



NORTH CAROLINA HOME INSPECTOR LICENSURE BOARD

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FOR BOARD USE
Date: _____
Comment: _____

Code # _____

PRELICENSING PROGRAM SPONSOR APPLICATION

Please read the "Prelicensing Education Course Rules" in their entirety prior to completing this application.
The home inspection prelicensing education program shall consist of a minimum total of 200 hours consisting of classroom and field training as follows:

- (1) Academic education consisting of at least 120 hours classroom instruction; and
- (2) Training consisting of at least 80 hours of field instruction with at least 10 site visits.

The applicant shall submit separate applications to sponsor the academic classroom and practical training portions of the program.

1. Title of Proposed Course _____

2. Legal Name of Applicant (Course Sponsor) _____

3. Assumed Business Name _____
[Provide the official name to be used in connection with offering prelicensing education courses if different from legal name.]

4. Address _____
(Provide Street Address and also P.O. Box if any & include zip for both)

(City) (State) (Street Address Zip) (P.O. Box Zip) (_____) (Phone)

(E-mail) (County) (_____) (Fax)

5. Type of Business Entity [Indicate the applicant's legal form of business and check all that apply.]

- Sole Proprietorship Partnership Corporation Association
- Community College College/University Junior College Limited Liability Company
- Licensed Private Business School Licensed Private Home Inspector
- Other [Specify] _____

6. Owners of Business [List all business owners with a 10 percent or greater ownership interest in the business. Indicate "N/A" if the applicant is a licensed or accredited educational institution or a non-profit entity. Attach additional sheet if needed.]

_____	_____
Name	Name
_____	_____
Name	Name

7. Major Officers of Business [List the names and titles of the major officers (president, vice-president(s), secretary, treasurer, etc.) of the business. Indicate "N/A" if the applicant is a licensed or accredited educational institution. For a non-profit entity, list only the chief administrative officer. Attach additional sheet if needed.]

_____	_____
Name	Name
_____	_____
Name	Name

8. Has any person listed in Items 2, 6 or 7 above ever been convicted of any **criminal offense** (other than a minor traffic offense) or is there any criminal charge currently pending against such person? [If "YES" attach a statement providing full details.] YES NO
9. Has any person (or other entity) listed in Items 2, 6 or 7 above ever had a **business** or professional license of any type denied, revoked or suspended in this or any other state or country? [If "Yes", attach a statement providing full details.] YES NO
10. **Out-of-State Sponsor** [An applicant with an out-of-state business address (or residence address if a sole proprietor with no separate place of business) must submit a completed "**Consent to Service of Process and Pleadings**" form.]

Course Ownership [Check one of the options below and follow the specified instructions for that option.]

The proposed course and its materials:

A. WERE CREATED BY AND ARE OWNED BY THE APPLICANT.

Provide the **program plan** and **student manual**, one of which describes, in narrative form:

- The details of the substantive information to be presented in the course sufficient to demonstrate that the information is current, accurate, complete, and otherwise appropriate.
- A detailed program plan outline, including the amount of time to be devoted to each major topic, breaks, and the learning objective(s) for each major topic;
- The instructor's guide and text book, sample exams, and report formats.

B. WERE CREATED BY AND ARE OWNED BY AN ENTITY OTHER THAN APPLICANT.

- Provide the Name of the course owner _____
- Obtain and submit evidence of permission from the course owner to seek approval of the course. [not required if (1) the applicant is a trade or professional organization and the course owner is the parent organization of the applicant, or (2) the course materials are owned and published by a publishing company]
- Place a check mark below in front of your selection and comply with the instructions provided:
 - This course has not been previously approved. Provide all material as described under Option "A"
 - This course has already received approval and will be conducted exactly as it was submitted for original approval. COURSE # _____.
 - This course uses materials from a course that has already received approval but will differ in some way from the approved course. Provide all material as described under Option "A". COURSE # _____.

NOTE: When a course is already approved, but the course materials are owned and published by a publishing company, it is unnecessary to submit a copy of the published materials with the course application. However, you should submit an instructor guide explaining how the published materials will be used including a detailed course outline, the amount of time to be devoted to each major topic and to breaks, the learning objective(s) for each major topic, and the instructional methods and instructional aids that will be utilized if your presentation of the material deviates in any way from the manner indicated in the original course application submitted by the entity which obtained initial approval for the course.

Name(s) of Prelicensing Course(s)

[Attach a Prelicensing Course Application form for each course the applicant wishes to sponsor. List the course numbers and names of the courses in the spaces provided below. Attach additional sheet if needed.]

Please choose one of the options below.

- Academic education consisting of at least 120 hours classroom instruction.

- Training consisting of at least 80 hours of field instruction with at least 10 site visits.

11. Signature and Certification of Applicant

I hereby certify that all information submitted in connection with this application is accurate to the best of my knowledge and belief.

I further certify that the applicant and all persons in its employ will fully comply with the requirements of the North Carolina Home Inspector Licensure Board regarding the conduct of prelicensing courses.

I further certify that, except for obtaining approval of the North Carolina Home Inspector Licensure Board to conduct prelicensing courses, the applicant has complied with all legal requirements to engage in business in North Carolina.

Name

Title

Signature

Date

Application must be signed by the owner (if a sole proprietorship), a managing partner (if partnership), or a major officer authorized to submit such application (for other types of business entities). If applicant is an accredited community college, college/university or junior college, the application must be signed by the vice-president or dean responsible for the institution's prelicensing program (or by the institution's president).

HILB 9/11