



PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121  
www.psiexams.com

*Before paying for  
your examination registration,  
be sure you understand  
the contents of this bulletin.  
Please retain and use it as a reference  
when contacting PSI.*

# SOUTH CAROLINA RESIDENTIAL BUILDERS COMMISSION DEPARTMENT OF LABOR, LICENSING, AND REGULATION

## HOME INSPECTOR EXAMINATION CANDIDATE INFORMATION BULLETIN

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Please refer to [www.psiexams.com](http://www.psiexams.com) for the latest updates to this bulletin.

## EXAMINATIONS BY PSI LICENSURE: CERTIFICATION

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a home inspector in South Carolina. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes, and regulations. The South Carolina Residential Builders Commission has contracted with PSI licensure:certification to conduct its examination program. PSI provides examinations through a network of computer examination centers in South Carolina. PSI works closely with the Commission to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

Apply to the Commission prior to registering with PSI for an examination. Once you are approved, you will receive an Examination Eligibility letter. Examination Eligibility is valid for 1 year. Register for a licensing examination with PSI licensure:certification.

All questions and requests for information about examinations should be directed to:

**PSI licensure:certification**  
3210 E Tropicana  
Las Vegas, NV 89121  
(800) 733-9267 • Fax (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)

Questions about applications for licensure should be directed to the:

**South Carolina Residential Builders Commission**  
Synergy Business Park, Kingstree Building  
110 Centerview Drive  
PO Box 11329  
Columbia, SC 29211-1329  
(803) 896-4696

## GUIDELINES FOR LICENSE APPLICATION/QUALIFICATION

To make the license qualification process go as smoothly as possible, be certain that you:

- Obtain the appropriate eligibility (e.g. complete an approved home inspectors' training course, or 1 year home inspection experience under the supervision of a licensed home inspector, residential builder, general contractor, engineer, or architect, or has performed a minimum of fifty home inspections.)
- After you have received your eligibility letter (valid for 1 YEAR) from the state, prepare for the examination by using the examination outline in this Candidate Information.
- Be sure that the examination registration form that you submit to PSI is complete and accurate, and that you include the correct fees.

- Be sure to take proper identification with you to your scheduled examination appointment.
- Examination Eligibility is valid for 1 year and you are allowed 3 attempts to pass the examination within a 12-month period.

If you are applying for an initial license with the South Carolina Residential Builders Commission, you may now apply online by clicking on the link below:  
<http://www.llr.state.sc.us/pol/residentialbuilders/index.asp?file=pub.htm>

## TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your license examination. Planned preparation, in addition to the required classroom hours, increases your likelihood of passing.

- Start with a current copy of this South Carolina Home Inspector Examination Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

## DESCRIPTION OF EXAMINATION AND EXAMINATION CONTENT OUTLINE

EFFECTIVE JANUARY 1, 2019 ALL CANDIDATES MUST PASS THE BUSINESS MANAGEMENT AND LAW FOR HOME INSPECTORS EXAMINATION IN ADDITION TO THE HOME INSPECTOR EXAMINATION.

### EXPERIMENTAL QUESTIONS

In addition to the number of examination items, a small number (5 to 10) of "experimental" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored, experimental questions is an essential step in developing future licensing examinations.

### EXAMINATION CONTENT OUTLINE

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference. If two legal requirements appear to conflict, the state-

specific code, law or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons."

The Examination Content Outline has been approved by the South Carolina Residential Builders Commission. The outline reflects the minimum knowledge required by home inspector professionals to perform their duties to the public in a competent and responsible manner. Changes in the examination content will be preceded by changes in this published examination content outline.

Use the outline as the basis of your study. The outline lists the topics that are on the examination and the number of items for each topic. Do not schedule your examination until you are familiar with all topics in the outline.

### **BUSINESS MANAGEMENT AND LAW FOR HOME INSPECTORS EXAMINATION CONTENT OUTLINE**

There are 50 questions in this examination. You will need to answer 34 questions correctly (68%) in order to pass. You are allowed 120 minutes to complete this examination.

- I. Business Management (2 Items)
- II. Licensing Laws and Rules (2 Items)
- III. Estimating and Bidding (8 Items)
- IV. Contracts and Agreements (7 Items)
- V. Project Management (7 Items)
- VI. Insurance and Bonding (5 Items)
- VII. Safety Recordkeeping and Reporting (1 Item)
- VIII. Labor Laws and Employment Regulations (3 Items)
- IX. Financial Management (4 Items)
- X. Tax Laws (5 Items)
- XI. Liens (3 Items)
- XII. Environmental Laws and Regulations (3 Items)

### **REFERENCES**

The following reference list will be used for this examination. This examination is OPEN BOOK. Candidates may bring reference books listed in this bulletin. Reference books may be highlighted, underlined, and/or indexed. They must be otherwise unmarked (not written in) and may not contain additional papers (loose or attached).

References may be tabbed/indexed with permanent tabs only. (Permanent tabs are defined as tabs that would tear the page if removed). Temporary tabs, (defined as Post-It notes) or other tabs that may be removed without tearing the page) are not allowed and must be removed from the reference before the exam will begin.

The following reference material is allowed in the examination center:

- *NASCLA Contractors Guide to Business, Law and Project Management - South Carolina Residential Builders, 8th*

*Edition 2<sup>nd</sup> Printing*, National Association of State Contractors Licensing Agencies (NASCLA), 23309 N. 17th Drive, Phoenix, Arizona, 85027, Telephone: (623) 587-9519, Fax: (623) 587-9625, [www.nascla.org](http://www.nascla.org)

### **HOME INSPECTORS EXAMINATION CONTENT OUTLINE**

There are 100 questions in this examination. You will need to answer 70 questions correctly (70%) in order to pass. You are allowed 150 minutes to complete the examination.

- A. Building Components (15 items)
  - Foundations and footings
  - Basement/crawl space
  - Floor framing system
  - Ventilation/moisture control
  - Floor insulation
  - Sump pumps and foundation drainage systems
- B. Heating and Air Conditioning (15 items)
  - Heating systems
  - Cooling systems
  - Ducts
  - Combustion vents
  - Flues
  - Gas piping
  - Combustion air
- C. Electrical (12 items)
  - Panels
  - Services
  - Circuits
  - Grounding and bonding
  - Conduit
  - Conductors and cables
  - Raceways and boxes
  - Overcurrent protection
  - Fixtures
  - Connected devices
- D. Plumbing (12 items)
  - Piping
  - Fixtures
  - Water heaters
  - Type of sewage disposal
  - Drain, waste and vent
  - Water supply and pressure
  - Backflow prevention
- E. Roofing System (14 items)
  - Sheathing
  - Readily accessible underlayment
  - Shingles/tiles/coverings
  - Flashing and penetrations
  - Roof framing
  - Roof types
  - Roof, soffit and attic vents
  - Attics
  - Ceiling/attic insulation
  - Gutters
  - Chimneys
  - Skylights
  - Attic ventilation equipment
  - Bath or kitchen exhaust vents
- F. Exterior (12 items)



- Wall claddings/finish
- Doors
- Windows
- Trim
- Flashing
- Stairs
- Decks
- Porches
- Balconies
- Garages/carports
- Fascia, soffit, overhang
- Site drainage other than foundation drainage systems
- Grading
- Retaining walls
- Driveways
- Sidewalks and walkways
- Fences
- Landscaping problems
- Presence of a pool

- G. Interior (10 items)
- Doors
  - Walls
  - Window glazing, sashes, egress and operation
  - Stairways
  - Ceilings
  - Floor type, condition and defects
  - Fireplace
  - Built-in appliances other than water heater
  - Vent hoods
  - Smoke detectors
- H. Laws and Regulations (10 items)
- Inspection requirements
  - Report requirements
  - Standards of conduct
  - South Carolina standards of practice

#### REFERENCES

The following reference list will be used for this examination. This examination is OPEN BOOK.

The following reference material is allowed in the examination center:

- *ASHI Standard of Practice for Home Inspections*, effective March 1, 2014, American Society of Home Inspectors, [https://www.homeinspector.org/files/docs/standards\\_updated3-4-2015.pdf](https://www.homeinspector.org/files/docs/standards_updated3-4-2015.pdf)
- *Department of Labor, Licensing and Regulation - South Carolina Builder's Commission Code of Regulation, Chapter 106*. State of South Carolina Department of Labor, Licensing and Regulation, South Carolina Residential Builders Commission, P.O. Box 11329, Columbia, SC 29211-1329, (803) 896-4696. Go to <http://www.scstatehouse.gov/code/t40c001.php> and do a "quick search" from the menu for "Code of Regulations", then type in "Chapter 106".
- *South Carolina Code of Laws, Title 40 - Professions and Occupations*, Chapter 59. Residential Home Builders, Article 3. Licensing of Home Inspectors, <http://www.scstatehouse.gov/code/t40c059.php>

Reference books may be highlighted, underlined, and/or indexed. They must be otherwise unmarked (not written in) and may not contain additional papers (loose or attached).

References may be tabbed/indexed with permanent tabs only. (Permanent tabs are defined as tabs that would tear the page if removed). Temporary tabs, (defined as Post-It notes) or other tabs that may be removed without tearing the page) are not allowed and must be removed from the reference before the exam will begin.

The following reference material is **NOT** allowed in the examination center:

- *Principles of Home Inspection: Systems and Standards*, 2003, Carson Dunlap, Dearborn Real Estate Education Company, <http://www.amazon.com/Principles-Home-Inspection-Systems-Standards/dp/0793179351>

### EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

It is the candidate's responsibility to contact PSI to pay and schedule an examination

Home Inspector Exam Fee - Both Portions:	\$90
Home Inspector Exam Fee - One Portions:	\$75

**ATTENTION: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR.**

[ONLINE \(WWW.PSIEXAMS.COM\)](http://WWW.PSIEXAMS.COM)

For the fastest and most convenient examination scheduling process, register for your examinations online by accessing PSI's registration Website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. You will be asked to put in your email address and the spelling of your name exactly as it is shown on your identification that will be presented at the examination center.
- You will be asked to select the examination. You will then enter your personal and contact information. You will then be ready to pay and schedule for the examination. Enter your zip code and a list of the examination centers closest to you will appear. Once you select the desired examination center, available dates will appear.

#### TELEPHONE REGISTRATION

Call (800) 733-9267, PSI registrars are available Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

To register by phone, you need a valid credit card (VISA, MasterCard, American Express or Discover.)



## RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may reschedule online at [www.psiexams.com](http://www.psiexams.com) or call PSI at (800) 733-9267.

**Note:** A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative.

## RETAKE A FAILED EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. You may schedule online at [www.psiexams.com](http://www.psiexams.com) or call PSI at (800) 733-9267.

## MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.
- Do not have your PLE course certificate if required for your examination.

## EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

## EXAMINATION CENTER CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination center on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

## EXAMINATION CENTER LOCATIONS

### GREENVILLE/SPARTANBURG

**Park East, Anderson Building  
150 Executive Center Drive, Suite 218  
Greenville, South Carolina 29615**

*From I-85, take I-385 North towards Greenville. Take Roper Mountain exit (Exit 37) and go right (East). Turn right at first street (Independence Blvd). Go 0.7 miles and turn left on Executive Center Drive. The Anderson Building will be on your right.*

### COLUMBIA

**Synergy Business Park, Congaree Building  
121 Executive Center Drive, Suite 143  
Columbia, South Carolina 29210**

*From I-20, take exit 63 (Bush River Road). Proceed west and turn right onto Berryhill Road. Turn left onto Executive Center Drive. Enter the Congaree Building through the front door. From the lobby take the corridor to the right to the end and turn left. PSI Suite 143 is on the left.*

### CHARLESTON

**4600 Goer Drive, Suite 112A  
North Charleston, South Carolina 29406**

*At juncture of I-26 and I-526, head Southeast in the direction of Charleston. Next exit is Montague Ave, exit East Montague. Take first right at Goer Drive. Site is adjacent to the Marriott Hotel.*

### BEAUFORT/HILTON HEAD

**Regions Bank Building  
69 Robert Smalls Pky/SC-170, Unit 4D  
Beaufort, South Carolina 29906**

*From I-95, take the US-17N exit (Exit Number 33) towards Beaufort. After approximately 9 miles, US 21 splits off to the right and goes to Beaufort and US 17 goes to the left towards Charleston. Continue towards Beaufort on US 21 for approximately 12 miles. Turn sharp right onto SC 170 (McDonalds is on the corner) and continue for .3 miles. The building is on your left.*

### MYRTLE BEACH

**1601 North Oak Street, Suite 305  
Myrtle Beach, South Carolina 29577**

*From the west: Take Rte 501 to 17 Bypass North. Take 17 Bypass North one exit to 10th Avenue (Mr Joe White Ave). Turn right and go about 2 miles to Oak St. Take left on Oak St and follow to #1601 (Myrtle Offices). Go around to back of building. PSI is in Suite #305*

*From the south: Take 17 Bypass North to 10th Avenue. Turn right and follow above directions.*

*From the North: Take Rte 31 to Robert Grissom Parkway. Follow RGP to 21st Avenue. Turn left on 21st Ave and follow to Oak St. Turn right on Oak St and follow to #1601 (Myrtle Offices). PSI is around the back of building.*

### CHARLOTTE

**Tyvola Executive Park 1  
5701 Westpark Dr, #202  
Charlotte, NC 28217**

*From I-77S towards Columbia, exit Tyvola Road (Exit #5). Turn left at Tyvola Road. Make a right at Westpark Dr.*

*From I-77N, exit Tyvola Road (Exit #5) towards Coliseum Area. Bear right at Tyvola Road. Turn right at Westpark Dr.*





Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations. Once you have paid for the examination, enter your zip code and a list of the testing sites closest to you will appear

## REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in and identification and familiarizing you with the examination process. **If you arrive after examination start time, you may not be admitted to the examination center and you will forfeit your examination registration fee.**

### REQUIRED IDENTIFICATION

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the examination center. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test and their examination fee will not be refunded.

**PRIMARY IDENTIFICATION (with photo) - Choose one or two from this list:**

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card
- Canadian Government Issued ID

NOTE: ID must contain candidate's photo, be valid and unexpired.

**SECONDARY IDENTIFICATION - Choose one if two will not be provided from the above list:**

- Credit Card (must be signed)
- Social Security Card
- US issued Birth Certificate with Raised Seal

\*NOTE: Student ID and employment ID are **NOT** acceptable forms of identification.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. ***Failure to provide ALL of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.***

### SECURITY PROCEDURES

- Candidates may take only approved items into the examination room.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering

the examination room. Personal belongings include, but are not limited to, the following items:

- **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
- **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
- **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
- **Other personal items**, including purses, notebooks, unauthorized reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.



## TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

### IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

### TEST QUESTION SCREEN

The “Function Bar” at the top of the test question provides mouse-click access to the features available while taking the examination.



The screenshot shows a web-based examination interface. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

### EXAMINATION REVIEW

PSI, in cooperation with South Carolina Residential Builders Commission, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If

a discrepancy is found during the comment review, PSI and the Commission may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the examination available to candidates.**

## SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- If you **pass**, you will receive a successful score report.
- If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type on the score report.

### DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com) or by calling 800-733-9267.

### NATIONAL HOME INSPECTOR EXAMINATION

Examination results from, or an optional examination may be selected by the applicant (candidate) for licensure as Home Inspector. In lieu of the State specific customized Home Inspector Exam for South Carolina, candidates may select the National Home Inspector Examination (NHIE), developed by the Examination Board of Professional Home Inspectors. Passing either exam shall be sufficient to continue the licensing process. If you have passed the National Home Inspector Examination, please include the passing score report with your application.









All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

### **Requirements for exam accommodation requests:**

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

**MAKE SURE YOU ARE ELIGIBLE FOR THE EXAMINATION BEFORE  
REQUESTING EXAMINATION ACCOMMODATIONS**

PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121