

WASHINGTON STATE DEPARTMENT OF LICENSING

Washington Home Inspector Board

*Meeting Packet
June 2, 2016
Lynnwood, Washington*



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STATE OF WASHINGTON
DEPARTMENT OF LICENSING
PO Box 9021 Olympia, Washington 98507-9021
**HOME INSPECTOR ADVISORY LICENSING BOARD REGULAR
MEETING AGENDA**

DATE: June 2, 2016

TIME: 9:00 AM until completion of business

PLACE: Embassy Suites by Hilton Seattle North Lynnwood
20610 44th Ave West
Lynnwood, WA 98036

CONTACT PERSON: Terry Rodgers
360-664-6524
[Troddgers@dol.wa.gov](mailto:Trodgers@dol.wa.gov)

ORDER OF AGENDA: OPEN SESSION(S)

1. Call To Order Paul Duffau, Chair/Board Member
 - a. Attendance
 - b. Approval of Agenda
 - c. Approval of Minutes – April 20, 2016 Regular Board Meeting
2. Public Comment (30 minutes)
3. Report from Rules and Standards Subcommittee meeting
 - a. Update on Examination Application Form
 - b. Update on housekeeping for current rules
4. Report from Education Subcommittee meeting
 - a. Update on curriculum review
 - b. Update on rules relating to education providers and instructors
5. Report from Changing Business Practices Subcommittee meeting
 - a. Update on emerging industry trends to include in curriculum review
6. Update on new Board member appointment
7. Update on 2014 stats
8. Update on outreach
9. Other Business
10. Action Items
11. Adjourn

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STATE OF WASHINGTON
DEPARTMENT OF LICENSING
PO Box 9020 Olympia, Washington 98507-9020
**HOME INSPECTOR ADVISORY LICENSING BOARD
REGULAR MEETING MINUTES**

April 20, 2016
Red Lion
2300 Evergreen Park Drive Southwest
Olympia, WA 98502

Attendance

Board Members: Paul Duffau, Chair; Charles Buell, Member; Darrell Marsolais, Member; Rob Jones, Member; Hugh Kelso, Member; Pat Knight, Member.

Staff: Terry Rodgers, Real Estate Programs Bill Dutra, Investigation & Audit Programs Manager; Colin Pippin-Timco, Real Estate Education Manager; Lona Price, Administrative Assistant, Home Inspector Program.

Call to order

Chair Duffau called the meeting to order at 9:02 a.m.

Approval of agenda

Mr. Marsolais moved to approve the agenda. Mr. Knight seconded. The motion passed unanimously.

Approval of December 3, 2015 meeting minutes

Minutes for the December 3, 2015 meeting were reviewed. Mr. Marsolais moved to approve the minutes. Mr. Knight seconded. The motion passed unanimously.

Public comment

Pete Sutch, Home Inspector, delivered a handout and public comment to the Board requesting approval for volunteer work with an industry group in lieu of Department approved continuing education.

Chair Duffau noted that the board did not have the authority to approve such a substitution, and that Mr. Sutch's request would be referred to the Department for a final decision.

Bruce McKintosh, Home Inspector, gave public comment regarding a recent Home Inspector rules hearing and requested agendas for upcoming subcommittee meetings.

Home Inspector Trends

Mr. Rodgers presented a series of 2015 year end stats including the following:

- Licensed Home Inspectors by region, city and county
- Exam Applications received
- First Licenses and License Renewals
- Total active ;icensed Home Inspectors by month
- Complaints/investigations received, closed by program, closed after program review, and sent to legal

Mr. Dutra delivered information on open Home Inspector complaint cases and complaint trends. These trends included not following the Washington State Standards of Practice (SOP) and not keeping required records.

Update Regarding Rules Hearing: Definitions, Licensing Education & Standards of Practice

Staff presented a memo detailing the Departments decision to return proposed rule changes to the Board for further stakeholder work.

Mr. Marsolais expressed concerns that certain needed housekeeping changes would be tabled for an extended period of time, and asked if the Department would consider making only those changes. Mr. Pippin-Timco noted that, because of the contention that some of the proposed changes caused, stakeholders may become suspicious if the Department were to move forward only certain changes. . Mr. Pippin-Timco noted that each section of the rules should be revised through separate rule making processes. Mr. Rodgers noted that this approach would extend timelines and allow for better stakeholder involvement. As such, subcommittees should work independently on the rule changes associated with their various responsibilities.

Mr. Buell moved to return the proposed rule changes to subcommittees for further review. The motion passed unanimously

Discuss Fundamentals Curriculum Review

Mr. Pippin-Timco presented a memo detailing the need for a Fundamentals Curriculum review and a workplan to accomplish this review. Mr. Marsolais moved to initiate a review of the Fundamentals Curriculum. Mr. Jones seconded. All agreed.

Discuss New Rulemaking process: School and Instructor Approval

Mr. Pippin-Timco noted that, based on conversations with an allied State Agency, the Board should consider developing recommendations for rules regarding Home Inspector school and instructor approval. Mr. Knight recommended that the Department engage in a law review of states with similar licensing laws.

Other business

Mr. Marsolais express an interest in changing the information gathered regarding field training on the Home Inspector Exam Application. Staff advised that it would take several steps to revise the application, but that they would look into the requested changes.

Chair Duffau spoke about outreach the Department could engage in with stakeholders, consumers and licensed Real Estate Brokers. Staff noted that they will be sending out emails with information on how to join the Home Inspector listserv, as signing up for the listserv was one method of keeping stakeholders, consumers and licensed Real Estate Brokers updated on current events and upcoming changes in the Home Inspector Program.

Staff noted that they would like to add verbiage to the Home Inspector Program's complaint form, setting certain requirement for complaints.

Mr. Marsolais noted that he would like staff to add program budget information to the year-end stats.

Action Items

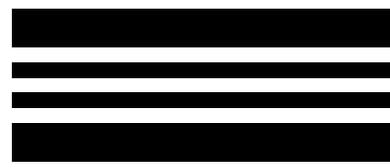
- Staff to develop year-end stats for 2014
- Staff to develop breakdown of Fundamentals and Continuing Education course approval for year-end stats
- Staff to identify meeting dates for each subcommittee before the June 2016 Board meeting
- Staff to ascertain whether the Department can receive a read receipts for listserv notifications
- Staff and Board Members to work to fill Board Member opening on the Changing Business Practices Subcommittee
- Staff to research and recommend possible changes to forms

Adjourn

Mr. Knight moved to adjourn the meeting at 10:47 a.m. Mr. Marsolais seconded. The motion passed unanimously.

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Home Inspector Examination Application



You can use this form to apply to take the home inspector license exam. Send this completed form to:

**Home Inspectors
Department of Licensing
PO Box 9021
Olympia, WA 98507-9021**



Once approved, you will be notified with additional information explaining the examination process.

Applicant information

TYPE OR PRINT Legal name (Last, First, Middle initial)		Date of birth	
Mailing address (Number, street, and suite or room number)			
City		State	ZIP code
(Area code) Daytime telephone number	(Area code) Fax number	Email address	
<p>Answer all of the following</p> <p>1. With the exception of motor vehicle violations, have you ever been convicted of a crime, felony, or misdemeanor by this state, any other state, the federal government, or any other jurisdiction within the past ten years? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If Yes, you will be subjected to an investigation, and may be denied a license.</i></p> <p>2. Is there a criminal complaint or accusation, or other information presently pending against you, or are you under indictment in this state, any other state, by the federal government, or by any other jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Has any application for a professional or occupational license or permit made by you ever been denied, or has a license or permit issued to you ever been suspended, revoked, censured, or fined, in this state or any other jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Have you ever had a civil court order, verdict, or judgment entered against you in any court of competent jurisdiction in which the subject matter involved any real estate or business related activity? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Are you currently required to register as a sex offender in this state or any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If Yes, list state and county _____</i></p> <p>If you answered "Yes" to any of these questions, attach a letter of explanation. Include the charge, date of conviction, civil judgment or order, county jurisdiction, state, and disposition of charges.</p>			

- Please include the following documents:
- Home Inspector Examination Application.
 - Copy of the Certificate of Completion of a Washington State approved Fundamentals of Home Inspection course.
 - Home inspector field training log.

WAC 308-408A-030

~~Incomplete applications or experience logs will be returned.~~

Remove this line.

WAC 308-408: Definitions

WAC	Change	Reason for Change	Status	Notes
WAC 308-408-010(1)	<u>"Active member of an association and/or local chapter" means a member who holds a position as an officer, director, or controlling person in a home inspector association.</u>	Defining associations for purposes of board makeup	On Hold	
WAC 308-408-010(7)	<u>"Experienced inspector" is a currently licensed home inspector who has performed at least two hundred fifty home inspections and has at least three years experience.</u>	Defining experienced instructor for purposes of field work	On Hold	

WAC 308-408A: Licensing

WAC	Change	Reason for Change	Status	Notes
WAC 308-408A-040(1)	Any person (applying for a home inspector examination who has been licensed and actively practices as a home inspector for two years in the last four years in another jurisdiction that meets or exceeds the requirements under chapter 18.280 RCW and has maintained) who has taken the national portion of the home inspector examination or who has been licensed and actively practices in another jurisdiction and his or her license is in good standing is eligible to take the Washington state portion of the examination.	Grandfathering no longer applicable	On Hold	
WAC 308-408A-100(1)	Has (furnished proof of successful completion of) signed an affidavit certifying that they have successfully completed twenty-four hours in (instruction in) courses approved by the board.	Movement to affidavit	On Hold	
WAC 308-408A-100(3)	If the application for a renewal is not received by the (director) department or postmarked on or before the renewal date, a penalty fee as prescribed by the director by rule shall be paid.	Housekeeping; allows for postmark date	On Hold	
WAC 308-408A-105(1)(a)	Successful completion of twenty-four hours of approved home inspection coursework completed within one year preceding the application for reinstatement (. A minimum of three clock hours must include a course(s) in Washington home inspector laws and regulations)	Housekeeping; CORE class does not exist	On Hold	
WAC 308-408A-010	SECTION REPEALED	Housekeeping; no enforcement method	On Hold	

WAC 304-408B: Education

WAC	Change	Reason for Change	Status	Notes
WAC 308-408B-010(3)	((Each application for approval of a course shall be submitted to the department on the appropriate application form provided)) <u>The course provider must submit a completed course approval application using the method defined by the department.</u>	Housekeeping; allows for online submission	On Hold	
WAC 308-408B-040	(6) Provide practical information related to the practice of home inspection in any of the following home inspection topic areas: <u>(xv) Building science; and</u> <u>(xvi) Risk management.</u> (11) ((Not have a title which misleads the public as to the subject matter of the course;))	Allows for further topic areas; removes unneeded/unenforceable language	On Hold	
WAC 308-408B-060	(2) ((Schools)) <u>Education provider's</u> name; (6) ((School administrator's)) <u>Education provider's</u> signature; (8) ((Instructor name))	Removes contradictory/unneeded language; adds consistent language	On Hold	May need to retain School Admin for new rules.
WAC 308-408B-070(1)	((Approved schools)) <u>Education providers</u> offering courses in a symposium or conference format with two or more modules of independent instruction may issue certificates of course completion for fewer clock hours than approved by the department on their original course approval application;	Removes contradictory/unneeded language; adds consistent language	On Hold	May need to retain Approved Schools for new rules.
WAC 308-408B-080(2)	(b) ((School)) <u>Education provider's</u> name, address, and telephone number; (c) ((Instructor(s) name; (d)) Nature of complaint and facts detailing dates of attendance, termination date, date of occurrence ((, names, addresses and positions of school officials contacted)), and any other pertinent information; ((e)) (d) An explanation of what efforts if any, have been taken to resolve the problem with the ((school; (f) Copies of pertinent documents, publications, and advertisements)) <u>education provider.</u>	Removes contradictory/unneeded language; adds consistent language	On Hold	May need to retain for new rules.
WAC 308-408B-090	Course approval may be denied or withdrawn if ((the instructor or any owner, administrator or affiliated representative of a school, or a course provider or developer)) <u>an education provider.</u> (3) ((If the title of the course misleads the public and/or licensees as to the subject matter of the course;))	Removes contradictory/unneeded language; adds consistent language; removes unenforceable elements	On Hold	
WAC 308-408B-110	(1) Each ((school)) <u>education provider</u> shall maintain for a minimum of ((five)) <u>two</u> years each student's record; (2) A "student record" shall include: (a) The name, address, and telephone number of the ((school)) <u>education provider;</u> (3) Each ((school)) <u>education provider</u> shall provide a copy of a student's record to the student or the department upon request.	Removes contradictory/unneeded language; adds consistent language; modifies student record retention schedule	On Hold	

WAC 304-408B: Education

<p>WAC 308-408B-120</p>	<p>(8) Demonstrate how reasonable security will be provided to ensure that the student who receives credit for the course is the student who enrolled in and completed the course. Both the ((approved school)) <u>education provider</u> and the student must certify in writing that the student has completed the course, and the required number of clock hours; (10) Provide an orientation session ((with the instructor or an affiliated representative of an approved school)). Mechanisms must be clearly in place which allow students an early orientation to discuss course specifics; (12) Provide with each distance education delivery method approval application a copy of a course evaluation form. The provider must provide each student with the mandatory evaluation form and retain the completed form in the ((school)) <u>education provider's</u> records as required under WAC 308-408B-110.</p>	<p>Removes contradictory/unneeded language; adds consistent language; removes unenforceable elements</p>	<p>On Hold</p>	<p>May need to retain for new rules.</p>
<p>WAC 308-408B-130</p>	<p>SECTION REPEALED</p>	<p>Fundamentals supplemental course no longer exists</p>	<p>On Hold</p>	

WAC 304-408C: Standards of Practice

WAC	Change	Reason for Change	Status	Notes
WAC 308-408C-070	<p>An inspection of the structure will include the visible foundation; floor framing; roof framing and decking; other support and substructure/superstructure components; stairs; ventilation (when applicable); and exposed concrete slabs in <u>inspected garages, basements, crawl spaces</u>, and habitable areas.</p> <p>(1) The inspector will:</p> <ul style="list-style-type: none"> • Inspect <p>(a) The condition ((and serviceability)) of visible, exposed foundations and grade slabs, walls, posts, piers, beams, joists, trusses, subfloors, chimney foundations, stairs and the visible roof structure and attic components where readily and safely accessible.</p>	<p>Adds basements and crawlspaces to list of inspected areas; removes servicability language</p>	<p>On Hold</p>	<p>May be error regarding "inspected" garages -- should be "attached" garages</p>
WAC 308-408C-080	<p>(2) The inspector is not required to:</p> <p>(b) ((Safety type glass or)) The integrity of thermal window seals.</p> <ul style="list-style-type: none"> • Enter areas beneath decks with <u>clearances of less than</u> ((five feet of clearance from the underside of joists to grade)) <u>eighteen inches under joists and twelve inches under beams.</u> 	<p>Adds safety glass to inspections; adds decks up to 18" under joists and 12" under beams</p>	<p>On Hold</p>	<p>Large amount of negative feedback regarding this rule</p>
WAC 308-408C-090	<ul style="list-style-type: none"> • Report the manner in which the roof is ventilated <u>if ventilation is required.</u> 	<p>Adds "if present" language</p>	<p>On Hold</p>	

WAC 304-408C: Standards of Practice

<p>WAC 308-408C-110</p>	<p>The inspection of the electrical system includes the service drop through the ((main panel)) <u>service equipment</u> subpanels ((including)), feeders; branch circuits, connected devices, and lighting fixtures <u>as well as grounding and bonding of electrical components where visible/accessible.</u></p> <p>(1) The inspector will:</p> <p>(a) Describe in the report the type of primary service, whether overhead or underground, voltage, amperage, over-current protection devices (fuses or breakers) and the type <u>or types</u> of branch wiring used.</p> <p>(d) Report ((, if present, solid conductor aluminum branch circuits. Include a statement in the report that solid conductor aluminum wiring may be hazardous and a licensed electrician should inspect the system to ensure it's safe)) <u>the presence of electrical conductors known in the inspection industry as possibly hazardous and that a licensed electrical contractor should evaluate further the types and methods of branch wiring use.</u></p> <p>(e) Verify</p> <p>(i) The operation of ((a representative number of)) <u>readily</u> accessible switches, receptacles and light fixtures.</p> <p>(ii) The grounding and polarity of ((a representative number of)) <u>all readily accessible receptacles</u>; particularly in close proximity to plumbing fixtures or at the exterior.</p> <p>(iii) Ground fault circuit interrupter (GFCI) protection and arcfault circuit interrupter (AFCI) protection where <u>currently</u> required.</p> <p>(f) Report the location of any inoperative, <u>absent</u>, or missing GFCI and/or AFCI devices when they are recommended <u>and/or required by current</u> industry standards.</p> <p>(g) Advise clients that homes without ground fault <u>or arc fault</u> protection should have GFCI <u>and AFCI</u> devices installed where recommended ((by)) <u>and/or required by current</u> industry standards.</p> <p>(h) Report on any ((circuit breaker)) <u>service panel</u> ((or)), subpanel, <u>and fuse boxes</u> known within the home inspection profession to have ((safety concerns)) <u>inherit safety risks based on either design or age.</u></p>	<p>Removes prescriptive language; Adds language to account for future industry trends; Adds "precision" language</p>	<p>On Hold</p>	
<p>WAC 308-408C-120</p>	<p>(1) The inspector will:</p> <p>(f) Report any open flame combustion appliances/devices <u>present in sleeping rooms.</u></p>	<p>Adds consumer protection language</p>	<p>On Hold</p>	
<p>WAC 308-408C-130</p>	<p>(1) The inspector will:</p> <p>(b) Operate the system using normal control devices ((and measure and record temperature differential)).</p> <p>(f) Report <u>missing or damaged appliance disconnects.</u></p>	<p>Removes prescriptive language; Adds consumer protection language</p>	<p>On Hold</p>	

WAC 304-408C: Standards of Practice

WAC 308-408C-140	<p>(1) The inspector will: (c) Comment (i) <u>On the presence or absence of smoke ((detectors)) alarms and carbon monoxide detectors and recommend that they be installed where required by current standards.</u> (ii) <u>On the presence or absence of egress where required by current standards.</u></p>	Adds consumer protection language; Adds CO2 detectors to inspected items	On Hold	Some pushback regarding responsibility of smoke alarms and CO2 detectors
WAC 308-408C-150	<p>(1) The inspector will: • Report the presence or absence of ventilation systems and their <u>function when it can be determined.</u></p>	Adds consumer protection language	On Hold	
WAC 308-408C-170	<p>(1) The inspector will: (i) ((For serviceability of the)) Driveways, steps, walkways, patios, flatwork and retaining walls contiguous with the structure.</p>	Removes prescriptive language	On Hold	
WAC 308-408C-180	<p>(2) The inspector is not required to: ((Determine whether or not a solid core pedestrian door that is not labeled is fire rated.))</p>	Adds fire door to inspection	On Hold	
WAC 308-408C-190 (New Section)	<p>(1) Inspect for safety glass at locations currently requiring safety glass. The inspector will: • Report whether it is present, not present, or could not be determined. • Include a recommendation in the inspection report that the presence of safety glazing at currently required locations be verified. • Include a recommendation for upgrading to safety glazing where required by current standards. (2) Report the presence of dead bolts that are keyed on both sides as being a safety hazard.</p>	Adds consumer protection language	On Hold	Some pushback regarding identifying safety glass



STATE OF WASHINGTON
DEPARTMENT OF LICENSING
PO Box 9020 Olympia, Washington 98507-9020

June 2, 2016

TO: Washington State Home Inspector Advisory Licensing Board

THROUGH: Terry Rodgers
Assistant Administrator, Real Estate Programs

FROM: Colin Pippin-Timco
Education Manager, Real Estate Programs

SUBJECT: Fundamentals Review Contractor: Purpose and Scope of Work

Purpose

The Department of Licensing (DOL) is contracting with TrustWorks (Dr. Cathy Fromme, Ed.D, Principle) to establish a consistent process for the review and update of the Fundamentals of Home Inspection, and to ensure that the curriculum is aligned to rule changes and the evolving home inspector industry.

Scope of Work

Objective	When	Why (Purpose)	Deliverable
1. Provide technical assistance and professional development for DOL Education staff in the development of a sustainable, cost-effective and manageable Curriculum Approval Review Process and timeline for the 2016 and future curricula approval reviews/updates.	May/June 2016	<ul style="list-style-type: none">• Develop a basic framework/consistent process for what to do, how to do it, when to do it and how to know if it has been achieved• Increase staff/Board capacity to conduct annual curricula reviews, ongoing program revision and improvement to ensure that the curricula is aligned to rule changes and the evolving real estate industry.• Provide direction for procurement of human, material and fiscal resources to implement the program• To establish a clear philosophy and set of overarching goals that guide the entire program.	<ul style="list-style-type: none">• Document a basic process for what to do, how to do it, when to do it and how to know if it has been achieved

Washington State Home Inspector Licensing Advisory Board

June 2, 2016

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Objective	When	Why (Purpose)	Deliverable
2. Review and update the Home Inspector (Utilizing the industry group and public surveys, public forums and interviews data.)	December 2016-January 2017	<ul style="list-style-type: none">• To ensure that the curricula is aligned to rule changes and keeping pace with the evolving real estate industry.• To ensure alignment and interrelatedness both within and between curricula and assure a coherent and articulated progression throughout the curricula.	Updated Curricula for: <ul style="list-style-type: none">• Fundamentals of Home Inspection
3. Develop a generic scoring rubric for reviewing and approving the Fundamentals of Home Inspection courses.	January-February 2017	<ul style="list-style-type: none">• To provide an objective and points based scoring guide (pass/fail) to evaluate the quality of the proposed course and determine course application approval.	Scoring /Approval Rubric for the following courses: <ul style="list-style-type: none">• Fundamentals of Home Inspection

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STATE OF WASHINGTON

DEPARTMENT OF LICENSING

PO Box 9020 Olympia, Washington 98507-9020

**HOME INSPECTOR ADVISORY LICENSING BOARD
DRAFT SCHOOL AND INSTRUCTOR RULES**

New section

308-408B-130 School and school administrator approval required.

- (1) School and school administrator approval by the department is required prior to the approval of courses offered for clock hour credit.
- (2) Each application for approval of a school or school administrator shall be submitted to the department on the appropriate application form provided by the department. The most recent application form shall be obtained from the department prior to submission.
- (3) The director or designee shall approve or disapprove applications based upon criteria established by the board. The director or designee shall approve only complete applications which meet the requirements of this chapter.
- (4) Upon approval or disapproval the applicant will be so advised in writing by the department. Notification of disapproval shall include the reasons therefor.
- (5) No school for which approval is required shall promote a course for clock hour credit prior to approval of the school.
- (6) No school shall allow an instructor for whom approval is required to supervise a course for clock hour credit prior to approval of the instructor.
- (7) No school shall issue to a student certification for completion of an approved course unless the course had been approved prior to the first day of instruction.
- (8) Approval shall expire two years after the effective date of approval.
- (9) School names submitted that are similar to those currently approved shall not be granted approval.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-140 Application process for previously approved schools.

- (1) If there are no changes in the original school or school administrator approval application for a previously approved school or school administrator, the school or school administrator will be approved upon receipt of a school or school administrator renewal application and, if applicable, payment of any required fees.
- (2) If there are changes in the original school or school administrator approval application for previously approved schools or school administrators, the application will not be processed as a renewal, and will require completion of a school or school administrator approval application and, if applicable, payment of any required fees.
- (3) If a school or school administrator renewal application or a school or school administrator approval application is submitted at least thirty days prior to the current school expiration

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date, the previous school or school administrator approval shall remain in effect until action to approve or disapprove the application is taken by the director.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-150 Application for school approval.

An application for school approval shall include the following information attested to by the school's administrator, who shall be responsible for administration of the school:

- (1) The complete legal name of the school, current telephone number, current mailing address, the school's administrative office address, website, email address, and date of establishment;
- (2) The form of ownership of the school, whether sole proprietorship, partnership, limited partnership, or corporation, limited liability company or limited liability partnership;
- (3) If the school is a corporation or a subsidiary of another corporation, current evidence of registration with the Washington secretary of state's office and the name, address, and telephone number of the corporation's registered agent;
- (4) The administrator's name, and evidence of previous experience in administration of educational institutions, courses or programs, previous experience in the administration of business activities related to home inspection or a related field, or administrative experience in the field of home inspection or a related field;
- (5) The publication required under WAC 308-408B-180 and the course description required under WAC 308-408B-190.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-160 Administrator responsibilities.

Each school administrator shall be responsible for performing the following:

- (1) Ensure that the school, course(s), and instructor(s) are all currently approved before offering clock hour courses;
- (2) Ensure that all instructors are approved to teach in the appropriate topic area(s);
- (3) Sign and verify all course completion certificates;
- (4) Maintain all required records for five years, including attendance records, required publications, and course evaluations;
- (5) Safeguard comprehensive examinations;
- (6) Ensure the supervision and demonstrate responsibility for the conduct of employees and individuals affiliated with the school;
- (7) Periodically review courses and advise department of content currency as required;
- (8) Ensure each student is provided a course curriculum; and
- (9) Ensure each student is provided a course evaluation form.
- (10) Ensure that all home inspector candidates' completion dates are entered into the testing center's data base promptly.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-170 Affiliated representative of an approved school—Defined—Tasks and duties described.

- (1) An affiliated representative of an approved school is the natural person employed by or associated with an approved home inspector school, and who is authorized by the school administrator to perform the following tasks and duties:
 - (a) Conduct student orientation sessions;
 - (b) Provide technical and/or procedural advice regarding course requirements and program operations;
 - (c) Perform routine or periodic audits of student progress; and
 - (d) Perform other tasks delegated by the approved school administrator, not requiring the interpretation of course content or subject matter expertise.
- (2) Responsibility for an affiliated representative in the performance of the tasks and duties described above shall rest with the approved school administrator.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-180 Notice of actions by governmental entities or accrediting commissions.

School applicants and approved schools shall present the department with written details of any consent orders with the Federal Trade Commission or other jurisdictions and any final actions which have been taken against the school, its administrator, its owners, officers, or directors by any federal or state agencies, including courts or accrediting commissions, of which the school has knowledge and inform the department in writing of actions being taken to correct deficiencies cited. Directors, officers, and owners shall advise the administrator of any such actions taken against the directors, officers, or owners. School applicants and approved schools shall not purposely avoid gaining knowledge of such actions. Final actions shall not include traffic violations or traffic convictions.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-180 Required publication.

Each school shall have available to prospective and enrolled students a publication containing the following information:

- (1) Date of publication;
- (2) Name of school, administrative office address, website, email address, name of the administrator, and telephone number(s) of the school's administrative offices;
- (3) A list of courses, as outlined in WAC 308-408B-190;
- (4) Description of all course prerequisites;
- (5) The school's policy regarding:
 - (a) Admission procedure;
 - (b) Causes for dismissal and conditions for readmission;
 - (c) Attendance requirements, leave, absences, makeup work, and tardiness;

- (d) Standards of progress required of the student, including a definition of the grading system of the school, the minimum grades considered satisfactory, and the conditions for reenrance for those students whose course of study is interrupted;
 - (e) Refund policy of registration or tuition fees, record retrieval fee, or any other charges, including procedures a student shall follow to cancel enrollment before or after instruction has begun.
- (6) The statement that: "This school is approved under chapter 18.280 RCW; inquiries regarding this or any other home inspector school may be made to the: Washington State Department of Licensing, Home Inspector Program, P.O. Box 9021, Olympia, Washington 98507-9021";
- (7) Dated supplements or errata sheets so as to maintain accuracy of the information in the publication, which shall clearly indicate that such information supersedes that which it contradicts and/or replaces elsewhere in the publication.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-190 Course description.

Each approved school shall have available for distribution to prospective and enrolled students a course description containing the following information:

- (1) Name of approved school;
- (2) Date(s) and location(s) of the course;
- (3) The course title;
- (4) The educational objectives of the course;
- (5) The type of instruction offered (e.g., live classroom or distance education) and the length of time required for completion;
- (6) The number of clock hours approved for the course, or, a statement that an application for approval is pending;
- (7) Name(s) of instructor(s) when available;
- (8) Equipment and supplies which the student must provide;
- (9) Fees for the course;
- (10) The specific education requirements under chapter 18.280 RCW or chapter 308-408B WAC which will be met upon completion of the course. Students shall be informed, that for pre-licensing courses, a comprehensive examination of no fewer than two hundred questions is available and is mandatory to satisfy the requirements of WAC 308-408B-040;
- (11) Cancellation policy; and
- (12) Tuition refund policy.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-200 Certificate of school approval.

Upon approval a school shall be issued a certificate of approval containing the school's name, address, identification number, date of approval, and name of administrator. No school shall adopt or make a change in its name of its administrative office prior to receipt of a new certificate from the department.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-210 Disciplinary action—Procedures—Investigation.

- (1) The department shall have the authority, on its own motion or upon complaint made to it, to investigate or audit any school to determine compliance with chapter 18.280 RCW and with the rules and regulations of this chapter.
- (2) Complaints concerning approved schools must be made in writing to the department.
- (3) All approved schools shall be subject to periodic visits by an official representative for the department who may observe classroom and distance education activities, evaluate course content, exams and instructor proficiency to ensure that courses are being taught in accordance with the provisions of this chapter.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-220 Grounds for denial or withdrawal of school or school administrator approval.

Approval may be denied or withdrawn if the instructor or any owner, administrator, or affiliated representative of a school:

- (1) Has had any disciplinary action taken against his/her professional license in this or any other jurisdiction;
- (2) Falsified any student records or clock hour certificates;
- (3) Falsified any application or any other information required to be submitted to the department;
- (4) Attempted in any manner to discover, or to impart to any license candidate, the content of and/or answer to any home inspector license examination question(s);
- (5) Violated any provision in chapter 18.280 RCW or the rules promulgated thereunder;
- (6) Failed to cooperate with the department in any investigation or hearing;
- (7) Has been convicted of a crime within the preceding ten years;
- (8) Violated any of the provisions of any local, state, or federal antidiscrimination law;
- (9) Continued to teach or offer any home inspector subject matter whereby the interests of the public are endangered, after the director, by order in writing, stated objections thereto;
- (10) Offered, sold, or awarded any clock hours without requiring the student to successfully complete the clock hours for which the course was approved;
- (11) Accepted registration fees and not supplied the service and/or failed to refund the fees within thirty days of not supplying the service;
- (12) Represented in any manner that the school is associated with a "college" or "university" unless it meets the standards and qualifications of and has been approved by the state agency having jurisdiction;
- (13) Represented that a school is recommended or endorsed by the state of Washington or by the department, provided that a school authorized to offer clock hours under this chapter may state: "This school is approved under chapter 18.280 RCW";
- (14) Advertised, published, printed, or distributed false or misleading information;

- (15) Advertised the availability of clock hour credit for a course in any manner without affixing the name of the school as approved by the department;
- (16) Solicited, directly or indirectly, information from applicants for a home inspector license following the administration of any home inspector examination to discover the content of and/or answer to any examination question or questions;
- (17) Has failed to meet the requirements of this chapter;
- (18) Failed to teach a course consistent with the approved course content or curriculum;
- (19) Used a substitute instructor who has not been approved to teach the topic area(s) pursuant to chapter 308-408B WAC.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-230 Hearing procedure.

Upon notice of disapproval or issuance of charges, a person is entitled to a hearing conducted in accordance with the Administrative Procedure Act, chapter 34.05 RCW, and the provisions of 308-408B-130. To exercise the right to a hearing under this section, a person must request a hearing within twenty days after receipt of the notice of disapproval or charges. Any person aggrieved by a final decision of the director is entitled to judicial review under the provisions of the Administrative Procedure Act, chapter 34.05 RCW.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-240 Record retention.

- (1) Each school shall maintain for a minimum of five years each student's record and each edition of a required publication;
- (2) A "student record" shall include:
 - (a) The name, administrative offices address, email address, and telephone number of the school;
 - (b) Full name, physical address, email address, and telephone number of the student;
 - (c) Beginning and ending dates of attendance and date of registration agreement if the refund policy relates to the registration date;
 - (d) Clock hour courses completed and examination results;
 - (e) Course evaluation form.
- (3) Each school shall provide a copy of a student's record to the student upon request.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-250 School closing/change of status.

- (1) A school shall make plans and take measures to protect the rights of present and former students if it goes out of business.
- (2) Upon cessation of instruction or termination of approved status, a school shall immediately furnish to the department by certified mail or hand delivery:

- (a) Its certificate of approval;
 - (b) Name, physical address, email address, and telephone number of the person who will be responsible for closing arrangements;
 - (c) The student's name, physical address, email address, and telephone number, the name of the course, the amount of class time remaining to complete the course, and the total amount of tuition and fees paid by the student for the course;
 - (d) A copy of a written notice which shall be mailed to all enrolled students in clock hour courses who have not completed a current course because of cessation of instruction; the notice shall explain the procedures students must follow to secure refunds or to continue their education;
 - (e) Procedures for disbursement of refunds to enrolled students, in the full amount to which they are entitled, no later than thirty days from the last day of instruction.
- (3) Upon closing, a school shall arrange for a person approved by the department to retain the records required under WAC 308-408B-240. If a school closes without arranging for record retention, the department may obtain the records to protect the former students.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-260 Instructor approval required.

- (1) Instructor approval by the department is required prior to the date on which the course is offered for clock hour credit.
- (2) Each application for approval of an instructor shall be submitted to the department on the appropriate application form provided by the department.
- (3) The director or designee shall approve or disapprove instructor applications based upon criteria recommended by the board.
- (4) The director or designee shall approve only complete applications which meet the requirements of this chapter.
- (5) Upon approval or disapproval the applicant will be so advised in writing by the department. Notification of disapproval shall include the reasons therefor.
- (6) Approval shall expire two years after effective date of approval.
- (7) Applicants shall identify on the application form the specific subject matter topic area or areas he or she proposes to teach.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-270 Application process for previously approved instructors.

- (1) If there are no changes in the original instructor approval application for a previously approved instructor, the instructor will be approved upon receipt of an instructor renewal form and payment of the required fee.
- (2) If there are changes in an original instructor approval application for a previously approved instructor, the application will not be processed as a renewal, and will require completion of an instructor approval application and, if applicable, payment of any required fees.

- (3) If an instructor renewal application or an instructor approval application is submitted at least thirty days prior to the current instructor expiration date, the previous instructor approval shall remain in effect until action to approve or disapprove the application is taken by the director.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-280 Certificate of instructor approval.

Upon approval an instructor shall be issued a certificate of approval containing the instructor's name, date of approval, department identification number, and the subject matter topic areas that the instructor is approved to teach.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-290 Qualifications of instructors.

Each instructor shall demonstrate competency based on guidelines recommended by the board in the subject matter/topic that they propose to teach and shall be qualified in techniques of instruction. Instructor qualifications in techniques of instruction shall be evidenced by one of the following:

- (1) One hundred fifty classroom hours as an instructor within two years preceding application in courses acceptable to the director;
- (2) Successful completion of an instructor training course approved by the director upon recommendation of the board and two years full-time experience in home inspection or a related field within the five years immediately preceding the date of application;
- (3) A bachelors or advanced degree in education or related field and either two years teaching experience, or two years experience in home inspection or a related field within the last five years;
- (4) A current teaching certificate issued by an authorized governmental agency. The instruction must have been in a field related to that which the instructor has applied to teach;
- (5) At least ninety clock hours as an instructor in home inspection within two years preceding the application;
- (6) Ninety hours as an instructor at an institution of higher learning within two years preceding the application. The instruction must have been in a field related to that which the instructor has applied to teach;
- (7) Selection by a national or state association whose selection criteria have been approved by the director upon recommendation of the board.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-300 Changes in instructors.

Changes in course instructors may be made only if the substitute instructors are currently approved to teach the course pursuant to WAC 408B-290.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-310 Guest lecturer(s)—Defined.

A topic area expert(s) may be utilized as a guest lecturer to assist an approved instructor to teach an approved course. The approved instructor is responsible for supervision of the approved course. Guest lecturer(s) shall not be utilized to circumvent the instructor approval requirements of this chapter. Guest lecturers shall be limited to no more than fifteen minutes per clock hour. Guest lecturers can only be used when the approved instructor is present.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

304-408B-320 Conditional approval for lecturers at courses offered in a symposium or conference format.

- (1) Lecturers at courses approved under WAC 304-408B-070 to be offered in a symposium or conference format that are not already approved instructors under this chapter are exempt from the instructor approval process outlined in this chapter.
- (2) Approval of a course under WAC 304-408B-070 will be considered conditional instructor approval of the lecturers featured therein for the duration and content of the symposium or conference.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-330 Disciplinary action—Procedures—Investigation.

- (1) The department shall have the authority, on its own motion or upon complaint made to it, to investigate or audit any instructor to determine compliance with chapter 18.280 RCW and with the rules and regulations of this chapter.
- (2) Complaints concerning approved instructors should be made in writing to the department.
- (3) All approved instructors shall be subject to periodic visits by an official representative of the department who shall observe classroom activities, evaluate course content and instructor proficiency to ensure that courses are being taught in accordance with the provisions set forth.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-340 Grounds for denial or withdrawal of instructor approval.

Approval may be denied or withdrawn if the instructor:

- (1) Has had any disciplinary action taken against his/her professional license in this or any other jurisdiction;
- (2) Falsified any student records or clock hour certificates;
- (3) Falsified any application or any other information required to be submitted to the department;

- (4) Attempted in any manner to discover, or to impart to any license candidate, the content of and/or answer to any home inspector license examination question(s);
- (5) Violated any provision in chapter 18.280 RCW or the rules promulgated thereunder;
- (6) Failed to cooperate with the department in any investigation or hearing;
- (7) Has been convicted of a crime;
- (8) Violated any of the provisions of any local, state, or federal antidiscrimination law;
- (9) Continued to teach or offer any home inspector subject matter whereby the interests of the public are endangered, after the director, by order in writing, stated objections thereto;
- (10) Offered, sold, or awarded any clock hours without requiring the student to successfully complete the clock hours which the course was approved;
- (11) Accepted registration fees and not supplied the service or failed to refund the fees within thirty days of not supplying the service;
- (12) Represented in any manner that the school is associated with a "college" or "university" unless it meets the standards and qualifications of and has been approved by the state agency having jurisdiction;
- (13) Represented that a school is recommended or endorsed by the state of Washington or by the department, provided that a school authorized to offer clock hours under this chapter may state: "This school is approved under chapter 18.280 RCW";
- (14) Advertised, published, printed, or distributed false or misleading information;
- (15) Solicited, directly or indirectly, information from applicants for a home inspector license following the administration of any home inspector examination to discover the content of and/or answer to any examination question or questions;
- (16) Has failed to meet the requirements of this chapter;
- (17) Failed to teach a course consistent with the approved course content or curriculum.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-350 Hearing procedure.

Upon notice of disapproval or issuance of charges, a person is entitled to a hearing conducted in accordance with the Administrative Procedure Act, chapter 34.05 RCW, and the provisions of 308-408B-130. To exercise the right to a hearing under this section, a person must request a hearing within twenty days after receipt of the notice of disapproval or charges. Any person aggrieved by a final decision of the director is entitled to judicial review under the provisions of the Administrative Procedure Act, chapter 34.05 RCW.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

New section

308-408B-360 Home inspector school and instructor approval fees.

- (1) The following fees shall be charged for applications for approval home inspector schools and instructors. An application fee shall accompany each application, unless otherwise indicated. Approval for schools and instructors, if granted, shall be two years from the date of approval. Applications submitted and disapproved may be resubmitted at no additional fee.
- (2) Application for school approval - No fee.
- (3) Application for instructor approvals - No fee
 - (a) Approval to teach a specific course on one occasion - No fee;
 - (b) Approval to teach as many subject areas as requested at time of initial application - No fee. Approval shall be for two years from the approval date;
 - (c) Approval to teach additional subject area(s) not requested at time of initial application or renewal - No fee for each application to teach additional subject area(s). Approval, if granted, shall be for remainder of two year approval period. Applications submitted under (a), (b) and (c) of this section and disapproved may be resubmitted at no additional fee.

[Statutory Authority: RCW 18.280.050 and RCW 18.280.060.]

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Home Inspectors Year End Stats: Calendar Year 2014 2015

Licensing*												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Exam Applications 2014	9	10	29	17	21	9	20	6	17	5	10	13
Exam Applications 2015	15	14	28	15	37	13	40	12	13	27	20	33
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
First License 2014	12	9	20	14	19	19	16	12	8	16	2	4
First License 2015	11	10	20	6	16	25	21	26	12	13	20	17
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Renewal 2014	16	9	10	10	9	12	9	26	35	38	38	35
Renewal 2015	32	37	34	33	31	34	30	29	24	27	21	28
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Late Renewals 2014	5	3	3	2	1	1	0	3	0	3	1	0
Late Renewals 2015	2	2	6	3	4	1	0	2	5	2	7	4

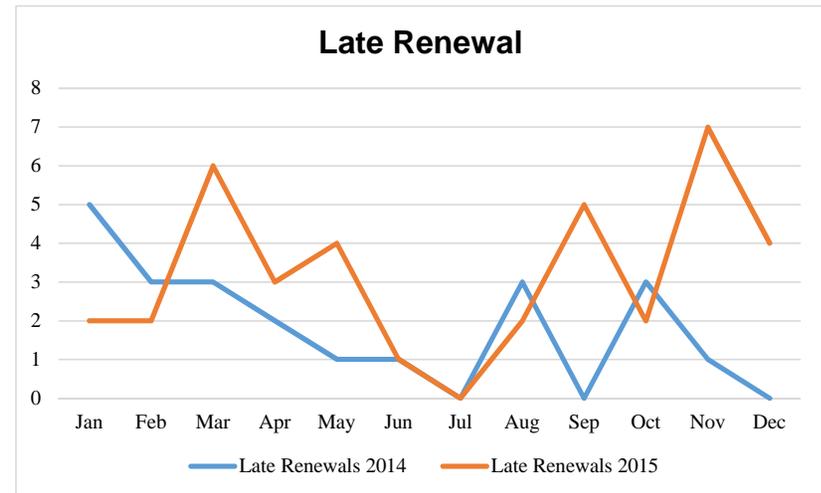
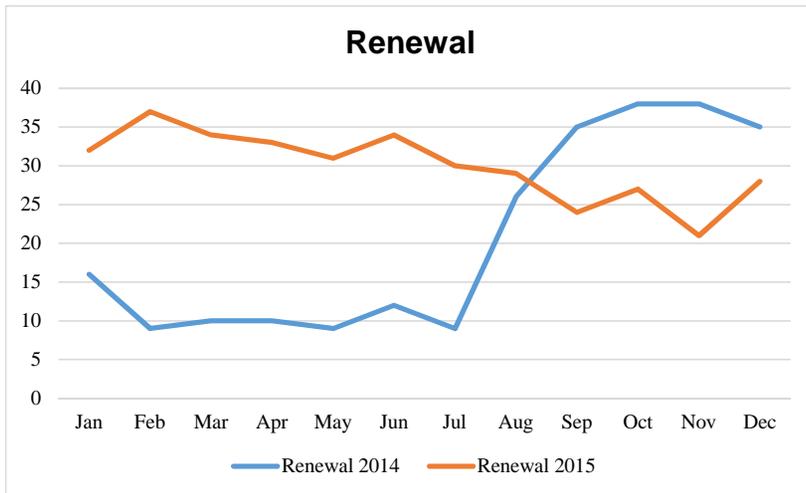
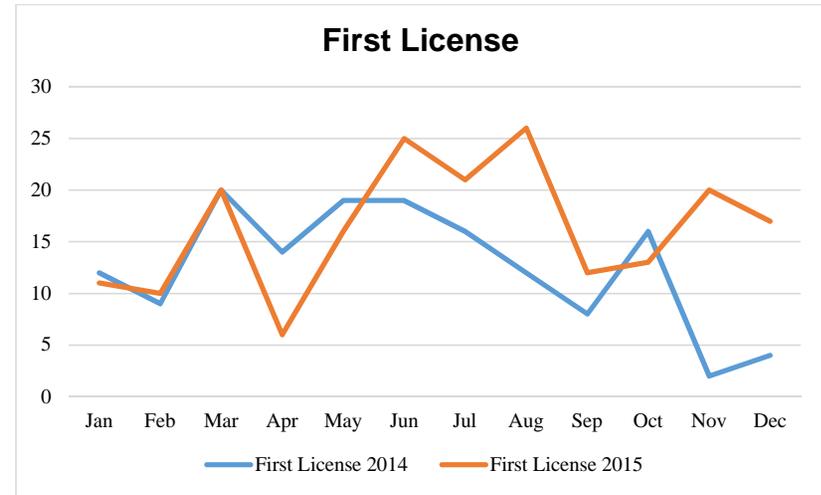
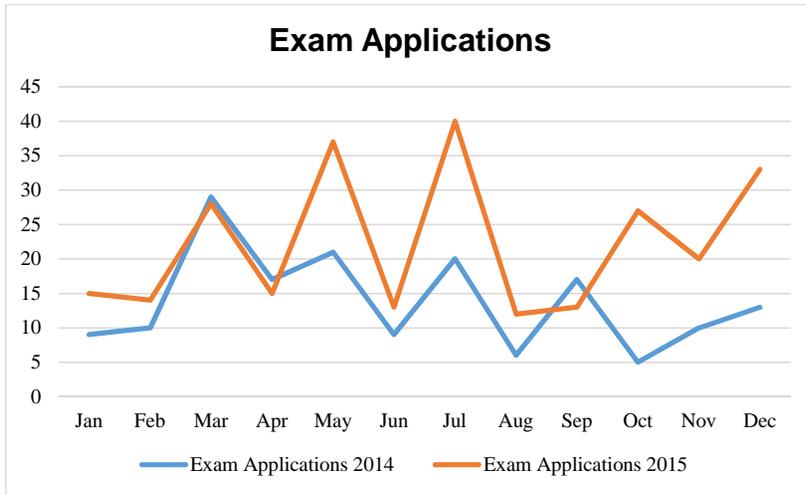
Active Licenses*												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Active Licenses 2014	0	696	713	734	745	760	773	780	780	0	0	0
Active Licenses 2015	788	784	799	797	801	820	832	845	856	861	879	893
											2014 % Increase	
											11%	
											2015 % Increase	
											12%	

Complaints/Investigations**		
	2014	2015
Cases Closed in Program	9	15
Cases Received From Intake	14	32
Cases Closed After investigation	9	28
Cases Sent to Legal	1	1
Disciplinary Actions	0	0

*Venture Monthly Report

**Handcounts by Compliance, Investigations, and Compliance Staff (Contains carryover from 2014)

Home Inspectors Year End Stats: Calendar Year 2014/2016



Home Inspectors Year End Stats: Calendar Year 2014/2016

