



Department of Commerce

Division of Real Estate &
Professional Licensing

Home Inspector

Online Continuing Education Application

Application Fee:

If submitting **thirty (30) days or more** prior to initial course offering date -

\$150 application fee

- Please make check or money order payable to: **OHIO DIVISION OF REAL ESTATE**

Information To Be Attached To This Application

- ☐ Timed Outline/Timed Syllabus of Course (Note: time of non-instruction does not count toward requested hours.)
- ☐ Sample of Attendance Certificate
- ☐ Sample of Proposed Advertisement (if any)
- ☐ Copy of IDECC approval certificate, if applicable
- ☐ Course Materials or Presentation (this may be submitted on a CD or USB flash drive)
- ☐ Complete copy of course in the medium that is to be utilized (e.g. Web address w/User ID and Password)
- ☐ Home Inspector Instructor Certification Form completed by each instructor
- ☐ Student Identity Verification Policy

Course Provider Information

File Number

Course Provider Business Name

Provider Type

- ☐ Institution of Higher Education ☐ Trade Organization ☐ Other (describe):

Mailing Address

City

State

ZIP Code

Name of Administrator to Act for Course Provider

Email Address

Phone Number

Fax Number

Course Information

Course Title

Requested Hours

Initial Date

Duration of Course

IDECC Approval Expiration Date

Prerequisite for Participation (if applicable)

Type Of Training

- ☐ Computer Based ☐ Satellite ☐ Video ☐ Other (describe):

Subject Matter (select one)

- | | |
|---|---|
| <input type="checkbox"/> Inspector safety | <input type="checkbox"/> Report writing |
| <input type="checkbox"/> Canons of Ethics | <input type="checkbox"/> OHIB standards of practice |
| <input type="checkbox"/> System & components in standards of practice | <input type="checkbox"/> OHIB meetings |
| <input type="checkbox"/> Home inspection technology | <input type="checkbox"/> Personal safety for the inspector & consumer |
| <input type="checkbox"/> Environmental issues | |

*Ohio Revised Code Section 2921.13 makes the providing of false statements to a government official or public agency subject to criminal sanctions.

**Ohio Revised Code Section 149.43 makes this application and the information contained therein a public record.

Home Inspector Program
77 South High Street
20th Floor
Columbus, Ohio 43215
REPL-19-0014

Anne M. Petit, Superintendent
An Equal Opportunity Employer and Service Provider

614-466-4100
Fax 614 -644-0584
TTY/TDD 800-750-0750
com.ohio.gov/real
Updated 4/5/19

Student Course Materials RequiredTextbook (if any)
Title

Author

Materials (if any)

Instructor Information (all instructors must complete the Home Inspector Instructor Certification Form)

First Name

Middle Initial

Last Name

Attendance and Record Keeping Policies

Attendance/Identity Verification Method (please describe):

Are records located at the course provider address listed on page 1?

☐ YES ☐ NO (if no, indicate location address):

Name of Record Keeper

Affirmation**The applicant hereby acknowledges that the following requirements will be complied with:**

- **The course title, instructor(s), date(s) and location(s) stated on this application and its attachments will be the only ones approved.**
- **The Division of Real Estate will be notified, in writing, at least three days in advance of all course changes including instructor(s) and course content.**
- **Each participant who meets the 90 percent attendance requirement will be issued a proof of completion attendance certificate within 24 HOURS after successful course completion, which includes the correct certification number for that course.**
- **Each provider is required to maintain complete and accurate records of the course and attendees for FOUR years, including the following:**
 - **Name of course, instructor(s), description of the course, approved clock hours and the date and location(s) the course was offered.**
 - **Certification number assigned by the Superintendent of the Division of Real Estate.**
 - **Name, address and signature of person who will verify the attendance of each person enrolled.**
 - **Name, address and clock hours when each person was in attendance.**
 - **Verification that each person receiving credit for the course was physically present 90 percent of the class time.**
 - **A list of attendees who successfully completed the class will be submitted to the Division using the Online Roster Entry within 15 days of completion of each course.**

In signing this application, applicant hereby consents to the inspection or monitoring of this course(s) by authorized representatives of the Ohio Division of Real Estate and to adhere to all rules and regulations that are described in the Ohio Administrative Code. For a full set of rules and regulations regarding education approval, please visit <http://com.ohio.gov/real>.

I certify under penalty of law that all statements contained herein are true and that nothing has been withheld which would influence a complete evaluation of this offering. I understand that any false statement on this form or in any attached materials may subject me to criminal prosecution and the loss of course approval, if granted.

Administrator Signature_____
Date