

**State of Florida
Department of Business and Professional Regulation
Home Inspectors
Education Course Application
Form # DBPR HI 0404**

APPLICATION CHECKLIST – IMPORTANT – Submit all items on the checklist below with your application to ensure faster processing.

APPLICATION	APPLICATION REQUIREMENTS
Continuing Education/Pre-licensure Course Initial or Renewal	<ul style="list-style-type: none"> <input type="checkbox"/> Complete all sections of this application. <input type="checkbox"/> No fee is required. <input type="checkbox"/> A detailed course outline describing the course’s content and subject matter, and a written statement that explains in detail how the course relates to the practice of home inspection. <input type="checkbox"/> Sample certificate of course completion. <input type="checkbox"/> Submit a course syllabus. <input type="checkbox"/> List the instructors for each course and license number of each home inspector. <input type="checkbox"/> If the course is interactive submit documents requested in Section III. <input type="checkbox"/> Record Keeping: Attendance records must be maintained for a minimum of 4 years. Attendance records and course completion information for all course participants must be provided to the Department in a specified format acceptable to the Department and within an agreed upon timeframe. These records must be made available to the Department upon request.

Please mail your completed application, documentation to:
 Department of Business and Professional Regulation
 2601 Blair Stone Road
 Tallahassee, Florida 32299-0780

Instructions

*If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.*

1. General Requirements for Home Inspection Continuing Education Course Application

- a. All portions of the application must be completed.
- b. Continuing education providers must submit a sample course completion certificate with the application. The sample course completion certificate must include the provider’s name, the provider’s approval number, the licensee’s name, the licensee’s license number, the approved course title, the course approval number, the course completion date, and the number of approved continuing education credit hours awarded in each subject area covered by the course.
- c. Continuing education course applications must include course detail. Course detail includes:
 - i. **Course Outline:** Attach a course outline specifying subjects, major topics, and subtopics to be covered in the course. Each subject must also include a narrative summary.
 - ii. **Reference and Source Materials:** Include a list of all reference and source materials, along with their publication date(s), for the course.
 - iii. **Course Evaluation:** Attach a copy of the evaluation forms used to assess the learning experience, instructional methods, and course materials.
 - iv. **Instructors:** List the instructors for each course, and attach a resume for each instructor even if previously approved for another course. Instructors must possess sufficient skills and knowledge in the subject areas being taught.
 - v. **Record Keeping:** Attendance records must be maintained for a minimum of four years. Attendance records and course completion information for all course participants must be provided to the Department in a specified format acceptable to the Department and within an agreed upon timeframe. These records must be made available to the Department upon request.

d. Fee: No fees.

2. Application Instructions (by section)

a. Section I

- i. Check only one of the application types.
- ii. Home Inspector Pre-licensure Course Initial: Select this application type if you are applying for an initial approval of a pre-licensure education course.
- iii. Home Inspector Pre-licensure Course Renewal: Select this application type if you are applying for renewal of a pre-licensure education course. If there have been any changes to the course, other than the instructors, you must select "Home Inspector Pre-licensure Course Approval" as the application type and submit the supporting documentation required of an initial course approval.
- iv. Home Inspector Continuing Education Course Initial: Select this application type if you are applying for an initial approval of a continuing education course
- v. Home Inspector Continuing Education Course Renewal: Select this application type if you are applying for the renewal of a continuing education course. If there have been any changes to the course, other than the instructors, you must select "Continuing Education Course Approval" as the application type and submit the supporting documentation required of an initial course approval.

b. Sections II

- i. Fill out each section completely.
- ii. Each applicant must provide their name, company or organization name, and their provider approval number.
- iii. Applicants seeking to renew a course approval must also provide their current course approval number.

c. Section III

- i. Applicants must provide the course title. The title you choose must adequately define the content of the course. If you are applying to approve more than one course, please complete additional applications as necessary.
- ii. Indicate which subject areas will be covered in the continuing education course and the number of credit hours assigned to each subject area.
- iii. Indicate how the course will be provided to the student by checking the appropriate box.

d. Section IV

- i. Please indicate if this course has been previously approved. If it has been approved, indicate by which Board.

e. Section V

- i. Please read and sign the affirmation by written declaration.
- ii. If the applicant fails to sign the affirmation statement, the Department will not process the application.

3. Other Information

- a. Continuing education course providers shall not advertise a course as approved for continuing education credit from the Department of Business and Professional Regulation until the course has been approved by the Department and a course number has been assigned.
- b. Providers should supply all students with a course completion certificate upon completion of the course.
- c. Approved course numbers and course titles should be used in all advertisements.
- d. Any substantive changes regarding the provider's application information must be filed with the Department within thirty days of the change.
- e. Provider approval is valid until May 31 of odd-numbered years and must be renewed. Providers are responsible for renewing all courses prior to the course expiration date.
- f. Providers must work with licensees to resolve reporting conflicts.
- g. Course approval is valid for two years from the date of board approval. Providers must reapply for course renewal every two years.

Refer to Rule 61-30.502 and 61-30.503, Florida Administrative Code, for additional information regarding provider and course requirements.

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Form # DBPR HI 0404

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For additional information see the Instructions at the beginning of this application.

Section I - Application Type (choose only one application type)

CHECK ONE OF THE APPLICATION TYPES	
<input type="checkbox"/>	Approval of Home Inspector Pre-licensure Course - Initial [0403/1020]
<input type="checkbox"/>	Approval of Home Inspector Pre-licensure Course - Renewal [0403/2020]
<input type="checkbox"/>	Approval of Home Inspector Continuing Education Course - Initial [0405/1030]
<input type="checkbox"/>	Approval of Home Inspector Continuing Education Course - Renewal [0405/2020]

Section II – Applicant Information- Provider

PROVIDER INFORMATION			
Last/Surname (Provider)	First	Middle	Suffix
Company/Organization Name			
Provider Approval Number			
Course Approval # (If renewal)			
MAILING ADDRESS			
Street Address or P.O. Box			
City		State	Zip Code (+4 optional)
County (if Florida address)		Country	
CONTACT INFORMATION			
Contact Name:			
Primary Phone Number		Primary E-Mail Address	
BUSINESS LOCATION ADDRESS			
Street Address			
City		State	Zip Code
County (if Florida address)		Country	
ADDITIONAL CONTACT INFORMATION (OPTIONAL)			
Alternate Phone Number		Fax Number	
Alternate E-Mail Address			

Section III – Course Information

COURSE INFORMATION			
Course Title:		Total Number of Hours:	
Course Delivery Method: <input type="checkbox"/> Classroom <input type="checkbox"/> Interactive Distance Learning			
COURSE INSTRUCTORS			
Last/Surname (1)	First	Middle	Suffix
Last/Surname (2)	First	Middle	Suffix
Last/Surname (3)	First	Middle	Suffix
INTERACTIVE DISTANCE COURSES			
Interactive Distance courses must submit documents indicating the following:			
<ol style="list-style-type: none"> 1. The means by which the course will demonstrate interactivity between the student and course provider within a maximum of 24 hours, which promotes student involvement, and demonstrates that the course measures learning and addresses comprehension of content at regular intervals. 2. The means by which the course provider is able to monitor student enrollment, participation and course completion. 3. The means by which the course provider will be able to satisfactorily demonstrate that stated course hours are consistent with the actual hours spent by each student to complete the course. 4. The means by which the provider will assure qualified instructor(s) will be available to answer questions and provide students with necessary support during the course. 5. That the student will be required to complete a statement at the beginning and end of the course that indicates that he/she personally completed each module/session of instruction. 6. The means by which the course provider will verify student identification. 			

Section IV – Course Component Information

COMPONENT INFORMATION	
<input type="checkbox"/> Pre-Licensure Education Must address home inspection services or the components of a home, including the limited visual examination of the readily accessible installed systems and components of a home for the purposes of providing a written report of the condition of the home, for a total of 120 hours.	<input type="checkbox"/> Continuing Education Must address one or more of the following eight topics: the structure, electrical system, HVAC system, roof covering, plumbing system, interior components, exterior components and/or site conditions that affect the structure.

Section V – Approval by Other Boards

PRIOR BOARD APPROVAL	
Has this course been previously approved by another board as listed in Rule 61-30.503, F.A.C.?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If "yes" please complete the following:	
Name of Board	Date of Approval
Name of Board	Date of Approval
Name of Board	Date of Approval

Section VI– Affirmation By Written Declaration

AFFIRMATION BY WRITTEN DECLARATION	
<p>I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.</p>	
Signature:	Date:
Print Name:	