

Instructions for Evaluators

Step 1 – Hold or obtain a License with the Oklahoma Construction Industries Board (CIB) if applicable.

- ✓ Ensure you have a valid license with the Oklahoma CIB to be eligible for certification.

Requirements pursuant to CIB:

- Proof of General Liability Insurance of at least \$500,000
- Proof of Workers' Compensation Coverage or satisfactory proof of exemption
- Affidavit of lawful presence in the US
- Provide any information regarding criminal offenses, active fraud cases, or disciplinary action by licensing board.

Helpful Links: [CIB Main Page](#), [CIB Home Inspector Registration Application](#), [CIB Building Inspector Registration Application](#)

Step 2 – Submit Provider Application to IBHS FORTIFIED to obtain an IBHS Evaluator Certification.

- ✓ Create an Account:
 - Register for the IBHS FORTIFIED [Provider Portal](#) to begin your journey as a certified IBHS FORTIFIED service provider.
- ✓ Provide Credentials:
 - Upload specific credentials that demonstrate you meet the minimum eligibility.

Requirements pursuant to IBHS Fortified Program:

- Proof of General Liability Insurance of at least \$1 million
- Proof of Workers' Compensation Coverage or satisfactory proof of exemption
- Employer's Liability \$500,000 (usually part of Workers' Compensation Coverage)
- Proof of Auto Liability of at least \$500,000
- Proof of Professional liability of at least \$500,000 (not required but strongly recommended)
- Proof of years in business matching one of the following:
 - A certified, licensed, or registered general contractor, residential contractor/builder, or building contractor- Minimum 5 years' experience.
 - An unlicensed residential or general contractor- Minimum 5 years' in a supervisory capacity (team leader, project manager, or supervisor)
 - A registered, certified, or licensed architect or engineer- Minimum 5 years' experience
 - An ICC- certified building code official- Minimum 5 years' experience
 - An ICC- certified residential code inspector- Minimum 3 years' experience and 250 verifiable home inspections
 - Certified, license, or registered home inspector- Minimum of 3 years' experience and 250 verifiable home inspections
 - Others- Minimum of one-year experience working for a Certified FORTIFIED Home™ Evaluator who has completed a minimum of 100 designations.

Requirements are also outlined in the [FORTIFIED Evaluator Handbook](#).

- ✓ Review Process:
 - The IBHS FORTIFIED team will review your documentation to confirm your eligibility.

Step 3 – Complete IBHS FORTIFIED Training & Pass the Exam.

- ✓ Access Training:
 - Go to [FORTIFIED Wise University](#) and complete the online training course relevant to your company type (roofing contractor, evaluator, or professional) and region for high wind.
- ✓ Pass the Exam:
 - Take the corresponding IBHS FORTIFIED certification exam and achieve a score of 85% or higher.
- ✓ Receive Certification:
 - Upon passing, you'll receive an email with your score and certificate. Save this document to upload to your profile in the IBHS FORTIFIED [Provider Portal](#).

Step 4 – Complete Profile in the Provider Portal

- ✓ Update Your Profile:
 - After passing the certification exam, return to the IBHS FORTIFIED [Provider Portal](#) to complete your registration.
- ✓ Upload Required Documents:
 - Submit your exam certificate, a signed Provider Agreement, and any additional credentials not previously provided:
 - [Certified FORTIFIED Evaluator Agreement](#)
- ✓ Final Review:
 - The IBHS FORTIFIED team will review your documents. Once approved, your company will be listed in the IBHS FORTIFIED Directory.

Step 5- Requirements Pursuant to OID:

- Submit the Strengthen Oklahoma Homes Fortified Evaluator Application and the following documentation to OKReady@oid.ok.gov (add link to application).
 - Oklahoma Tax Commission Compliance Letter
 - Provide Certificate of Good Standing from the Secretary of State
 - Provide Certificate of General Liability Insurance of at least \$500,000 and Certificate of Workers' Compensation Insurance
 - Provide a copy of your Valid and Active CIB Registration or other applicable Certification.
 - Provide a copy of IBHS Certification
 - Provide notification of any conflicts of interest

Helpful links: Strengthen Oklahoma Homes Checklist for Evaluators (add link)