

**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 UPDATE COURSE
INSTRUCTOR APPLICATION**

GENERAL INSTRUCTIONS

Application for original or renewal of approval as a continuing education update course instructor must be made on this form. The application must be typed or printed in ink and all items must be completed. If any item is not applicable, indicate "N/A" or "None" as appropriate. Applicants may not submit or attach a resume in lieu of completing this form or any portion thereof. Before completing this application, the applicant should read the Board Rules regarding mandatory continuing education.

Approval of update course instructors is on a calendar year basis; approval expires on December 31. Applications for renewal for update course instructors are due on or before December 1.

The Board reserves the right to demand verification of education experience or any other relevant information prior to making a determination on any application. The applicant should make and retain a copy of the completed application and should allow 30 calendar days for processing following submission of all required information or material.

1. **Indicate purpose of this application**

_____ Original Approval _____ Renewal Of Approval

2. **Full Name** _____

3. **Age** _____

4. **Occupation** _____

5. **Complete Residence Address/Phone**

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

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

6. **Complete Business Address/Phone**

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

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

7. **Home Inspector Licensing History**, if applicable

<u>State</u>	<u>From (Mo./Yr.)</u>	<u>To (Mo./Yr)</u>
_____	_____	_____
_____	_____	_____

If Licensed in N.C., indicate license number _____

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 a Home Inspectors License or any professional/occupational license in N.C. or elsewhere? Yes No

8b. Have you ever had a Home Inspector License or any other professional/occupational license suspended, revoked or surrendered in N.C. or elsewhere? Yes No

8c. Have you ever been convicted of any criminal offense (other than minor traffic offenses), or is there any criminal charge now pending against you? Yes No

9. **College Education** Indicate total number of years completed _____

Name of School	Dates Attended	Major	Degrees Awarded or Sem./Qtr. Hrs. Completed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

10. **Home Inspector Education** (List all Home Inspector courses **other than** pre-licensing courses completed within the past **three (3) years**. Attach additional pages as necessary).

<u>Name/Title Of Course</u>	<u>Provider</u>	<u>Subject Area Covered</u>	<u>Date Completed</u>	<u>Number Of Classroom Hrs.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

11. **Home Inspector Related Work Experience**

Prepare and attach to this application information in the form of a chart or list for each Home Inspector related job or position in which you have been employed (excluding teaching experience) during the past **ten (10) years**. Part time employment should be reported separately from full time employment. For each job or position, provide details concerning the following specific aspects of your work experience:

- 1) Name of the position;
- 2) Name and address of your employer;
- 3) Beginning and ending dates of your employment;
- 4) Average number of hours you spent on **Home Inspection related matters** each week, and
- 5) A detailed description of your duties.

Do not attach a resume in lieu of preparing a chart or list to complete this item. Teaching experience should be reported in items 12 and 13 of this application.

12. **Home Inspector Pre-Licensing Teaching Experience** (For each Home Inspection pre-licensing course you have taught within the past **five (5) years**, provide the information indicated. Attach a separate sheet if necessary but do not attach a resume in lieu of completing this item).

School	Course Title	M./Yr. Taught
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

13. **Additional Home Inspector Teaching Experience**

Attach a list of all Home Inspection courses other than pre-licensing courses you have taught within the past **five (5) years**. For each course, include the name and address of your employer, the course title, a brief description of the **subject matter** of the course, the total number of classroom hours for the course and the date (mo./yr.) you completed teaching the course.

14. **Signature and Certification of Applicant**

I 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. I further certify that the information provided in this application is true and correct to the best of my knowledge. I understand that any omission, inaccuracy or failure to make full disclosure constitutes grounds for denial or withdrawal of approval to teach the Board's continuing education update course.

Date

Signature

Note: Applicants must submit, as part of their application, a videotape as required by Board Rule .1314(d).
