

Instructions for the 2023 Repair Inspector (R) Endorsement Application

The purpose of the application is to determine eligibility of candidates seeking the Repair Inspector (R) Endorsement described in NB-263, RCI-1, *Rules for Commissioned Inspectors*. The completion of this application requires the joint effort of the candidate and the candidate's employer.

Please ensure that the contact information contained in the candidate's profile is accurate. To progress through the application, the documents listed below must be accessible electronically in one of the following file types: xls, xlsx, doc, docx, or pdf.

For candidates holding an **Inservice Inspector Commission (IS)**:

- Documentation of the 80 hours of on-the-job training, as a minimum, including all of the following fields shown in the R Endorsement On-the-Job Training Spreadsheet found on the Business Center's [Application Templates](#).

For candidates holding an **Authorized Inspector Commission (AI)**:

- A document stating, "The candidate holds an Authorized Inspector Commission (AI) and further on-the-job training is not required."

Each section of the application must be completed in order for the next section to become editable. The application can be completed by either the candidate or the Company Administrator. However, to submit the application, the candidate must log in and confirm that the information put forth is true and accurate. Once submitted, the candidate can send an email via the system, notifying the Company Administrator that the application is ready for the company to review and certify that the application is true and accurate.

Note: The candidate will be able to see the Company Administrator's approval screen, but only the properly logged-in Company Administrator can electronically sign the application to move the application to the payment screen. Once this is done, either the candidate or the Company Administrator can make the credit card payment.