

WASHINGTON STATE DEPARTMENT OF LICENSING

Washington Home Inspector Board

*Meeting Packet
March 5, 2015
Olympia, Washington*



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STATE OF WASHINGTON
DEPARTMENT OF LICENSING
PO Box 9020, Olympia, Washington 98507-9020
HOME INSPECTOR ADVISORY LICENSING BOARD
PLANNING SESSION AGENDA

DATE: March 5, 2015

PLACE: The Olympia Center
Room 102
222 Columbia Street NW
Olympia, WA 98501

CONTACT PERSON: Karen Jarvis, Program Manager
360-664-6487
kjarvis@dol.wa.gov

ORDER OF PLANNING SESSION AGENDA: (NO FORMAL ACTIONS WILL BE TAKEN)

TIME: 9:00 AM to until business is completed

CALL TO ORDER: Karen Jarvis, Program Manager

- A. Orientation of Regulatory Program
 - (1) Licensing – Debbie Wright
 - (2) Education – Dolly Casitas
 - (3) Complaint Intake – Lynnel McKnight/Nate Moore
 - (4) Investigations – Bill Dutra
 - (5) Compliance – Ryan Grimes
 - (6) Board & Program Oversight – Karen Jarvis/Lona Price
- B. Role of Sub-Committees and the Purpose of Sub-committee Meetings and the Regular Board Meetings
- C. Status of Rule Changes – Karen Jarvis/Jerry McDonald
- D. Discussion of sharing inspection reports
- E. Discussion about infrared usage in home inspections
- F. Course Review standards – Education Subcommittee
- G. Fundamentals of Home Inspection – Live vs. Distance Education - Staff
- H. Other Business if time allows
- I. Adjourn

The Department of Licensing has a policy of providing equal access to its services. If you need accommodations, please call (360) 664-6487 or TTY (360) 664-8885.

Home Inspector Proposed Rules

WAC 308-408B-040

General requirements for course approval.

Courses shall meet ~~one~~ of the following requirements:

- (1) ~~Be offered by a private entity; or~~
- (2) ~~Be offered by a tax-supported, public technical or community college or other institution of higher learning that offers college credits; or~~
- (3) ~~Be offered by the Washington home inspector board; and~~
- (4) Have a minimum of one hundred twenty hours of ~~coursework or classroom~~ instruction for the student for prelicense; or
- (5) Have a minimum of two hours of ~~coursework or coursework or~~ instruction for the student for continuing education. A clock-hour is a period of fifty minutes of actual instruction; and
- (6) Provide practical information related to the practice of home inspection in any of the following home inspection topic areas:

(a) Department prescribed curricula for prelicense:

Fundamentals of home inspection.

(b) Continuing education:

(i) Communications;

(ii) Structures;

(iii) Plumbing;

(iv) Electrical;

(v) Heating;

(vi) Ventilation;

(vii) Air conditioning;

(viii) Law and business administration;

(ix) Current trends and issues;

(x) Exteriors;

(xi) Interiors;

(xii) Consumer protection;

(xiii) Report writing; and

(xiv) Environmental conditions or hazardous materials.

(7) Be under the supervision of an instructor, who shall, at a minimum, be available to respond to specific questions from students;

(8) Utilize a sign – in/out sheet for all live courses, and not give give credit hours to participants who do not attend the entire session. Record of sign in/out sheets shall be maintained a minimum of 3 years. Courses that do not adhere to the requirement are subject course disapproval.

~~(89)~~ The following types of courses will not be approved for clock hours:

(a) Mechanical office and business skills, such as, keyboarding, speed-reading, memory improvement, and grammar;

(b) Standardized software programs such as word processing, e-mail, spreadsheets or data bases; an example: A course specific to the reporting system necessary to deliver a home inspection would be acceptable, but a course teaching how to use a computer would not be acceptable;

(c) Orientation courses for licensees, such as those offered by trade associations;

(d) Personal and sales motivation courses or sales meetings held in conjunction with a licensee's general business;

Home Inspector Proposed Rules

(e) Courses that are designed or developed to serve other professions, unless each component of the curriculum and content specifically shows how a home inspector licensee can utilize the information in the practice of home inspection;

(f) Personal finance, etiquette, or motivational type courses;

(g) Courses that are designed to promote or offer to sell specific products or services to home inspector licensees such as warranty programs, client/customer data base systems, software programs or other devices. Services or products can be offered during nonclock hour time, such as breaks or lunch time. Letterhead, logos, company names or other similar markings by itself, on course material are not considered promotional;

(h) Clock hours will not be awarded for any course time devoted to meals or transportation.

(910) Prelicense courses which are submitted for approval shall include a comprehensive examination(s) and answer key(s) of no fewer than two hundred questions, and a requirement of passing course grade of at least seventy percent; essay question examination keys shall identify the material to be tested and the points assigned for each question; an examination is not required for continuing education courses;

(101) Include textbook or instructional materials approved by the director, which shall be kept accurate and current;

(142) Not have a title which misleads the public as to the subject matter of the course;

(123) The provider's course application shall identify learning objectives and demonstrate how these are related to the practice of home inspection.

(14) Instructors providing the 40 hours of field training must meet the following requirements:

(a) Be a Washington State Licensed Home Inspector

(b) Have completed a minimum of 500 fee – paid home inspections

(c) Have 5 years experience in the home inspection profession.

Field training shall not exceed a minimum of five students per instructor and may not exceed one student per instructor if the training is performed on a fee-paid standard home inspection.

WAC 308-408A-020

Application process to take examination.

This section does not apply to applicants for a home inspector's license who are actively licensed in another jurisdiction or were so licensed in the preceding six months in accordance with WAC [308-408A-040](#).

(1) Any person desiring to take an examination for a home inspector's license, except applicants who have received clock hours in another jurisdiction that have not been approved by the department, or applicants who are requesting substitution of clock hours per WAC [308-408A-050](#), shall telephone the testing service up to one day prior to the desired test date to schedule and pay for an examination by cashier's check, certified check, money order, credit card, debit card, e-checks, or money voucher to the testing service. On the day of the examination, the candidate shall submit a completed examination application that has been approved by the department to the testing service. This approval is valid for six months from the date of the approval letter. If the approval expires, the candidate must apply to be reapproved. Approval is granted upon successful completion of a one hundred twenty hour course in fundamentals of home inspection and proof of forty hours of field training approved by the department. The candidate must pass a course examination approved by the director. This

Home Inspector Proposed Rules

course and the required field training must be completed within two years prior to applying for the home inspector's license examination.

(2) The candidate will be able to schedule an examination date up to one day prior to their desired test date. Candidates requesting a morning or afternoon test session will be scheduled immediately for an examination and will be provided with a registration number confirming their reservation. On the day of the examination, the candidate shall submit the verified examination application document to the testing service approved by the department.

(3) A candidate shall be assessed the full examination fee for any examination in which the candidate fails to provide two days' notice to the testing service for changing their examination date or for failing to arrive and take a scheduled examination at the time the examination is scheduled or rescheduled.

WAC 308-408-010

Words and terms.

Words and terms used in these rules shall have the same meaning as each has under chapter [18.280](#) RCW unless otherwise clearly provided in these rules, or the context in which they are used in these rules clearly indicates that they be given some other meaning.

(1) "Classroom" means training that takes place in a setting where individuals receiving training are assembled together and learn through lectures, study papers, class discussion, textbook study, or other means of organized formal education techniques, such as video, closed circuit, or other forms of electronic means.

(2) "Comment" means the act of stating one's observations clearly in the report.

(3) "Describe" means the act of stating one's observations clearly in the report.

(4) "Distance education" means a delivery method in which instruction takes place in other than a live classroom setting, the instructor and the student are in physically separate locations, and interactive instructional methods such as video-based instruction, computer conferencing, video conferencing, interactive audio, interactive computer software, correspondence or internet-based instruction are used.

(5) "Enter" means to physically go into an attic, crawlspace, or other area. Simply sticking one's head and shoulders into these areas is not entering.

(6) "Field training" is in addition to the one hundred twenty hours of classroom instruction and shall be done on actual inspection sites. Field training must include forty hours of instruction with a minimum of five actual complete home inspections done to the standards of practice under the supervision of an experienced inspector. The applicant will be required to complete written reports for each inspection and the supervisor will review the reports and certify that they are in full compliance with the standards of practice. The forty hours of supervised instruction will not include travel time to and from inspection, meals, and report writing time.

(7) "Interactive" means the course structure and technologies promote active student involvement with the course content, including the ability to:

(a) Access or bypass optional content, if applicable;

(b) Submit questions or answer test items, and receive direct feedback; and

(c) Communicate with the instructor and/or other students on an immediate or reasonably delayed basis.

Interactive instruction specifically excludes courses that only provide passive delivery of instructional content.

Home Inspector Proposed Rules

(8) "Passive" means there is no required or actual interaction or feedback between the student and instructor.

(9) "Preinspection agreement" is a written contract signed by the client that outlines the standards and work to be performed by the home inspector.

(10) "Preoffer consultation" is a verbal report that is limited in scope performed by a licensed home inspector. A preinspection agreement must be signed by the client and describe the limited scope of the consultation. This preoffer consultation is conducted only prior to mutual acceptance.

(11) "Readily accessible" means available for visual inspection without requiring moving personal property, dismantling, destructive measures, or any action that likely will involve risk to persons or property.

(12) "Record" means the act of stating one's observations clearly in the report.

(13) "Report" means the act of stating one's observations clearly in the report.

(14) "Standard home inspection" is a prelisting or presale written report that contains all or most of the components listed in the standards of practice. The components must be listed in the preinspection agreement. This standard home inspection report cannot be delivered verbally and must be in writing.

(15) "Technically exhaustive" is an investigation that involves dismantling, the extensive use of advanced techniques, measurements, instruments, testing, calculations or other means.

(16) "Traverse" means the act of physically moving through a crawlspace or attic or over the surface of a roof during an inspection when it is safe to do so.

(17) "Marketing Materials" means any marketing materials used by home inspectors may not be misleading when describing the inspector's qualifications.

WAC 308-408C-020

Ethics—Statement of purpose.

In order to ensure the integrity and high standard of skill and practice in the home inspection profession, the following rules of conduct and ethics shall be binding upon the inspector.

The home inspector must:

(1) Provide home inspection services that conform to the Washington state home inspectors' SOP.

(2) Provide full written disclosure of any business or familial relationships or other conflicts of interest between themselves and any other party to the transaction. The parties may include, but are not limited to, buyers, sellers, appraisers, real estate licensees, mortgage representatives, title companies, vendors and service contractors.

(3) Act as an unbiased party and discharge his or her duties with integrity and fidelity to the client.

(4) Perform services and express opinions based on genuine conviction and only within the inspector's area of education, training, or expertise.

(5) Not conduct a home inspection or prepare a home inspection report that knowingly minimizes, compromises or attempts to balance information about defects for the purpose of garnering future referrals.

(6) Not provide services that constitute the unauthorized practice of any profession that requires a special license when the inspector does not hold that license.

Home Inspector Proposed Rules

(7) Not accept compensation for a home inspection from more than one party without written disclosure to the inspector's client(s).

(8) Not for one year after completion of the inspection repair, replace, or upgrade for compensation components or systems on any building inspected - this section applies to the inspector's firm and other employees or principals of that firm or affiliated firms.

(9) Not provide compensation, inducement, or reward directly or indirectly, to any person or entity other than the client, for the referral of business, inclusion on a list of recommended inspectors or preferred providers or participate in similar arrangements. The purchase and/or use of low-value advertising or marketing services or products that does not exceed ten dollars per item, is not considered inducement or reward.

(10) Not disclose information contained in the inspection report without client approval or as required by law. However, at their discretion inspectors may disclose when practical observed safety or health hazards to occupants or others that are exposed to such hazards.

(11) Not advertise previous experience in an associated trade as experience in the home inspection profession. An inspector's advertised inspection experience will reflect only the inspector's experience as a home inspector and inspectors shall not advertise, market or promote their home inspection services or qualifications in a fraudulent, false, deceptive or misleading manner.

(12) Not accept a home inspection referral or perform a home inspection when assignment of the inspection is contingent upon the inspector reporting predetermined conditions.

(13) The home inspector must clarify what professional organization or franchise granted certification if the term is used to describe qualifications. The Washington home inspector licensing advisory board is the only home inspector board recognized by the director, and does not certify home inspectors. Language that leads the public to believe an inspector is in any way certified by the State of Washington or the home inspector licensing advisory board shall not be used, and the term "board" certified home inspector" is expressly prohibited.

WAC 308-408C-050

Contracts.

A preinspection agreement is mandatory and as a minimum must contain or state:

(1) Address of property.

(2) Home inspector compensation.

(3) General description of what the home inspector will and will not inspect. That description will include all items that the Washington state SOP requires to be inspected.

(4) A statement that the inspection does not include investigation of mold, asbestos, lead paint, water, soil, air quality or other environmental issues unless agreed to in writing in the preinspection agreement.

(5) The department will coordinate with the Washington State Department of Commerce, Energy Office, to maintain an information sheet posted to the Home Inspector web site. Every pre-inspection agreement or written home inspection report must include a copy or web link to this information. The inspector may include attach additional information or web link to energy efficiency that can include local information or contact phone numbers and websites that would be useful to homeowners.

General requirements for course approval.

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- (2) Be offered by a tax-supported, public technical or community college or other institution of higher learning that offers college credits; or
- (3) Be offered by the Washington home inspector board; and
- (4) Have a minimum of one hundred twenty hours of coursework or instruction for the student for prelicense; or
- (5) Have a minimum of two hours of coursework or instruction for the student for continuing education. A clock-hour is a period of fifty minutes of actual instruction; and
- (6) Provide practical information related to the practice of home inspection in any of the following home inspection topic areas:
 - (a) Department prescribed curricula for prelicense:
Fundamentals of home inspection.
 - (b) Continuing education:
 - (i) Communications;
 - (ii) Structures;
 - (iii) Plumbing;
 - (iv) Electrical;
 - (v) Heating;
 - (vi) Ventilation;
 - (vii) Air conditioning;
 - (viii) Law and business administration;
 - (ix) Current trends and issues;
 - (x) Exteriors;
 - (xi) Interiors;
 - (xii) Consumer protection;
 - (xiii) Report writing; and
 - (xiv) Environmental conditions or hazardous materials.
- (7) Be under the supervision of an instructor, who shall, at a minimum, be available to respond to specific questions from students;
- (8) The following types of courses will not be approved for clock hours:
 - (a) Mechanical office and business skills, such as, keyboarding, speed-reading, memory improvement, and grammar;
 - (b) Standardized software programs such as word processing, e-mail, spreadsheets or data bases; an example: A course specific to the reporting system necessary to deliver a home inspection would be acceptable, but a course teaching how to use a computer would not be acceptable;
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 - (g) Courses that are designed to promote or offer to sell specific products or services to home inspector licensees such as warranty programs, client/customer data base systems, software programs or other devices. Services or products can be offered

during nonclock hour time, such as breaks or lunch time. Letterhead, logos, company names or other similar markings by itself, on course material are not considered promotional;

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(10) Include textbook or instructional materials approved by the director, which shall be kept accurate and current;

(11) Not have a title which misleads the public as to the subject matter of the course;

(12) The provider's course application shall identify learning objectives and demonstrate how these are related to the practice of home inspection.

[Statutory Authority: RCW [18.280.050](#) and 18.280. [18.280.060](6). WSR 09-13-001, § 308-408B-040, filed 6/3/09, effective 7/4/09.]

Washington State Department of Licensing

**Fundamentals of Home Inspection
Course Curriculum**

Effective December 2008

Washington State Department of Licensing
Post Office Box 9015
Olympia, WA 98507-9015

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Introduction

During the 2008 session, the Washington State Legislature passed ESSB 6006 requiring inexperienced individuals seeking a home inspector's license to complete 120-clock hour course in home inspection fundamentals and up to 40 hours of field training under the supervision of an experienced inspector. In addition to these requirements, inspectors seeking to renew their license in the future must complete 24 clock hours of continuing education every two years.

The Director of the Department of Licensing, with the guidance of the Washington Home Inspector Licensing Advisory Board, is charged with implementing this legislative mandate.

On the basis of extensive feedback and discussion with industry groups, the Department of Licensing and the Washington Home Inspector Licensing Advisory Licensing Board developed this curriculum as a guide for home inspection educators. While it's not necessarily to teach subjects in the sequence shown in this curriculum, every educator needs to make every effort to ensure that the courses taught meet the basic learning objectives required to ensure that inspectors are minimally competent.

Recommended Learning Levels

Not all subjects are as important as others. Not all subjects require the same level of learning. In developing the recommendations for a new fundamentals curriculum, the Department and Board also analyzed the recommended topics with respect to desirable learning levels.

Learning levels known as “Bloom’s Taxonomy” are described in the following paragraphs. The paragraphs are preceded by designations such as “B-1”. These designations will be used to identify the learning level recommended for a particular set of topics. A higher designation assumes that students have also achieved lower designated learning levels.

B-1 KNOWLEDGE. Knowledge is defined as the remembering of learned material. This may involve the recall of a wide range of material, from specific facts to complete theories, but all that is required is the remembering of the appropriate information. Examples: Know definitions of common terms, basic concepts, methods and procedures and principles.

B-2 COMPREHENSION. Comprehension is defined as the ability to grasp the meaning of material. These learning levels go one step beyond the simple remembering of material and represent the lowest level of understanding. Examples: Understand and interpret facts and principles.

B-3 APPLICATION. Application is defined as the ability to use learned material in new situations. Examples: Apply laws and theories to practical situations. Demonstrate correct usage of a method or procedure.

B-4 ANALYSIS. Analysis refers to the ability to study or determine the nature and relationship of the parts. Examples: Distinguish between fact and inference and evaluate the relevancy of data.

B-5 SYNTHESIS. Synthesis refers to the ability to put parts together to form a new whole. Learning outcomes in this area stress creative behaviors, with major emphasis on the formulation of new patterns or structures. Examples: Propose a plan for an experiment, integrate learning from the different areas into a plan for solving a complex problem.

B-6 EVALUATION. Evaluation refers to the ability to determine the significance or worth of something by careful study. Examples: Form a valid opinion through weighing of evidence.

Educational Objectives for the Home Inspection Fundamentals Course

The learning objectives of the Fundamentals of Home Inspection course are intended to make a person minimally competent to enter the home inspection profession. The course focuses on home inspection principles, terminology, laws and regulations.

Topics in this curriculum are taught at the B-1 knowledge and B2 comprehension levels; because it's difficult to attain higher learning levels with only 120 clock hours of classroom instruction and still cover all required topics.

After passing the licensing examination, licensees will still need to obtain additional education that applies theory to practice.

Required Topic Areas and Educational Objectives

Section A – Professional Practices – 12 hours

1.0 Washington State Laws and Rules

Upon completion of this section, the student should:

1. Know and understand the Washington State Standards of Practice (SOP) for home inspections.
2. Know and understand the Washington State Code of Ethics (COE) for home inspectors.

2.0 Business Practices

Upon completion of this section, the student should:

1. Understand the amount of basic education required under Washington State Law for an inspector to be capable of doing a competent inspection.
2. Understand what equipment is needed for an inspector to be capable of doing a competent inspection.
3. Understand the dangers related to conducting a home inspection.
4. Understand basic business marketing principles.
5. Understand the basic administrative and record keeping requirements to run a business.

3.0 Legal Issues

Upon completion of this section, the student should:

1. Understand how home inspections relate to the real estate transaction.
2. Understand the importance of a properly completed inspection contract.
3. Understand the limitations of a visual inspection versus a technically exhaustive inspection.
4. Understand what business records must be maintained under state law.
5. Understand how to deal with customer complaints most effectively.

4.0 Communication

Upon completion of this section, the student should:

1. Know the pre-inspection and inspection routines.
2. Know how to write a thorough home inspection report.
3. Understand the necessary interpersonal communication skills that all inspectors need.
4. Be able to demonstrate good communication skills.

Section B – Technical Subjects – 96 Hours

1.0 Structural Components

Upon completion of this section, the student should:

1. Know the various types of foundation systems and how they are installed.
2. Know the proper procedure to inspect foundations and framing components.
3. Know the difference between uniform settlement and tipping settlement.
4. Be able to recognize red flags that indicate problem foundations.
5. Know and be able to list the types of materials used in residential floor, wall, and roof framing systems.
6. Understand basic framing techniques and be able to recognize when visible framing has been done incorrectly.
7. Be able to explain structural deficiencies to the client using language the client can understand.
8. Know when a structural issue is outside the scope of an inspector's depth of knowledge and when to refer it to an appropriate specialist.
9. Know how to properly describe structural components and record structural deficiencies in the written report.

2.0 Exteriors

Upon completion of this section, the student should:

1. Know the most common claddings systems and how they are properly installed.
2. Know when wood decks, balconies, stoops, stairs, porches and railings are properly built and correctly attached and flashed to a house.
3. Be able to identify various types of windows and doors, their materials, and when they are properly installed.
4. Be able to recognize when exterior components are in need to maintenance, damaged, or need to be replaced.
5. Be able to explain exterior deficiencies to the client using language the client can understand.
6. Know which professional is most appropriate to refer a client to for correction of exterior defects.
7. Know how to properly describe exterior components and record exterior deficiencies in the written report.

3.0 Roofing

Upon completion of this section, the student should:

1. Know the two types of roofs and which roofing systems are appropriate for them.
2. Be able to recognize the various types of roof covers and know when they're appropriate and properly installed and flashed.
3. Be able to recognize when roofing appurtenances are appropriate for various types of roof covers and are properly installed.
4. Be able to recognize various types of flashing and coping systems and know when they're appropriate and properly installed.
5. Be able to recognize various types of guttering systems and know when they are appropriate and properly installed.

6. Know how to inspect roofing systems for deficiencies from the surface, ladders or the ground and be able to recognize when roofing components are in need of maintenance, are damaged, or need to be replaced.
7. Be able to explain roofing system deficiencies to the client using language the client can understand.
8. Know which professional is most appropriate to refer a client to for correction of roofing defects.
9. Know how to properly describe roofing components and record exterior deficiencies in the written report.

4.0 Plumbing

Upon completion of this section, the student should:

1. Understand the basic configuration of residential water supply plumbing and distribution systems, fixtures and faucets, and drain/waste plumbing and vent systems.
2. Be able to recognize basic plumbing components and know how they should be installed, supported, and vented when necessary.
3. Understand the differences between various plumbing materials and the implications of those differences.
4. Know the different types of water heating systems; understand their components, function and basic operation; and know when they're properly installed.
5. Know the different types of fuel storage devices for water heating systems and how they should be installed and vented when necessary.
6. Be able to recognize and distinguish the difference between storm water sump pump systems and waste ejector pump systems and know how they should be installed and vented when ventilation is necessary.
7. Know how to recognize leaks around plumbing fixtures and pipe connections.
8. Be able to recognize when supply plumbing, waste plumbing, water heating, fuel system, sumps and pumps and waste ejector components are in need of maintenance, are damaged, or need to be replaced.
9. Be able to explain deficiencies of these systems to the client using language the client can understand.
10. Know which professional is most appropriate to refer a client to for correction of plumbing defects.
11. Know how to properly describe plumbing system components and deficiencies of these systems in the written report.

5.0 Electrical Systems

Upon completion of this section, the student should:

1. Understand the basic configuration of residential electrical systems
2. Be able to recognize basic electrical components and know when they should be used and how they should be installed.
3. Be able to safely remove the deadfront cover from a service entrance panelboard and inspect the interior components for deficiencies.
4. Understand the differences between various wiring methods, how they should be installed and when their use is appropriate.
5. Know how to test electrical receptacles for power, proper grounding and polarity with commonly used testing devices.
6. Be able to recognize improper installation and common deficiencies in other electrical components.

7. Be able to recognize solid strand aluminum branch circuitry and understand the implications of its presence in a residential electrical system.
8. Understand how residential electrical systems are grounded and bonded.
9. Be able to explain electrical deficiencies to the client using language the client can understand.
10. Know which professional is most appropriate to refer a client to for correction of electrical defects.
11. Know how to properly describe electrical system components and deficiencies of the electrical system in the written report.

6.0 Heating Systems

Upon completion of this section, the student should:

1. Understand the basic configuration of residential heating systems.
2. Be able to recognize basic heating system components and know how they should be installed.
3. Understand the differences between various types of heating systems and the implications of those differences.
4. Know how to inspect various furnaces, boilers, heat pumps, electric central heating units, baseboard and in-wall electrical heaters, ducts, distribution plumbing, fixtures and visible hydronic heating pipe connections, including their various controls and plumbing and wiring connections.
5. Be able to recognize when heating system components are in need of maintenance, are damaged, or need to be replaced.
6. Be able to explain heating deficiencies to the client using language the client can understand.
7. Know which professional is most appropriate to refer a client to for correction of heating system defects.
8. Know how to properly describe heating system components and deficiencies of the heating system in the written report.

7.0 Cooling Systems

Upon completion of this section, the student should:

1. Understand the basic configuration of residential cooling systems.
2. Be able to recognize basic cooling system components and know how they should be installed.
3. Understand the differences between various types of cooling systems and the implications of those differences.
4. Know how to inspect various types of cooling systems including their various controls and plumbing and wiring connections and measure temperature split when running.
5. Be able to recognize when cooling system components are in need of maintenance, are damaged, or need to be replaced.
6. Be able to explain cooling system deficiencies to the client using language the client can understand.
7. Know which professional is most appropriate to refer a client to for correction of cooling system defects.
8. Know how to properly describe cooling system components and deficiencies of the cooling system in the written report.

8.0 Interiors

Upon completion of this section, the student should:

1. Understand the basic types of interior wall, floor and ceiling finishes and how they should be installed.
2. Know how to inspect interior doors, cabinets, countertops, and the interior of windows for defects.
3. Be able to recognize when interior components are in need of maintenance, are damaged, or need to be replaced.
4. Be able to explain interior deficiencies to the client using language the client can understand.
5. Know which professional is most appropriate to refer a client to for correction of interior defects.
6. Know how to properly describe interior components and any interior deficiencies in the written report.

9.0 Insulation & Ventilation

Upon completion of this section, the student should:

1. Understand the purpose of insulation and where it is used in residential dwellings.
2. Be able to recognize various types of insulation and know how it should be installed.
3. Understand the characteristics of various insulating materials and the implications of those differences.
4. Understand why attics and roof planes are ventilated and know when ventilation configurations are appropriate.
5. Be able to recognize when insulation is inadequate, damaged and need repair or needs to be replaced.
6. Know how interior ventilation devices that pass through the attic and roof plane are supposed to be installed and be able to recognize moisture issues caused by improper ventilation.
7. Know which professional is most appropriate to refer a client to for correction of insulation and ventilation defects.
8. Know how to properly describe insulation and ventilation components and any insulation and ventilation deficiencies in the written report.

10.0 Fireplaces and Solid Fuel Burning Appliances and Chimneys

Upon completion of this section, the student should:

1. Know the various types of fireplaces and solid fuel burning appliances and understand how they are supposed to function.
2. Be able to inspect the condition and installation of wood-burning fireplaces and solid fuel burning appliances and test their damper operation, when applicable, without building a fire in the hearth.
3. Be able to inspect the condition and installation of gas-burning fireplaces and appliances and test them when pilot lights are functional.
4. Be able to inspect the condition and installation of gas log sets and their associated burners and plumbing components.
5. Be able to recognize various types of fireplace and stove exhaust ventilation devices and know when they are appropriate and installed correctly.
6. Be able to inspect visible portions of the top and bottom of chimney flues without the use of specialized equipment and when the top of the chimney can be safely reached using a ladder.

7. Be able to recognize when fireplace, stove or chimney components are in need of maintenance, are damaged and need repair or need to be replaced.
8. Be able to explain fireplace, stove or chimney deficiencies to the client using language the client can understand.
9. Know which professional is most appropriate to refer a client to for correction of fireplace, stove and chimney defects.
10. Know how to properly describe fireplace, stove and chimney components and report deficiencies in the in the written report.

11.0 Site

Upon completion of this section, the student should:

1. Understand proper grading and site drainage practices and understand how improperly configured grading and drainage can negatively impact a structure and the flatwork around a structure.
2. Be able to recognize poor grading and drainage configurations.
3. Be able to inspect driveways, patios, walkways, the visible elements of in-ground drains and retaining walls for defects.
4. Be able to explain grading and site drainage deficiencies to the client using language the client can understand.
5. Know which professional is most appropriate to refer a client to for correction of site grading and drainage issues.
6. Know how to properly describe site grading and drainage components and deficiencies in the written report.

12.0 Attached Garages & Carports

Upon completion of this section, the student should:

1. Understand how to inspect attached garages and carports.
2. Know how to properly inspect and test overhead garage doors and their automatic opening devices for proper installation and safe operation.
3. Understand the importance of fire-resistant walls, ceilings and doors between a garage and a house and be able to recognize when these are improperly installed or constructed.
4. Be able to recognize when overhead doors and their components are improperly installed, in need of maintenance, are damaged or need to be replaced.
5. Be able to explain deficiencies found in attached garages and carports to the client using language the client can understand.
6. Know which professional is most appropriate to refer a client to for correction of deficiencies found in attached garages and carports.
7. Know how to properly describe components of attached garages and carports and report deficiencies of these systems/components in the written report

13.0 Wood Destroying Organisms & Pest Conducive Conditions

Upon completion of this section, the student should:

1. Understand the differences between a Structural Pest Inspector (SPI) and a home inspector under Washington State law.
2. Know the limitations of what a home inspector may or may not tell a client about wood rot, pest-conducive conditions and insect infestation/damage.

3. Know how to recognize pest-conducive conditions and be able to tell a client how to best correct them.
4. Understand the basic mechanism of wood rot fungi, be able to recognize commonly found wood rot fungi and be able to inspect for evidence of damage caused by wood rot fungi in homes with minimal probing.
5. Know how to recognize when an issue might be insect related and when to refer the client to a licensed SPI for further evaluation and corrections as necessary.
6. Be able to explain fungal damage and pest conducive conditions to the client and make recommendations for correction using language the client can understand.
7. Know how to properly report wood rot fungi in the written report.

Section C – Other Subjects – 12 hours

1.0 Alternate Construction Methods

Upon completion of this section, the student should:

1. Know the differences between conventionally built homes and modular and manufactured homes and understand inspection issues commonly encountered with modular and manufactured homes.
2. Understand what insulated concrete form (ICF) systems are and how to recognize and inspect them.
3. Understand the inspection issues unique to milled log versus hand-scribed log homes.
4. Understand structural insulated panel systems (SIPS) and their unique inspection issues.
5. Have a general understanding of other types of uncommon construction techniques.
6. Be able to explain deficiencies of these structures and components to the client using language the client can understand.
7. Know how to properly describe these structures and components and report their deficiencies in the written report.

2.0 Environmental Conditions or Hazardous Materials

Upon completion of this section, the student should:

1. Have an understanding of what radon gas is, what the “hot” spots are in Washington State and how and when to report the presence of radon gas.
2. Understand the rules that apply to abandoned underground oil storage tanks (UST) under Washington State Law.
3. Understand what mold is and what factors contribute to the formation and spread of mold in residential construction.
4. Understand what asbestos is, the potential health implications of its presence in homes, what materials commonly contain asbestos fiber and what constitutes friable asbestos.
5. Know what lead is and what materials in a home commonly contain lead.
6. Have a general understanding of the hazards associated with exposure to other environmental conditions or hazardous materials, including but not limited to urea formaldehyde, electromagnetic fields microwaves, etc.
7. Be able to intelligently answer the client’s questions about these issues or refer the client to an appropriate professional when the answers aren’t known.

3.0 Building Codes

Upon completion of this section, the student should:

1. Understand the difference between a municipal building inspector and a home inspector and understand the core competencies unique to each as well as their common core competencies.
2. Know where and how to determine which codes are being used in one's areas of operation.
3. Understand how to look up code requirements in code publications.
4. Know what code violations are most commonly encountered by home inspectors.
5. Be able to explain possible code violations found to the client using language the client can understand.
6. Know how and when to refer the client to the Authority Having Jurisdiction (AHJ) to resolve potential code issues.

4.0 Product Quality and Safety Issues

Upon completion of this section, the student should:

1. Know how to investigate product safety concerns and look up manufacturer recalls on the Consumer Product Safety Commission (CPSC) website.
2. Be familiar with and able to recognize product quality and safety issues commonly encountered in this region.
 - Defective composite roofs.
 - Defective in-wall forced air electric heaters.
 - Defective polybutylene plumbing fittings.
 - Other
3. Understand the differences between various plumbing materials and the implications of those differences.
4. Know how to recognize leaks around plumbing fixtures and pipe connections.
5. Be able to explain product quality and safety issues to the client using language the client can understand.
6. Know which professional is most appropriate to refer a client to for correction of product quality and safety issues.



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

DATE: March 5, 2015

PLACE: The Olympia Center
Room 102
222 Columbia Street NW
Olympia, WA 98501

CONTACT

PERSON: Karen Jarvis, Program Manager
360-664-6487
kjarvis@dol.wa.gov

ORDER OF MEETING AGENDA: OPEN SESSION(S)

TIME: Immediately following the planning session until business is completed

CALL TO ORDER: Karen Jarvis, Program Manager

- A. Election of Chair & Vice-Chair
- B. Attendance
- C. Approval of Agenda
- D. Approval of March 3, 2014 Meeting Minutes
- E. Planning Session Recap
- F. Vote on 2015 Regular Board Meeting Dates and locations.
- G. Sub-committee Appointments
(1) Vote on Sub-committee Chairs and Members
- H. Budget
- I. Open Forum
- J. Summary of Action Items
- K. Adjourn



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

**HOME INSPECTOR LICENSING ADVISORY BOARD MEETING
MINUTES**

DATE: March 3, 2014

PLACE: Washington State Criminal Justice Training Commission
E-250 (A) – Olympic Building
19010 1st Ave South, Burien, WA 98148
(206) 835-7300

CONTACT Rhonda Myers, Program Manager
PERSON: (360) 66406497
Email: rmyers@dol.wa.gov

ORDER OF AGENDA: OPEN SESSIONS

TIME: 9:00 AM to 1:30 PM (or Completion of business)

CALL TO ORDER: Dave Pioli, Member/Vice Chair

Board members present: Paul Duffau, Stephen Cancler, Patrick Knight, Charles Buell, Darrell Marsolais

Absent: Bruce MacKintosh

Staff present: Kathleen Drew, Jerry McDonald, Rhonda Myers

A. Approval of Agenda – The agenda was approved as presented.

B. Approval of Minutes – The minutes of the December 5, 2013 meeting were approved as presented.

C. Report on Board Members whose terms are up and will be leaving – Rhonda Myers reported that terms for board members Bruce Mackintosh, Paul Duffau, and Dave Pioli will expire in 2014 and terms for Charles Buell, Stephen Cancler, and Patrick Knight will expire in 2015. Rhonda reported that notification of upcoming openings has been published and she has already received applications. She plans to schedule interviews for prospective members.

D. Recruitment Process – Jerry McDonald elaborated on the selection process that will be used to select new candidates for the board to be recommended to the director for appointment. The board voted to approve the new process.

Skip a trip – go online www.dol.wa.gov

E. Rules – Jerry McDonald reported that the issue with the proposed energy efficiency bill has been resolved. Rhonda Myers reported on additions and changes to the rules. It was moved, seconded and passed that the program move forward with the rules process.

F. Other business – There was a lengthy discussion on the approval of courses...no action was taken. There was also a discussion regarding E&O insurance...no action was taken

G. Adjourn – 11:00am

Respectfully Submitted by

Jerry McDonald
Administrator

DRAFT

2015

January

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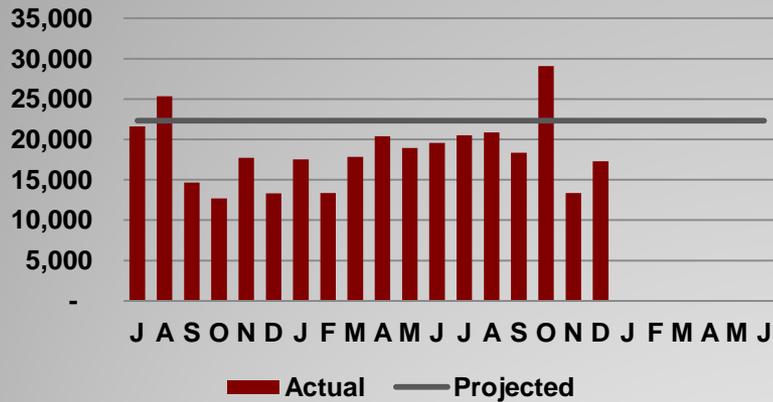
Budget Overview

Home Inspectors – Fund 06L

BPD Home Inspectors Program

March 2015 Presentation

Revenue Data



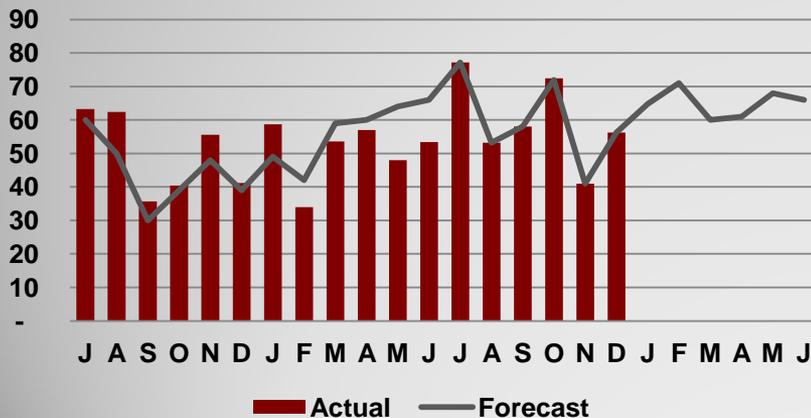
Home Inspectors – 06L

Actual data as of December 31, 2014

Budget Data

	Actuals to Date	Biennial Estimates
Allotted	\$188,239	\$249,311
Expended	126,413	165,555
Variance	\$61,825	\$83,755

Transaction Data



Fund Balance

Actual data as of December 31, 2014

Fund Balance Data

Beginning Balance	(\$11,745)
Collected to-date	332,825
Expended to-date	126,413
Current Fund Balance	\$194,667