

FOR BOARD USE
Date & Approval by:

Areas Approved:

B E F
M P L&A

Sponsor # _____

Course # _____

Instructor # _____

Credit Hrs.: _____

**NORTH CAROLINA CODE OFFICIALS
QUALIFICATION BOARD**

**1202 Mail Service Center
Raleigh, NC 27699-1202
Phone: 919-661-5880 Fax 919-661-3193
www.ncdoi.com**

**CONTINUING EDUCATION COURSE
INSTRUCTOR APPLICATION**

Use this form to verify that a course instructor possesses the qualifications described in Board Rule .0718. A separate Instructor Application with the required attachments must be completed and submitted for each instructor. This form must be submitted with each application for approval of a course. This form may also be submitted by the sponsor of a currently approved course to request approval of an additional instructor.

1. Title Of Course

2. Course Number

If the course in Item 1 is currently approved by the Board and the course sponsor is seeking approval of an additional instructor for the course, provide the course number assigned by the Board.

Course Number _____

3. Name of Instructor _____

4. Address/Phone

_____ (Provide Street Address or P.O. Box)

_____ (City) _____ (State) _____ (Zip) _____ (Daytime Phone)

Instructor's Email: _____

5. Name of Sponsor _____

Sponsor's Email: _____

6. Course description and Subject matter

7. **Instructor’s Professional/Occupational/Certification License** (If the instructor holds a current License or Certificate, provide the name of the state which issued the certification or license, the license number and indicate the license type, if applicable). List licenses and/or registrations including Architect, Engineer, Contractor (list type, i.e, General, Electrical, etc.), or Code Enforcement Official for which you have passed the required examination.

<u>License Type</u>	<u>Date Issued</u>	<u>State</u>	<u>License Limitations (Limited, Unlimited, etc.)</u>	<u>License No.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

8. If your answer to any question in this section is “Yes”, please attach statement providing complete details. Circle your answer to each question.

- 8a. Have you ever been denied any professional/occupational license in NC or elsewhere? Yes No
- 8b. Have you ever had a Certification or License or any other professional/occupational license suspended, revoked or surrendered in N.C. or elsewhere? Yes No
- 8c. Has the instructor ever been convicted of a felony? Yes No

Qualifying Education And Experience

Board Rule .0718 establishes qualification criteria for course instructors. Read the rule carefully before providing the information required by the remaining items in this application. For Items 10 and 11, attach clear and detailed information to this form that facilitates review and confirmation of the instructor’s qualifying experience. If the instructor does not qualify solely on the basis of either education, work experience or teaching experience, the Board may consider the instructor’s qualifications as a whole. The Board will consider work and teaching experience related to the subject matter of the course the instructor proposes to teach. A resume may be attached provided it clearly documents all information required to be provided in Items 9, 10 and 11.

9. **Education**

EDUCATION:	Name & Location of School	Attended From Mo/Yr To Mo/Yr	Years Completed	Diploma/GED or Degree, State Major & Year Received
High School				
Community College				
College Or University				
Graduate Or Professional				

10. Work Experience Related To Course Subject Matter

(Teaching experience should be reported separately in Item 11 of this application)

Attach to this form information concerning the instructor’s work experience (other than teaching) that is directly related to the subject matter of the course. Part-time employment should be reported separately from full time employment. For each job or position, provide details concerning the following aspects of the prospective instructor’s work experience.

- 1) Name of the position;
- 2) Name and address of the employer;
- 3) Beginning and ending dates of the employment;
- 4) A detailed description of the instructor’s duties; and
- 5) If qualifying experience was part-time, describe the time spent on matters directly related to the subject matter of the course each week.

11. Subject Matter Teaching Experience

Attach to this form information that clearly and completely describes the instructor’s experience teaching the subject matter of the course within the past ten years. For each course provide title, brief description of scope or content, and dates course was taught.

12. 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 Rule 11NCAC 8.0718. I further certify that the information provided in this Application regarding my credentials is true and correct to the best of my knowledge.

Signature of Instructor

Date

13. Signature And Certification Of Applicant (Course Sponsor)

If the course sponsor form has not been completed, this Application must be signed by the owner , Chief Code Enforcement Official, or designee of technical association. If applicant is an accredited community college or college/university which is not currently approved by the Board as a continuing education course sponsor, this Application 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 applicant is a currently approved course sponsor, this application may be signed by the applicant’s Continuing Education Coordinator or by the persons indicated above.

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 prospective instructor.

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

Name

Title

Signature

Date