



STATE OF WASHINGTON  
DEPARTMENT OF LICENSING

PO Box 9020 • Olympia, Washington 98507-9020

August 22, 2017

Chris Morrell, Chief Executive Officer  
International Association of Certified Home Inspectors  
1750 30<sup>th</sup> Street, #301  
Boulder, CO 80301

RE: Call for Candidates – Home Inspector Advisory Licensing Board

Dear Mr. Morrell:

The Washington State Department of Licensing is currently seeking submissions from individuals interested in serving as a board member on the state's Home Inspector Advisory Licensing Board (Board). Two seats on the Board will be expiring December 14, 2017 and January 15, 2018.

In accordance with RCW 18.280, the Director of Licensing shall appoint the members of the Board. In making such appointments, the director solicits interest from home inspector licensees, home inspector associations or organizations, and other interested parties. Therefore, I am inviting the International Association of Certified Home Inspectors to submit potential candidates to fill the above noted positions for the department's consideration.

**About the Home Inspector Advisory Licensing Board:**

The Board was established in 2008 to advise the department in the administration of the Home Inspectors Law (RCW 18.280).

In its work, the Board reviews and recommends to the director revisions and additions to rules concerning the education, licensing, and standards of practice for home inspectors working in Washington. The Board is also responsible for recommending to the director updates to the Fundamentals of Home Inspection (CORE) Course Curriculum, as well as authorizing education providers to implement the curriculum.

The Board consists of seven members. Of the members, six must be actively engaged as a home inspector, and one member must be a teacher in a home inspector education program. Members of the Board are appointed for a three-year term and entitled to compensation for each day spent conducting official business and to reimbursement for travel expenses.

**Duties and Qualifications:**

The Board generally meets quarterly at varying locations in Washington. Meetings are typically from 9:00a.m. to 3:00p.m., but may run shorter or longer depending on the agenda topics to be covered. Members are expected to attend and to remain engaged during quarterly meetings, offering their expertise and collaborating with their peers in a transparent manner.



During their terms, all members may expect to participate in committee work outside of the quarterly meetings. Committees may convene both telephonically and in person at varying locations in Washington.

As noted above, the candidates selected for these positions will be directly involved in recommendations to the director regarding a number of topics affecting the home inspector industry in Washington.

Required Qualifications:

To be considered for either seat, candidates must have the following qualifications to be appointed to the Board:

1. Actively engaged as a home inspector in the state of Washington for five years;
2. Licensed as a home inspector under RCW 18.280; and
3. Performed a minimum of five-hundred home inspections in the state of Washington.

**Applying:**

Anyone meeting the requirements outlined above and interested in serving as a Board member must submit the following application packet to the department by **September 22, 2017**:

1. A letter of interest describing their experience as a home inspector and how this experience makes them a clear choice to serve on the Board;
2. A current resume; and
3. A list of three professional references.

Application packets can be mailed or emailed to:

Lynn Briscoe, Program Manager  
Home Inspector Program  
Department of Licensing  
PO Box 9021  
Olympia, WA 98507-9021  
Email: [DOLINTHomeInspectors@DOL.WA.GOV](mailto:DOLINTHomeInspectors@DOL.WA.GOV)

We appreciate InterNACHI's assistance in supporting our Board. If you have any questions, please feel free to contact me at (360) 664-1399 or [lbriscoe@dol.wa.gov](mailto:lbriscoe@dol.wa.gov).

Sincerely,



Lynn Briscoe  
Program Manager  
Real Estate and Home Inspection Programs

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