



# Arkansas Home Inspector Registration Board

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(501) 683-3710

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## Application for Renewal of an Approved Pre-Registration Education

**Complete all items and mail to the address above with the initial qualifying fee of \$100.00 (for one year) or \$200.00 (for two years).** (If an item does not apply, enter "N/A".) See Section 700 of the *Rules and Procedures of the Arkansas Home Inspector Registration Board* (Link: <http://www.labor.arkansas.gov/wp-content/uploads/2015Rules.pdf>)

Course Provider or Sponsor: \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone ( ) \_\_\_\_\_ Email address \_\_\_\_\_ Internet site URL: \_\_\_\_\_  
Point of Contact \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ Email \_\_\_\_\_

Course Title: \_\_\_\_\_ Previous Approval Number: \_\_\_\_\_  
Number of CEC hours \_\_\_\_\_ Proposed presentation site: \_\_\_\_\_  
Dates training will be offered: \_\_\_\_\_  
Total Student fee for this offering \$ \_\_\_\_\_ Does this fee include items other than instruction? \_\_\_ Handouts, \_\_\_ Books, \_\_\_ Video tapes, \_\_\_ Audio tapes or CDs, \_\_\_ Tools. Attach a complete description of these items &/or include samples.

### Attach:

- 1) Resumes for each instructor which provide teaching experience and the source of his/her expertise (quantify where possible. e.g.: 5,000 home inspections during a 20-year practice, master's degree in building science, etc.) and his/her experience as an instructor.
- 2) For offerings of 7 or more CEC hours, submit a brochure which fully describes the offerings.
- 3) An advertising plan and copies of all advertising materials to be used.
- 4) A sample, course completion certificate or other document that confirms the student's successful completion of training.
- 5) An outline/lesson plan must be submitted and include in detail the course topics and subtopics.

### Answer these questions on a separate sheet of paper:

- 1) What is your criterion for a student's successful completion of this offering? If partial credit is offered, what criterions are applied?
- 2) What are the instructional goals of this offering?
- 3) How is this offering relevant to an Arkansas home inspector?
- 4) What is your refund of fee policy?

### Other Requirements:

- 1) For-profit providers must furnish evidence that they are a fiscally responsible, legitimate organization.
- 2) Student attendance will be verified at intervals of no greater than 2 hours.
- 3) Detailed records of attendance and course completion must be maintained by the provider for 2 years and copies provided to the Board upon request.

Printed name of principal officer of Provider Firm/Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Date Signed: \_\_\_\_\_

### This section for Board use only:

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Number: \_\_\_\_\_

**(Note: Approval expires one or two years after the date of approval, depending on fee paid.)**