

Home Inspector Regulatory Board

2506 Lakeland Dr., Suite 300 (Flowood 39232)
P.O. box 12685
Jackson, MS 39236-2685
Ph. (601) 932-9191, Ext. 116/FAX (601) 932-2990 or 932-3644

APPLICATION FOR EDUCATION COURSE APPROVAL

1. Name of provider requesting education course approval and type of course being offered, qualifying education (60 hrs. that may include field work), continuing education (must be no less than 2 hrs.), or both:

2. Business Address: _____
(Number & Street) (City) (State) (Zip Code)

3. Business Telephone: _____

4. If a corporation, give names, addresses and titles of officers. (Use additional sheet if necessary):

Name _____ Title _____
Business Address _____
(Number & Street) (City) (State) (Zip Code)

5. List names of those persons authorized to act for your entity. Such acts shall be binding Upon the applicant.

Names: _____

6. The following information must be provided for each separate course approval request (incomplete information will result in course approval delay).

- A. Course title(s) and description.
- B. Address where training will take place – if unknown, indicate facility to be used.
- C. Admission policy, fees, charge and cancellation policies.
- D. Course syllabus shall clearly state content, learning objectives and skills which the student can be expected to learn or improve.
- E. A lesson plan, instructional outline or hourly agenda.
- F. Name, address and brief biographical information on each instructor. (Please include academic training.)
- G. Number of classroom hours requesting for each course.
- H. Any additional information that may permit a complete and comprehensive evaluation of each offering.

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It is the responsibility of the approved provider to provide to each student successfully completing a course a certificate of completion as outlined in the Home Inspector Regulatory Board's policy governing continuing education approval, or as required to provide proof of qualifying education.

(Name of Provider)

(Signature of Provider)

(Title)

(Date)

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Standards for Approval of Courses:

1. Education/certification will be accepted from a nationally recognized education center in a curriculum approved by the United States Department of Housing and Urban Development and the United States Department of Education according to Chapter 71, Section 23 & 39 of the 2001 Annotated Mississippi Code.
2. Course(s) shall be taught only by approved, qualified instructor(s).
3. Course(s) shall be offered in minimum two-hour segments.
4. Courses, instructors or providers shall be approved for one year from the date of approval and shall be required to refile if course is continued. However, a course, instructor and provider may be approved on a one-time basis where the course will be offered on such basis.
5. Licensees shall physically attend in order to receive a certificate.

Eligibility:

Subjects eligible for continuing education approval include but are not limited to the following:

1. Structural system (includes foundation and framing)
2. Exterior (wall covering, flashing and trim; exterior doors, attached decks, balconies, stoops, steps, porches and associated railings; eaves, soffits and fascias where accessible from ground level; vegetation, grading, surface drainage, and retaining walls when any of these are likely to adversely affect the building; walkways, patios, and driveways leading to dwelling entrances)
3. Roof systems (roof covering, roof drainage systems, flashings, skylights, chimneys, and roof penetrations)
4. Plumbing system (interior water supply and distribution systems including all fixtures and faucets; drain, waste and vent systems including all fixtures; water heating equipment; vent systems, flues, and chimneys; fuel storage and fuel distribution systems; drainage sumps, sump pumps and related piping)
5. Electrical system (service drop; service entrance conductors, cables, and raceways; service equipment and main disconnects; service grounding, interior components of service panels and sub panels; conductors; overcurrent protection devices; a representative number of installed lighting fixtures, switches, and receptacles; ground fault circuit interrupters)
6. Heating system (installed heating equipment; vent systems, flues, and chimneys)
7. Air conditioning systems (installed central and through-wall cooling equipment)

8. Interior (walls, ceilings, and floors; steps, stairways, and railings; countertops and representative number of installed cabinets; representative number of doors and windows; garage doors and garage door operators)
9. Insulation and ventilation (insulation and vapor retarders in unfinished spaces; ventilation of attics and foundation areas; mechanical ventilation systems)
10. Fireplaces and solid fuel burning appliances (system components; vent systems, flues, and chimneys)

If the total instruction time is less than two (2) hours, courses of instruction shall not be approved by the Home Inspector Regulatory Board. Time devoted to breakfasts, luncheons, dinners or other refreshments shall not be counted as instruction time.

Objectives and Skills:

Each course syllabus shall clearly state:

1. content
2. learning objectives of the course
3. skills which students can be expected to learn or improve

Administrative Requirement:

Providers of qualifying education/continuing education courses shall furnish the Home Inspector Regulatory Board with a class roster within 30 days after completion of each course listing each attendee in alphabetical order. Roster must be certified by instructor.

Qualifying/Continuing Education Instructor Qualifications:

1. Possession of a valid teaching credential or certificate authorizing the holder to teach in a field relating to that in which instruction is proposed.
2. A professionally recognized designation in the specialty taught.
3. A home inspector's license in any state plus three (3) years full-time experience in the profession, trade or technical occupation in the applicable field of instruction, plus recognized teaching experience in that field will be considered for qualification.

Use of unqualified instructors to teach in Home Inspection approved qualifying/continuing education courses shall be grounds for revocation or suspension of qualifying/continuing education certification for the institution found to be in violation of this requirement.

Student Contract:

The Home Inspector Regulatory Board assumes no liability for written or verbal contract between student and provider.

Certification of Completion:

The provider must furnish certification of individual attendance by a certificate. A copy of the certificate shall be returned, completed, to the Home Inspector Regulatory Board, a copy given to the attendee, and a copy retained by the Provider for a period of three (3) years.

Inspection or Monitoring of Approved Courses:

Any members of the Home Inspection Regulatory Board, or its duly authorized representative may audit any offering of an approved provider at any time during course presentation to determine adequacy of course presentation and content. The Home Inspector Regulatory Board reserves the right to withdraw qualifying/continuing education of a course, upon finding that the course fails to meet criteria for approval as established by the Board.

Course Cancellation:

Provider must:

1. Refund money in case of cancellation within ten (10) days after cancellation.
2. Registrants must be notified prior to date of course (certified mail may be used) if course is cancelled.
3. Provider must state in advertisements that those who choose not to register in advance, should determine before attendance if any changes have been made in schedule.

Notification of Approval/Rejection:

Each provider submitting applications for approval for qualifying/continuing education courses will receive written notification of approval or rejection of approval within ninety (90) days of submittal of application. Applications submitted incomplete will be returned to the applicant with reason for return noted.