



### **Attention Education Providers!**

For those of you that wish to offer continuing education approved by the Division for an Ohio Home Inspector License, applications are now available on the Division's website. See below for the links to the education provider applications.

[https://www.com.ohio.gov/documents/REPL\\_HICEClassroomCourseApplication\\_v1.1.pdf](https://www.com.ohio.gov/documents/REPL_HICEClassroomCourseApplication_v1.1.pdf)

[https://www.com.ohio.gov/documents/HICEOnlineCourseApplication\\_v1.1.pdf](https://www.com.ohio.gov/documents/HICEOnlineCourseApplication_v1.1.pdf)

[https://www.com.ohio.gov/documents/REPL\\_HICE\\_Hybrid\\_CourseApplication.pdf](https://www.com.ohio.gov/documents/REPL_HICE_Hybrid_CourseApplication.pdf)

[https://www.com.ohio.gov/documents/REPL\\_HIInstructorCertification\\_v1.2.pdf](https://www.com.ohio.gov/documents/REPL_HIInstructorCertification_v1.2.pdf)

FAQ's – for home inspector continuing education:

1. **Q: When can I submit a completed application to the Division?**

A: The Division is currently accepting and reviewing completed applications.

2. **Q: How do I submit a completed application to the Division?**

A: Completed applications and corresponding course materials should be mailed to the Division of Real Estate and Professional Licensing at 77 South High Street, 20<sup>th</sup> Floor, Columbus, Ohio 43215.

3. **Q: What education providers are eligible to submit an application?**

A: The statute provides for the following entities:

- A college or university that is a degree-granting institution accredited by the commission on colleges; a regional or national accreditation association or accrediting agency recognized by the U.S. secretary of education;
- A community or junior college;
- A proprietary school approved by the State Board of Career Colleges and Schools; or
- A professional organization.

4. **Q: What constitutes an acceptable professional organization?**

A: A professional organization consists of an organization that:

- Offers instruction in home inspector subjects found in question 7;
- Offers an organization designation to home inspectors upon the completion of home inspector education and experience; and
- Has established a standard of practice and code of ethics for its organization members that is consistent with the Ohio board's standard of practice and code of ethics.

5. **Q: How much is the application fee?**

A: The fee is \$150.00. The fee is the same for offerings where attendees are in a classroom, all online, and in a hybrid setting (attendees are in person and online). The Division only accepts checks or money orders. Payment should be made to the Ohio Division of Real Estate.

6. Q: What type of materials would be typically submitted with a completed application?

A: Types of materials may vary depending on whether the class is offered in a classroom setting or an online setting. In a classroom setting, the Division would be looking for, among other things:

- A timed outline
- A course syllabus
- A sample attendance certificate
- Sample advertisement for the course (if any)
- Course materials or presentation
- An Instructor application and
- A student identity verification policy.

For online classes, the Division would be looking for all previously mentioned items for classroom education, a copy of the course in the medium that is to be utilized, and the certification of IDECC approval (if obtained\*).

**\* Please note, due to the on-going health emergency, it is recognized continuing education offerings in a classroom setting may be limited. Given the on-going health emergency, the Superintendent will accept applications from education providers who offer continuing education classes in synchronous distance education settings, without IDECC approval, provided the applicant can sufficiently show the class is live, there is interactivity between the instructor and the student, and verification of attendance and participation can be conducted effectively.**

7. Q: What type of education topics qualify for continuing education?

A: Home inspector continuing education can be offered either in an online setting, a classroom setting or in a hybrid setting (online & classroom setting). The continuing education offering must cover at least one of the following topics:

- Inspection safety
- Report writing
- Canons of ethics
- Standards of practice
- Systems and components as defined in the Ohio Home Inspector Board's standards of practice
- Environmental issues
- Use of technology as applied to the practice of home inspection
- Personal safety for the home inspector and consumer

The following is a link to the rule which provides more details about each of the topics.

<https://codes.ohio.gov/ohio-administrative-code/rule-1301:17-1-11>

8. Q: How long is a "classroom hour"?

A: Whether the course is offered online or in a traditional, classroom setting, a classroom hour is 60 minutes of instruction in a 60-minute segment. Students must be present for at least 90% of the class to receive full credit for the class.

9. Q: Is the approval valid for the entire course or for one offering?

A: The approval is valid for all offerings of the course throughout a 3-year approval term. For example, if you initially offer the course starting on August 16, 2021, you could offer the same course again on September 23, 2021 without getting Division approval, provided the course remains *substantially the same* and the qualifications of all instructors have been reviewed and approved for that course.

10. Q: What type of instructor qualifications are required?

A: An instructor must meet at least one of the following requirements for either a classroom or online class:

- The instructor possesses a bachelor's degree or higher in a related field to that which the person is to teach, from a school listed as an institution of higher learning by the United States department of education, or from a comparable school of a foreign country;
- Possess a valid teaching credential or certificate from Ohio or another state authorizing the holder to teach in the field of instruction which the person is to teach;
- Possess five years full-time experience in a profession, trade, or technical occupation in the applicable field; or
- Possess any combination of at least five years of full-time experience relevant to the applicable field and college level education.

11. Q: How long does the Division approval of my course last?

A: A course approval is valid for three years from the date of the Superintendent's approval of the course offering. At the conclusion of the three-year term, a new application will need to be submitted to the Division.

12. Q: Once I receive approval for my course, what are some of the responsibilities that are expected from me as an education provider?

A: A complete list can be found in the rule (link provided below) but some responsibilities include:

- An education provider must issue certificates of completion to an attendee within 24 hours of successful completion of the continuing education course offering. If an error is discovered in the certificate, the education provider must send the student a corrected certificate within 30 days of discovery of the discrepancy.
- Education providers must provide the Division within 15 days of the course completion a list of students who have completed the course.
- Education providers must not award course completion certificates to students who have not completed the course.

- Education providers have a record keeping requirement – see paragraph H in the rule below.

<https://codes.ohio.gov/ohio-administrative-code/rule-1301:17-1-11>

**13. Q: Am I required to administer a test at the end of the course?**

A: An education provider may administer quizzes or examinations in an online continuing education course for the purpose of verifying participation and evaluating the effectiveness of an online education course but passing a final course examination shall not be a requirement for successful completion of a home inspector continuing education course.

**14. Do I need approval for every instructor I may use as an instructor for the course?**

A: Yes.

**15. What happens to my approval if I want to add an instructor in the middle of my three-year approval term or need to change the course content because of a change to industry practice?**

A: If a new course instructor is added, you will need to complete a substantial change application and an instructor certification application prior to the new instructor being allowed to instruct the course. A substantial change application will need to be filed with the Division along with corresponding materials if more than one-third of the class content, which was previously reviewed and approved, is changing. The application fee in either circumstance is \$50.00.

**16. Q: Where can I find the Ohio Home Inspector's Standards of Practice and Canons of Ethics?**

A: See the following links

<https://codes.ohio.gov/ohio-administrative-code/rule-1301:17-1-16>

<https://codes.ohio.gov/ohio-administrative-code/rule-1301:17-1-17>

**17. Q: What types of education offerings will not qualify for continuing education?**

A: None of the following will be approved:

- Examination preparation courses;
- Sales promotion or meetings held in conjunction with the general business of the attendee or the attendee's business associates;
- Meetings which are a normal part of in-house staff training; or
- That portion of any offering devoted to meals or other refreshment.

**18. Q: When can I expect a decision on my application?**

A: The length of the review will be dependent on whether additional follow up is required from the applicant. All attempts will be made to conduct an expedient and thorough analysis of the application.

**19. Q: Do I need to submit a continuing education provider application and an instructor certification application for my continuing education offering if I'm already an approved qualifying education provider with an approved instructor?**



Department  
of Commerce

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& Professional Licensing

A. Yes. Your continuing education approval is separate from your qualifying education approval. We will need a course provider application and instructor certification for each home inspector continuing education offering.

20. Q: How do I contact the Division if I have any questions?

A: The best way to reach the Division is to send an email to:  
[COMRealEstateOHIB@com.state.oh.us](mailto:COMRealEstateOHIB@com.state.oh.us).