

**NORTH CAROLINA
HOME INSPECTOR LICENSURE BOARD**
1202 Mail Service Center
Raleigh, NC 27699-1202
919-662-4480

FOR BOARD USE
Date: _____
Comment: _____

Code # _____

CONTINUING EDUCATION ELECTIVE COURSE APPLICATION

This form must be submitted for each course for which the applicant seeks approval. If the applicant is not already approved as an elective course sponsor, the Elective Course Sponsor Application form must also be submitted. Application for original approval of an elective course is not accepted between July 1 & September 30 except when an applicant is seeking approval to conduct a course for which another sponsor has obtained approval.

Please read the "Continuing Education Elective Course Rules" in their entirety prior to completing this application.

1. **Title of Proposed Course** _____

2. **Name of Applicant (Course Sponsor)** _____

3. **Address** _____

(Provide Street Address and also P.O. Box if any & include zip for both)

_____ (City) _____ (State) _____ (Street Address Zip) _____ (P.O. Box Zip) _____ (Phone)

4. Is the applicant **currently** approved by the Board to sponsor an elective course other than the course named above? (please circle) YES NO

4a. If "Yes", enter the applicant's Course Sponsor Number _____

4b. If "No", complete and submit with this application an Elective Course Sponsor Application.

5. **Application Fee Enclosed \$ _____ (\$150.00 per elective course)**
[An applicant who submits concurrently more than one Elective Course Application may write a single check for the combined total fee. The application fee is nonrefundable and must be paid by check or money order payable to the North Carolina Home Inspector Licensure Board.]

6. **Subject Matter**

Briefly describe the subject matter of the course that complies with Board Rule .1321.

7. **Course Ownership**

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

The proposed course and its materials:

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.

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.

8. **Credit Hours**

Rule .1320(4) requires that all elective courses consist of a minimum of 2 classroom hours (120 minutes). This

course fulfills this requirement:

YES **NO**

9. **Classroom Hours**

Number of actual classroom hours the course will meet (including breaks) _____

10. **Prospective Instructors** (List below the name(s) of all prospective instructor(s) for the course. Complete and attach a separate Instructor Qualifications Statement for each instructor other than those currently approved to teach the course (if any). Use an additional sheet if needed.)

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

11. **Signature and Certification of Applicant (Course Sponsor)** [If the course sponsor applicant has not been previously approved by the Board previous approval has expired, this application must be signed by the owner (a sole proprietorship), a managing partner (if a partnership), or a major officer authorized to submit such application (for other types of business entities). if applicant is an accredited community college, college/university or junior college, the 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 elective course sponsor, this application may be signed by the applicant's Continuing Education Coordinator or by the persons indicated above].

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 Home Inspector Licensure Board regarding the conduct of continuing education courses.

_____	_____
Name	Title
_____	_____
Signature	Date

Complete and submit with this form the required Elective Course Instructor Qualifications Statement(s)