

8. **Course Ownership**

[Check one of the options below and follow the specified instructions for that option.]

The proposed course and its materials:

OPTION A. WERE CREATED BY AND ARE OWNED BY THE APPLICANT.

If you checked **Option “A”** you must provide:

- An **instructor guide and student manual, one** of which describes, **in narrative form**, the details of the substantive information to be presented in the course. The substantive information must be provided in sufficient detail to demonstrate that the information is current, accurate, complete, and otherwise appropriate. The instructor guide must include:
 - A detailed course outline, including the amount of time to be devoted to each major topic and to breaks, and the learning objective(s) for each major topic;
- AND**
- The instructional methods and instructional aids that will be utilized in the course.

OPTION B. WERE CREATED BY AND ARE OWNED BY AN ENTITY *OTHER THAN* APPLICANT.

If you checked **Option “B”** you must:

- Name the course owner _____ ; **and**
- Obtain and submit evidence of permission from the course owner to seek approval of the course [not required if (1) the applicant is a trade or professional organization and the course owner is the parent organization of the applicant, or (2) the course materials are owned and published by a publishing company]; **and**
- Place a check mark in front of your selection and comply with the instructions provided:
 - This course has not been previously approved. Provide all material as described under Option “A.”
 - This course has already received approval and will be conducted exactly as it was submitted for original approval.
 - This course uses materials from a course that has already received Board approval but will differ in some way from the approved course. Provide all material as described under Option “A.”

SPECIAL NOTE: When a course is already approved, but the course materials are owned and published by a publishing company, it is unnecessary to submit a copy of the published materials with the course application. However, you should submit an instructor guide explaining how the published materials will be used including a detailed course outline, the amount of time to be devoted to each major topic and to breaks, the learning objective(s) for each major topic, and the instructional methods and instructional aids that will be utilized if your presentation of the material deviates **in any way** from the manner indicated in the original course application submitted by the entity which obtained initial approval for the course.

9. **Credit Hours**

Rule .11NCAC 08.0713f requires that all courses consist of a minimum of 1 classroom hour (50 minutes, allowing 10 minutes breaks).

This course fulfills this requirement:

YES **NO**

10. **Classroom Hours**

Number of actual classroom hours the course will meet _____

11. **COURSE OUTLINE**

Please attach and include a detailed subject matter and time line frame (**1 hour format**) including breaks.
Include date, time and location for first and future courses.

12. **Designated Instructors** (List below the name(s) of all instructor(s) for the course. Complete and attach a separate Instructor . Application for each instructor, other than those currently approved to teach the course (if any). Use additional sheets if needed.

	Qualifications Statement Attached	Currently Approved for This Course
Name: _____	<input type="checkbox"/>	<input type="checkbox"/>
Name: _____	<input type="checkbox"/>	<input type="checkbox"/>
Name: _____	<input type="checkbox"/>	<input type="checkbox"/>

13. **Signature and Certification of Instructor**

I hereby certify that I have read and understand the Board’s Rules regarding mandatory continuing education and that I will comply with the Board’s requirements regarding instructor conduct, performance, and responsibilities, see 11 NCAC 8.0507. I further certify that the information provided in this Statement regarding my credentials is true and correct to the best of my knowledge.

Signature of Instructor

Date

14. **Signature and Certification of Applicant (Course Sponsor)** If the course sponsor applicant has not been previously approved by the Board, approval of the sponsor must be obtained. In the case of the course sponsor being a private business, this Statement must be signed by a business principal or major officer authorized to submit such Statement. If the course sponsor is an accredited community college, college/university, this Statement must be signed by the vice-president or dean responsible for the institution’s continuing education program or by the institution’s president. If the course sponsor is an Inspection Department this Statement must be signed by the Chief Code Enforcement Official responsible for the department's continuing education program. If the course sponsor is an Association this Statement must be signed by a designee responsible for the association's continuing education.

15. I hereby certify that all information submitted in connection with this application is true and accurate to the best of my knowledge and belief. I understand that any omission or inaccuracy may be grounds for denial of approval of the course.

I further certify that the applicant and all persons in its employ will fully comply with the requirements of the North Carolina Code Officials Qualification Board regarding the conduct of continuing education courses.

16. Signature and Certification of Applicants (Course Sponsor and Instructor)

In the case of the course sponsor being a private business, this Statement must be signed by a business principal or major officer authorized to submit such Statement and the Instructor. If the course sponsor is an accredited community college, college/university, this Statement must be signed by the vice-president or dean responsible for the institution's continuing education program or by the institution's president and the Instructor. If the course sponsor is an Inspection Department this Statement must be signed by the Chief Code Enforcement Official responsible for the department's continuing education program and the Instructor. If the course sponsor is an Association this Statement must be signed by a designee responsible for the association's continuing education program and the Instructor.

Certification

I hereby certify that all information submitted in connection with this application is true and accurate to the best of my knowledge and belief. I understand that any omission, inaccuracy or failure to make full disclosure constitutes grounds for disqualifying the course sponsor and instructor.

I further certify that the applicant and all persons in its employ will fully comply with the requirements of the North Carolina Code Officials Qualification Board regarding the conduct of continuing education courses.

Sponsor Name (Print name)

(Signature)

Signature

Date

Instructor Name(Print name)

(Signature)

Signature

Date

Complete and submit with this form the required Course Instructor Application
