



State Board of Appraisers, Abstractors, and Home Inspectors
 900 W Capitol Ave, Ste 400, Little Rock, AR 72201
 501-296-1843
 www.labor.arkansas.gov

FORM HI-PR
Board Approved: _____
Course #: _____
New Exp Date: _____
Board Denied: _____

Pymt Type	Ck Date	Ck #	Amt	Processed Date/By
DO NOT WRITE ABOVE THIS LINE				

HOME INSPECTOR **PRE-REGISTRATION EDUCATION** COURSE APPROVAL APPLICATION – INITIAL OR RENEWAL

A course cannot be advertised or offered as approved until such approval is granted by the State Board of Appraisers, Abstractors, and Home Inspectors. **Please note:** Pre-registration courses must be classroom/onsite.

Name of Provider _____
 Address _____
 City, State, Zip _____
 Contact Person _____ Phone _____
 Email Address _____
 Internet Site URL _____

Initial
 Renewal Previous Approval # and Exp Date _____

COURSE TITLE _____ # of PR Credit Hrs

*****ALL PRE-REGISTRATION EDUCATION COURSES MUST BE PRESENTED IN A CLASSROOM/ONSITE SETTING.*****
Synchronous delivery (i.e. virtual/livestream/live webinar/Zoom) is not accepted.

List Date(s) and Location(s). Attach a separate list if more space is needed.

DATE _____	LOCATION _____
DATE _____	LOCATION _____
DATE _____	LOCATION _____
DATE _____	LOCATION _____
DATE _____	LOCATION _____

INSTRUCTOR(S) _____

Y N Has the Board previously approved the above instructor(s)?

Please mail the following to the address at the top of this form:

- Course Approval Application
- Check for **the appropriate fee:**
 - Initial qualifying fee (non-refundable): \$200.00 for first year
 - Annual renewal fee: \$100.00/year

Please email the following additional course materials to jimmie.sue.puckett@arkansas.gov:

- Course Outline**
 1. An overall schedule of the order and timeframes assigned to each pre-registration curriculum course module and activity.
 2. A detailed outline/lesson plan must be submitted in the format of a standard business graduated outline setting forth all course subtopics in such detail as would be required by an alternate instructor to ensure that all material is covered. Digital slideshow images, or images of Internet online course screens, shall not suffice for this requirement.
- Digital Presentations** - A full portable digital version of any classroom slideshow presentation must be submitted for each course, if one is used. Digital presentation content and order must coincide with the course outline provided.
- Distance Learning Presentations** - A full portable digital version, or the Internet address, of all distance learning presentations, including but not limited to web pages or video presentations must be submitted for each course if utilized. Distance learning presentation content and order must coincide with the course outline provided.
- Instructor Credentials** - A standard professional business resume for each instructor must be submitted providing a complete chronological history of relevant employment and teaching experience, along with relevant certifications including effective dates, employers, and accrediting organizations. Promotional biographies shall not be considered.
- Student Materials** - A copy of all printed or electronic materials presented to or required to be purchased by the attendee to qualify for successful completion of the course must be submitted.
- Course Completion Certificate** - A sample course completion certificate or document that confirms the student’s successful completion of training. The certificate must contain the name of student, course title, course approval number, delivery method, date and location attended, and number of credit hours earned.

Answer these questions on a separate sheet of paper and email with the other materials:

- A description of any “field work” or other curriculum activities which have been submitted to fulfill the number of accredited hours requested.
- The criteria for successful completion of the curriculum.
- The provider refund policy.

CERTIFICATE OF COMPLIANCE: I certify that I have presented true statements throughout this application form and submitted course materials to the best of my knowledge and belief. I also attest that I shall comply with the Statutes and Rules of the State Board of Appraisers, Abstracters, and Home Inspectors.

Signature of Official	Title	Date
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I, the undersigned notary public, certify that the above-named individual appeared before me in person and acknowledged signing the foregoing instrument for the purposes therein set forth on this

_____ day of (month) _____, _____.

Notary Public Signature

State of: _____

County of: _____

My Commission expires: _____