



Department of Commerce

Division of Real Estate &
Professional Licensing

Home Inspector (HYBRID) Continuing Education Course Application

This application only applies to courses that are simultaneously offered online and in a classroom setting or when part of the course is completed online while the remaining part of the course is completed in a classroom setting.

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)
- ☐ Course Materials or Presentation (this may be submitted on a CD or USB flash drive)
- ☐ Home Inspector Instructor Certification Form completed by each instructor
- ☐ Student Identity Verification Policy

Course Provider Information

File Number	Course Provider Business Name		
Provider Type <input type="checkbox"/> Institution of Higher Education <input type="checkbox"/> Professional Organization <input type="checkbox"/> 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	End Date	Start Time <input type="checkbox"/> AM <input type="checkbox"/> PM	End Time <input type="checkbox"/> AM <input type="checkbox"/> PM
Course Location Name (if applicable)			
Course Location Address			
City		State	Zip Code
Type Of Training <input type="checkbox"/> Seminar <input type="checkbox"/> Conference <input type="checkbox"/> Course <input type="checkbox"/> Other (describe):			
Max Number Of Participants	Fee To Attend Or Participate	Member Fee To Attend Or Participate	
Subject Matter (check all that apply)			
<input type="checkbox"/> Inspection Safety	<input type="checkbox"/> Systems & Components	<input type="checkbox"/> Technology for Home Inspectors	
<input type="checkbox"/> Report Writing	<input type="checkbox"/> Environmental Issues	<input type="checkbox"/> Ohio Standards of Practice	
<input type="checkbox"/> Canons of Ethics	<input type="checkbox"/> Personal Safety	<input type="checkbox"/> OHIB Meeting	

*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-21-0002

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 3/2021

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 – Portion of the course presented in a Classroom setting

Attendance Verification Method

☐ Sign in/out sheet ☐ Monitor ☐ Registration ☐ Other (describe):

Name Of Individual Verifying Attendance

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

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

Name Of Record Keeper

Attendance And Record Keeping Policies – Portion of the course presented in an Online setting

Attendance Verification Method

☐ Sign in/out sheet ☐ Monitor ☐ Registration ☐ Other (describe):

Name Of Individual Verifying Attendance

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

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

Name Of Record Keeper

Course Format Breakdown

Percentage of the course completed in a classroom setting: _____ %

Percentage of the course completed online: _____ %

For the part of the course completed online:

1. The platform utilized for distance education is live and interactive;

Explain below how this will be accomplished:

2. The instructor verifies photo identification of the students; and

Explain below how this will be accomplished:

3. The instructor maintains an attendance roster, which includes verifying 100% classroom attendance by, for example, taking attendance at various established times during the course. Describe below the means in which you will be assuring active participation of the attendees:

Explain below how this will be accomplished:

Affirmation

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

- **The course title and instructor(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 ten days in advance of all course substantial changes to course 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, 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