee payment (application and initial test).
- **Please allow at least two weeks for your test application to be processed.** You will be notified by letter either when and where to take the test, or asking for more documentation to qualify for the test.
- Please do not call the CCB asking whether or not you have proven your eligibility unless you have not gotten a written response from the CCB and it has been at least two weeks since we received your application and documents.

## Eligibility Requirements – Points and Documentation

*In order to qualify to take the Oregon Certified Home Inspector test the first time, all applicants must earn at least 20 eligibility points. Once you document the 20 points and become eligible to take the test, you do not need to prove eligibility points again.*

EDUCATION/TRAINING/EXPERIENCE ELIGIBILITY OPTIONS	POINTS POSSIBLE/ MAXIMUM POINTS	DOCUMENTATION NEEDED
1. Each minimum <b>3-credit college class or each 3-CEU credit class completed in construction trades, remodeling, engineering, architecture, building design, building technology, and real estate.</b> Instructor-led courses only.	1 point each class  10 maximum	<ul style="list-style-type: none"> <li>▪ <i>An unofficial or official college transcript(s) or a completion certificate.</i></li> <li>▪ <i>No requirement on when courses must be taken.</i></li> <li>▪ <i>Each college credit class must be at least 3 credit hours (quarters or semesters).</i></li> <li>▪ <i>College courses only (see #8 for private vocational schools) from accredited colleges in Oregon and other states.</i></li> <li>▪ <i>Applicable courses should be highlighted, starred, etc. for CCB to easily identify.</i></li> </ul>
2. Each minimum <b>3-credit college class or each 3-CEU credit class completed in home inspections.</b> Instructor-led courses only	10 points each class  10 maximum	<ul style="list-style-type: none"> <li>▪ <i>Same documentation as above.</i></li> <li>▪ <i>The CCB is only aware of home inspector courses at Portland CC and Clackamas CC at this time.</i></li> </ul>
3. Each completed <b>3-hour minimum ASHI conference learning course or 3-hour seminar at NAHI education conference.</b>	1 point each class  10 maximum	<ul style="list-style-type: none"> <li>▪ <i>Photocopy of NAHI (National Association of Home Inspectors) or ASHI (American Society of Home Inspectors) proof of completion or attendance verification (including name, and title and length of course(s) that applicant passed).</i></li> <li>▪ <i>Three separate one-hour seminars would equal 1 point.</i></li> </ul>
4. Each completed <b>“ride-along”</b> inspection performed under the direct supervision of an Oregon Certified Home Inspector.	1 point each ride-along  10 maximum	<ul style="list-style-type: none"> <li>▪ <i>Each ride-along listed on Eligibility Verification Form with signature and OCHI number of accompanying inspector.</i></li> <li>▪ <i>Inspection must be a full inspection (not just a roof inspection or an electrical inspection).</i></li> </ul>
5. Each completed 12 months <b>legally working fulltime for monetary compensation in these fields:</b> construction, remodeling, engineering, architecture, building design, building technology, building inspections and/or real estate.	2 points each 12 months  16 maximum	<ul style="list-style-type: none"> <li>▪ <u>Acceptable proof for owners of the business:</u> CCB number; company tax records (first page only); or a letter from another owner of the business (not yourself), or a letter from a lawyer, or a letter from an accountant, or a letter or form from a local/state/federal agency verifying business was licensed, registered or otherwise obeying the law. Verification from another state needs to show <u>all</u> years of licensing.</li> <li>▪ <u>Acceptable proof for employees:</u> A letter from a supervisor.</li> <li>▪ <u>Unacceptable proof:</u> resumes, application forms, letters from union, bills, receipts, canceled or blank checks, insurance and bond documents or letters, business cards, advertising, bank statements, blank letterhead stationery, union membership verification, test passage verification, and personal documents (drivers license, social security card, etc.).</li> <li>▪ <i>Building your own home, doing remodeling for a friend, etc. do not qualify. You must have been an owner or employee of a legally operating business.</i></li> <li>▪ <i>“Fulltime” means 40 hours a week or more.</i></li> <li>▪ <i>No other related fields earn eligibility points.</i></li> </ul>
6. Each completed 12 months <b>legally working as a home inspector</b> in Oregon or in another state or country.	4 points each 12 months  16 maximum	<ul style="list-style-type: none"> <li>▪ <i>Same as #5 above.</i></li> </ul>

<p>7. <b>Certified ASHI member or Certified NAHI CRI member.</b> (In OAR 812-008-0040(3)(c), "Certified member of a professional home inspector association" refers to these two certifications only.)</p>	<p>4 points each certification 8 maximum</p>	<ul style="list-style-type: none"> <li>▪ Photocopy of certificate(s) or</li> <li>▪ Photocopy of letter from ASHI or NAHI verifying applicant's certified membership.</li> <li>▪ Only applicants licensed in another state are eligible for these points as these certifications require an individual to have done many paid inspections.</li> </ul>
<p>8. Each <b>recommendation</b> from an Oregon-certified home inspector.</p>	<p>½ point each recommendation 4 maximum</p>	<ul style="list-style-type: none"> <li>▪ Signature and OCHI number of each recommending inspector listed on Eligibility Verification Form.</li> <li>▪ Recommendations may be from same individuals who verify ride-alongs.</li> </ul>
<p>9. Each <b>completed, with a passing grade, instructor-led 3-hour minimum class in report writing, communication skills, business practices, legal issues, ethics, agency study guide items, building codes and agency standards of practice by schools that have been approved by the CCB</b> to also offer continuing education courses.</p>	<p>1 point for each class 10 points maximum</p>	<p>These are the only approved schools/associations at this time.</p> <ol style="list-style-type: none"> <li>1. A Better School of Building Inspections, Salt Lake City, UT, 1-888-466-4677, <a href="http://www.hometraining.com">www.hometraining.com</a></li> <li>2. American Home Inspectors Training Institute, Ltd., Waukesha, WI, 1-262-544-5776, <a href="mailto:ahit@newnorth.net">ahit@newnorth.net</a></li> <li>3. American Institute of Inspectors (AII), Klamath Falls, OR, 541-884-1686, <a href="mailto:chi@theoregonhomeinspector.com">chi@theoregonhomeinspector.com</a></li> <li>4. American Society of Home Inspectors (ASHI), DesPlaines IL, 847-759-2820, <a href="mailto:hq@ashi.com">hq@ashi.com</a></li> <li>5. Central Oregon Assoc. of Real Estate Inspectors (COAREI), Bend, 541-330-2222, <a href="mailto:tamoco@empnet.com">tamoco@empnet.com</a></li> <li>6. Certified Home Inspections Inc., Klamath Falls, 541-273-1901, <a href="http://www.certifiedinspectiontraining.com">www.certifiedinspectiontraining.com</a></li> <li>7. Exterior Design Institute, Norfolk VA, 757-855-9097</li> <li>8. Inspections Unlimited, Monmouth, 503-581-5855, 1-800-235-6790, <a href="mailto:education@InspectionsUnlimited.com">education@InspectionsUnlimited.com</a></li> <li>9. Inspection Training Associates, Oceanside, CA, 1-800-323-9235, <a href="mailto:ita@home-inspect.com">ita@home-inspect.com</a></li> <li>10. National Association of Home Inspectors (NAHI), Minneapolis MN, 1-800-448-3942, <a href="http://www.nahi.org">www.nahi.org</a></li> <li>11. Oregon Association of Home Inspectors-ASHI (OAH-ASHI), Gaston, OR, 503-233-2225, <a href="http://www.oahi.org">www.oahi.org</a></li> <li>12. Oregon Pest Control Association (OPCA), Portland, OR, 503-287-1796, <a href="mailto:opca@opca.org">opca@opca.org</a></li> <li>13. Oregon Real Estate Inspectors Assoc. (OREIA), Portland, 503-640-0607</li> <li>14. Pillar to Post, Wilsonville, 503-682-3053, <a href="mailto:pillarnw@aol.com">pillarnw@aol.com</a></li> <li>15. Southern Oregon Certified Home Inspectors (SOCHI), Midland, 541-882-6588, <a href="mailto:buckleys@cadsnet.net">buckleys@cadsnet.net</a></li> <li>16. TWI Systems, Las Vegas, NV, 1-800-553-5660, <a href="mailto:twi47@aol.com">twi47@aol.com</a></li> <li>17. World Inspection Network International, Seattle, WN, 206-728-8100, <a href="mailto:tknapp@wini.com">tknapp@wini.com</a>, <a href="http://www.wini.com">www.wini.com</a></li> </ol> <p>Note: List is continually being updated. Check list of approved schools in Home Inspector Continuing Ed Update at <a href="http://www.ccb.state.or.us">www.ccb.state.or.us</a> or by calling 503-378-4621 ext. 4974. Some schools offer classes regularly, some don't. Some offer beginning classes, some don't. Call to find the best courses for you.</p>
<p>10. Each <b>building codes certification</b> issued by a government agency.</p>	<p>1 point each certification 5 points maximum</p>	<ul style="list-style-type: none"> <li>▪ Copy of certification issued by Oregon Building Codes Division or other state or federal agency.</li> </ul>

# ELIGIBILITY VERIFICATION FORM

1) COLLEGE CREDIT OR COLLEGE CEU CLASSES—RELATED FIELDS (1 point each, maximum 10 points)			
Name of college	I am attaching a transcript or completion certificate as proof of completion for _____ (number of) courses	Points expected	Points given (for CCB use only)
Example: <i>Cave City Community College</i>	2	2	

2) COLLEGE CREDIT OR COLLEGE CEU CLASSES—HOME INSPECTOR COURSES (10 points each, maximum 10 points)			
Name of college	I am attaching a transcript or completion certificate as proof of completion for _____ (number of) courses	Points expected	Points given (for CCB use only)
Example: <i>Cave City Community College</i>	1	10	

3) ASHI CONFERENCE LEARNING COURSE or NAHI EDUCATION CONFERENCE SEMINARS (1 point each 3 hours of class, maximum 10 points)				
Name of seminar	I am attaching the following as proof of completion or attendance verification	Number of hours	Points expected	Points given (for CCB use only)
<i>Effective Reports, 2000 Siding Issues, Pest/Dry Rot Update</i>	<i>Course completion certificate</i>	<i>3 total (1 hour classes)</i>	1	

**4) RIDE-ALONGS (1 point each, 10 maximum points)**

Date of ride-along	Address, city and state of home inspection	The above named individual accompanied me on a complete home inspection I performed. Signature and OCHI number needed.	Points expected	Points given (for CCB use only)
<i>Example: 8/1/99</i>	<i>555 SW 55th, Scio, Oregon</i>	<i>(Joe Smith's signature would go here, OCHI #1111)</i>	<i>1</i>	

**5) EXPERIENCE WORKING FOR MONETARY COMPENSATION IN RELATED FIELDS**

(2 points each 12 months, 16 maximum points)

Month/year to Month/year	Name of legally operating business, city and state	Type of work performed	Documentation I'm sending (see Eligibility Requirements – Points and Documentation sheet)	Points expected	Points given (for CCB use only)
<i>Example: 2/94-2/96</i>	<i>XYZ Construction Inc, Miami, FL</i>	<i>Remodeling</i>	<i>Florida Construction Industry Licensing Board form verifying certification</i>	<i>4</i>	



**9) PRIVATE SCHOOL CLASSES**

(1 point each hour, 10 maximum points)

Name of school	I am attaching completion certificate(s) as proof for ____ (number of) courses	Points expected	Points given (for CCB use only)
Example: <i>Name of approved school would go here</i>	<i>2</i>	<i>2</i>	

**10) BUILDING CODES CERTIFICATIONS**

(1 point each, 5 points maximum)

Name of certification	I am attaching verification from government agency as proof for ____ (number of) certifications	Points expected	Points given (for CCB use only)
Example: <i>A-level structural</i>	<i>1</i>	<i>1</i>	

Total points I am expecting:
------------------------------

CCB USE ONLY
Total points documented:



# HOME INSPECTOR TEST APPLICATION

Last Name	First Name	Middle Name	Social Security Number
Mailing Address	City/State	Zip	County
Area Code/Telephone Number (Daytime)	Date of Birth	Your or your employer's CCB license number (if applicable)	

**Part 1:**

I am attaching a completed Eligibility Verification Form with 20 points documented.

**Part 2:**

I prefer to sit for the test at this site/location: \_\_\_\_\_ (see sheet with test sites listed). I understand my application and payment must be received by the CCB *at least 10 business days* before the desired test date. I will receive a confirmation letter prior to the test.

**Part 3:**

I am enclosing \$100 for the application and test fees:

*Please indicate method of payment:*

- I am paying by check. The check is made payable to the CCB and I am sending it with this completed application to the address listed below.
- I am paying by credit card. I have completed the information below and am returning this form to the address listed below

Visa                       MasterCard                       DiscoverCard

Account # \_\_\_\_\_ Expiration date: \_\_\_\_\_

Amount: \$100                      Signature: \_\_\_\_\_

**CCB, PO BOX 14140, SALEM OR 97309-5052**

**Part 4:**

My signature and the date of application is below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OREGON HOME INSPECTOR CERTIFICATION  
TEST SITE INFORMATION**

<b>AREA</b>	<b>SITE</b>	<b>CHECK-IN</b>	<b>TEST</b>	<b>CONTACT</b>
<b>PORTLAND</b>	<b>PCC Rock Creek</b> Assessment Center 17705 NW Springville Rd. Portland OR 97229	Check with site	8-12 noon	Brenda Wymore 503-614-7289
<b>SALEM</b>	<b>Chemeketa Community College</b> Building 2, Lobby 4000 Lancaster Drive NE Salem, Oregon	Check with site	Wednesdays, Thursdays, some Saturdays	503-399-6556
<b>EUGENE</b>	<b>University of Oregon</b> University Health Center 2 <sup>nd</sup> floor, room 238 1509 E. 13 <sup>th</sup> Avenue Eugene, Oregon	8:45	9-1pm	541-346-3230
<b>BEND</b>	<b>Central Oregon Community College</b> Testing Center, Library, room 206 2600 NW College Way Bend, Oregon	CALL	CALL	Kellie Smith 541-383-7539
<b>MEDFORD</b>	<b>Southern Oregon University</b> Small Business Development Center 332 West 6th Street Medford OR 97501	CALL	CALL	Mary Lee Hurd 541-772-3478

# Home Inspector Certification Test

## Sample Questions

The following sample questions are similar to those used in the different sections of the Home Inspector Certification Test. These tests are mostly multiple choice with some true/false. Some questions may have more than one correct choice listed. You must select the choice which is more correct or more often correct than the other choices available.

### A. Structure, roofing, site, exterior, and interior

1. Large cracks in foundation walls \_\_\_\_\_.  
(A) are generally of no particular concern  
(B) are easily repaired  
(C) should be evaluated by a structural or soils engineer  
(D) usually repaired by filling with an approved mortar  
(E) are usually benign
2. Wood decay usually is \_\_\_\_\_.  
(A) of no particular concern as most houses have some  
(B) caused by termites  
(C) caused by carpenter ants  
(D) caused by exposure to excessive moisture  
(E) caused by poor maintenance by the building owner

### B. Heating, cooling, insulation, ventilation, fireplaces, and wood stoves

3. The normally acceptable temperature differential range on a residential air conditioning system is \_\_\_\_\_/\_\_\_\_\_ degrees.  
(A) 10/20  
(B) 12/24  
(C) 14/22  
(D) 15/18  
(E) 15/30
4. What kind of safety control device(s) should be found on all domestic water heaters?  
(A) Pressure relief valve  
(B) Pressure reducing valve  
(C) Backflow preventer  
(D) Temperature/pressure relief valve discharge pipe  
(E) A flue or chimney connector

### C. Electrical

5. Working space in rooms containing electrical equipment shall not be used for \_\_\_\_\_.  
(A) testing purposes  
(B) storage  
(C) inspection  
(D) maintenance  
(E) servicing

6. Electrical amperage refers to \_\_\_\_\_.  
(A) electrical pressure  
(B) resistance to flow of electrons in a conductor  
(C) electrical cycles per second  
(D) the rate of flow of electrons in a conductor  
(E) the unit of measurement of electrical power

### D. Plumbing

7. In a bathroom, water damage is most likely to be seen at \_\_\_\_\_.  
(A) tub/shower tile wall at fixtures  
(B) at a fiberglass shower pan  
(C) ceiling over toilet  
(D) above the shower head  
(E) at the ceiling over the shower
8. When checking a toilet you should check for \_\_\_\_\_.  
(A) proper water pressure of 5 gpm  
(B) modern 3.5 gallon tank  
(C) all brass fittings  
(D) the appropriate leg room  
(E) water damage at floor

### E. Agreement, reports, and standards

9. According to Oregon standards, a certified home inspector is required to observe:  
(A) storm windows  
(B) presence of safety glazing in doors and windows  
(C) geological conditions  
(D) B & C  
(E) None of the above
10. The Oregon certified home inspector is not required to describe insulation in unfinished spaces.  
(A) TRUE  
(B) FALSE

ANSWERS:

1. C; 2. D; 3. C; 4. D; 5. B; 6. D; 7. A; 8. E; 9. E; 10. B.

# Study Guide for Oregon Home Inspector Certification Test

## I. **STRUCTURE, ROOFING, SITE, EXTERIOR, INTERIOR TEST**

### A. Structure

1. Component Identification and Terminology of Systems
  - a) Identify different foundation, wall, floor and roof framing components.
  - b) Identify different structure types (e.g., masonry vs. frame wall).
  - c) Identify wind load, high water and seismic provision (e.g., shear wall panels, anchoring, brackets, strapping).
  - d) Identify foundation waterproofing and drainage components.
2. Defect Recognition and Analysis
  - a) Recognize causes and importance of foundation and wall cracks.
  - b) Recognize causes and importance of defects of wood framing components (e.g., decay and deflection).
  - c) Recognize wood destroying insects and conducive conditions (e.g., termites and carpenter ants).
  - d) Recognize conditions likely to result in decay and moisture deterioration (e.g. wood and masonry).
  - e) Recognize evidence of movement and settlement in structures (e.g., foundation settlement, structural loads and normal movement).
  - f) Recognize roof and floor truss defects.
3. Proper System Operation
  - a) Understand the proper function of foundations, wood structures and masonry units.
  - b) Understand water drainage system operation.
4. Construction Methods and Materials
  - a) Understand wood frame construction methods and sequence, and floor, wall and roof materials.
  - b) Understand purpose of high wind, high water and seismic protection components.
  - c) Understand masonry construction methods, sequence and materials
  - d) Understand waterproofing and drainage methods, sequence and materials

### B. Roofing

1. Component Identification and Terminology
  - a) Identify roof types (e.g., hip, gable, gambrel).
  - b) Identify roof covering.
  - c) Identify components of roof penetrations and flashings.
  - d) Identify roof drainage system components.
2. Defect Recognition and Analysis
  - a) Recognize the signs of deterioration of different roof covering types and their impact on service life.
  - b) Recognize roofing defects that lead to leakage and damage in the structure.
  - c) Recognize common causes and locations of leakage (e.g., installation, wear and maintenance).
  - d) Recognize the distinction between leakage and condensation.
  - e) Recognize the signs of improper roof covering installation.
3. Proper System Operation
  - a) Understand roof drainage.
  - b) Understand the factors that affect the service life of roof covering materials.
  - c) Understand roofing materials and proper application.
4. Construction Methods and Materials
  - a) Understand flashing installation (e.g., chimneys and walls).
  - b) Understand basic installation requirements for each type of roof covering material.

### C. Site

1. Component identification and Terminology
  - a) Identify types and materials of patios, driveways and walkways.
  - b) Identify types of drainage systems.
  - c) Identify site grade and grade at foundation.
  - d) Identify fencing types.
2. Defect Recognition and Analysis
  - a) Recognize settlement, lifting conditions, tripping hazards, concrete surface damage and their causes.
  - b) Recognize drainage and grading problems that contribute to problems in basements and crawlspace areas.

- c) Recognize retaining wall failure and water drainage.
  - d) Recognize and distinguish between normal soil behavior and soil conditions that affect the structure.
  - e) Recognize earth to wood proximity.
3. Proper System Operation
    - a) Understand proper drainage system operation.
    - b) Understand proper function of patios, driveways and walkways.
    - c) Understand site grade and foundation clearance.
    - d) Understand proper function of retaining walls.
  4. Construction Methods and Materials
    - a) Understand installation methods of retaining walls.
    - b) Understand installation methods of patios, driveways and walkways.
    - c) Understand drainage system installation methods and materials.
    - d) Understand site grade and foundation clearance methods.
- D. Exterior
1. Component Identification and Terminology
    - a) Identify different exterior surface materials.
    - b) Identify flashings, trims and attachments.
    - c) Identify paints, sealers and other finish types.
    - d) Identify deck, porch and patio components.
  2. Defect Recognition and Analysis
    - a) Recognize distinction between normal wear and failure of exterior surface materials.
    - b) Recognize deterioration in siding and the causes.
    - c) Recognize exterior trip and fall hazards (e.g., decks, railings).
    - d) Recognize signs of water penetration and conditions related to moisture.
    - e) Recognize flashing, window and door defects.
  3. Proper System Operation
    - a) Understand how orientation and environmental factors affect exterior materials.
    - b) Understand exterior surface material function.
    - c) Understand flashing, trim and attachment function.
    - d) Understand paint, sealer and other finish function.
    - e) Understand deck, porch and patio function (e.g., span, load).
  4. Construction Methods and Materials
    - a) Understand exterior surface material installation.
    - b) Understand flashing, trim and attachment installation and purpose.
    - c) Understand paint, sealer and finish installation and materials.
    - d) Understand deck, porch and patio installation methods and materials.
- E. Interior
1. Component Identification and Terminology
    - a) Identify waterproof floor surfaces, wall types and finishes, and cabinetry.
    - b) Identify basic window and door types.
    - c) Identify basic structure access, stair construction and egress.
    - d) Identify basic built-in appliances.
    - e) Identify smoke/fire detector/alarm types and function.
  2. Defect Recognition and Analysis
    - a) Recognize separation, door type and other issues related to separation of the dwelling from an attached garage or from another dwelling for fire safety.
    - b) Recognize defects in normal operation of doors and windows.
    - c) Recognize potential trip and fall hazards (e.g. railing, guards, steps and stairwells).
    - d) Recognize basic operational defects of built-in appliances.
    - e) Recognize defects in built-in cabinetry.
  3. Proper System Operation
    - a) Understand basic characteristics of common interior wall, ceiling, floor and cabinet materials and the basic reasons for surface cracks.
    - b) Understand function of various window and door types
    - c) Understand operation of various smoke/fire detector/alarm types.
    - d) Understand basic characteristics of structure access, stair construction and egress.
    - e) Understand function and operation of built-in appliances.
  4. Construction Methods and Materials
    - a) Understand basic installation methods for common floor, wall and ceiling finishes.

- b) Understand potential for common health hazards caused by lead paint, lead pipes, lead fixtures, radon, asbestos and carbon monoxide.
- c) Understand installation method for built-in cabinetry.
- d) Understand installation methods for windows and doors.
- e) Understand methods used for structure access, stair construction and egress.
- f) Understand installation methods for built-in appliances.
- g) Understand installation methods and placement of smoke/fire detector/alarm types.

## II. **HEATING, COOLING, INSULATION, VENTILATION, FIREPLACES AND WOODSTOVES TEST\***

### A. Heating

1. Component Identification and Terminology
  - a) Identify types of heating systems and energy efficiency components (e.g., forced air, radiant, boilers, hydronic).
  - b) Identify different energy sources and fuel tank storage.
  - c) Identify combustion air, vent and chimney systems.
  - d) Identify heat distribution component systems.
  - e) Identify ancillary components (e.g., humidifiers, filters).
  - f) Identify operating controls and automatic safety devices.
  - g) Identify basic components of combustion.
2. Defect Recognition and Analysis
  - a) Recognize heat exchanger failure.
  - b) Recognize improper venting.
  - c) Recognize improper combustion.
  - d) Recognize improper safety control for burners, fans and pumps.
  - e) Recognize common signs of oil tank presence and potential problems.
  - f) Recognize improper distribution ducting.
3. Proper System Operation
  - a) Understand normal operation of general heating systems and energy efficiency components.
  - b) Understand normal operation of ancillary components (e.g., filters).
  - c) Understand different energy sources and fuel tank storage.
  - d) Understand basic components of combustion.
  - e) Understand combustion air, vent and chimney systems.
  - f) Understand heat distribution component systems.
  - g) Understand operating controls and automatic safety devices.
4. Construction Methods and Materials
  - a) Understand hydronic, steam, and forced air heating and energy efficient component installation methods and materials.
  - b) Understand heat distribution systems and design methods.
  - c) Understand normal operation of ancillary components (e.g., filters).
  - d) Understand different energy sources and fuel tank storage.
  - e) Understand basic components of combustion.
  - f) Understand combustion air, vent and chimney systems.
  - g) Understand heat distribution component systems.
  - h) Understand operating controls and automatic safety devices.

### B. Cooling and Heat Pumps

1. Component Identification and Terminology
  - a) Identify cooling and heat pump system types and back-up heating systems.
  - b) Identify cooling system and heat pump components.
  - c) Identify condensate and discharge methods.
2. Defect Recognition and Analysis
  - a) Recognize abnormal operation identified by temperature differences.
  - b) Distinguish cooling and heat pump condensate leaks from other leaks and corrosion.
  - c) Recognize impediments to normal condenser operation and general cooling effectiveness.
  - d) Recognize relationship between the back-up heat source and the primary system.
3. Proper System Operation
  - a) Understand normal operating temperature range and impact on performance.
  - b) Understand normal operation of cooling and heat pump systems and their relation to back-up heat systems.
  - c) Understand function of cooling system and heat pump components.
  - d) Understand condensate and discharge function.
4. Construction Methods and Materials

- a) Understand condensate discharge methods.
  - b) Understand modifications required of a forced air heating system to accommodate central air conditioning.
  - c) Understand cooling system and heat pump installation and materials.
- C. Insulation and Ventilation
- 1. Component Identification and Terminology
    - a) Identify common insulation types and vapor barriers.
    - b) Identify common means of ventilation of attic and crawl spaces.
    - c) Identify common means of ventilation of living spaces.
  - 2. Defect Recognition and Analysis
    - a) Recognize signs of condensation
    - b) Recognize signs of inadequate ventilation.
    - c) Recognize signs of inadequate insulation.
  - 3. Proper System Operation
    - a) Understand basic attic and crawl space ventilation.
    - b) Understand application of venting and vapor barriers relative to climate.
    - c) Understand basic application of insulation types and styles.
    - d) Understand ventilation of living spaces.
  - 4. Construction Methods and Materials
    - a) Understand proper installation of vapor barriers
    - b) Understand locations within a house where exterior ventilation is needed.
    - c) Understand original insulation levels and retrofit methods.
    - d) Understand principles of insulation and ventilation.
- D. Fireplaces and Wood Stoves
- 1. Component Identification and Terminology
    - a) Identify masonry and prefabricated fireplace and usage.
    - b) Identify flue components. (e.g., damper, smoke shelf).
    - c) Identify types of fuels used.
  - 2. Defect Recognition and Analysis
    - a) Recognize improper clearances and other visible safety hazards.
    - b) Recognize evidence of chimney movement.
    - c) Recognize problems related to gas fireplaces.
    - d) Recognize chimney and flue defects and conditions.
  - 3. Proper System Operation
    - a) Understand proper operation of fireplaces.
    - b) Understand limitation of chimneys, wood stove and insert inspections.
  - 4. Construction Methods and Materials
    - a) Understand fireplace installation methods.
    - b) Understand wood stove installation methods.
    - c) Understand chimney size and height implications.
- III. **ELECTRICAL TEST\***
- A. Electrical
- 1. Component Identification and Terminology
    - a) Identify components in service and grounding systems.
    - b) Identify distribution system components.
    - c) Identify service voltage, phase and amperage.
    - d) Distinguish between wiring materials and their uses (e.g., copper, aluminum).
    - e) Distinguish different wiring methods and cable types.
    - f) Identify over-current protection devices and uses (e.g., fuses, circuit breakers).
    - g) Identify ground fault protection types and uses.
  - 2. Defect Recognition and Analysis
    - a) Recognize signs of electrical component overheating, overloading and damage.
    - b) Recognize improper branch circuit installation and modification.
    - c) Recognize improper aluminum wiring.
    - d) Recognize improper receptacle and wiring connections.
    - e) Recognize improper conditions related to damp or wet locations (e.g., GFCI).
    - f) Recognize improper service grounding conditions.
    - g) Recognize improper overhead service conductor clearances and insufficient protection.
  - 3. Proper system operation
    - a) Understand how GFCI's function
    - b) Understand how neutral and grounding systems function.
    - c) Understand how outlet and switch systems function.

- d) Identify basic electrical theory (e.g., Ohm's law).
- 4. Construction Methods and Materials
  - a) Understand relationship of conductor sizes to over current protection device sizes.
  - b) Understand grounding and bonding.

#### IV. **PLUMBING TEST STUDY GUIDE**

- A. Plumbing
  - 1. Component Identification and Terminology
    - a) Identify components of supply and drain systems, and vents, septic, wells and sump pumps.
    - b) Distinguish different pipe materials used in supply, drainage, fuel and heating pipes.
    - c) Distinguish different types of traps and vents.
    - d) Identify different plumbing fixtures (e.g., sinks, faucets, toilets, showers).
    - e) Identify water heater types.
    - f) Identify components and automatic safety devices (e.g., water heat pressure relief, check valves, mixing valves).
    - g) Identify waterproofing (e.g., tile).
  - 2. Defect Recognition and Analysis
    - a) Recognize conditions which may result in contamination of potable water supply.
    - b) Recognize improper trap and vent installation.
    - c) Recognize corrosion related to dissimilar metals (e.g., copper to galvanized steel).
    - d) Recognize piping deterioration (e.g., rusted or broken piping).
    - e) Recognize water heater safety and installation defects.
    - f) Recognize improper installation of plumbing component and adequacy.
    - g) Recognize failure in weather proofing materials.
    - h) Recognize conditions related to plugging, back-ups or slow drains.
  - 3. Proper System Operation
    - a) Understand the role of vents in preserving trap seals and the need for a seal.
    - b) Understand how pipes are incorporated into the electrical grounding and bonding systems.
    - c) Understand operation of sump pumps, dry wells, foundation drains and drainage.
    - d) Understand basic components and operations of wells.
    - e) Understand basic components and operation of septic systems.
    - f) Understand how and where water damage can be related to plumbing.
  - 4. Construction Methods and Materials
    - a) Understand shower and tub design requirements for water resistance.
    - b) Understand operation principles of different types of water heaters.
    - c) Understand proper gas and oil pipe installation.
    - d) Understand installation of sump pumps, dry wells, foundation drains and drainage.

#### V. **AGREEMENTS, REPORTS, STANDARDS, DEFINITIONS, ENFORCEMENT AND OTHER REQUIREMENTS**

- A. Agreements, Reports, Standards, Definitions, Enforcement and Other Requirements
  - 1. Understand requirements of ORS 701 (statutes) and OAR 812 (rules). Both are part of this packet.
    - a) Purpose, contracts and reports in OAR 812-008-0080 (1-3).
    - b) Standards of Practice in OAR 812-008-0080 (4-14).
    - c) Standards of Behavior and Enforcement in OAR 812-008-0080(15), 812-008-0090, 812-005-0005(23-28), ORS 701.350 and 355.
    - d) Definitions in OAR 812-008-0020.
    - e) Other requirements in OAR 812-008-0000, 0030 & 0060.

(\*For your information, individuals score the lowest on Parts II and III of the Oregon home inspector certification test. It would be wise to spend more time studying those two sections.)

The Study Guide for Oregon's home inspector certification test is adopted from the American Society of Home Inspectors (ASHI) Study Guide for Membership Examination with Oregon amendments. The Construction Contractors Board gratefully acknowledges the assistance of ASHI in developing its Study Guide.

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The Oregon Standards of Practice, Standards of Behavior and Definitions are adopted from the American Society of Home Inspectors (ASHI) Standards of Practice with Oregon amendments. The Construction Contractors Board gratefully acknowledges the assistance of ASHI in developing its standards and definitions.