

**NORTH CAROLINA
HOME INSPECTOR LICENSURE BOARD**
1202 Mail Service Center
Raleigh, NC 27699-1202
919-662-4480

FOR BOARD USE
Date: _____
Comment: _____

Code # _____

**CONTINUING EDUCATION ELECTIVE COURSE INSTRUCTOR
QUALIFICATIONS STATEMENT**

Use this form to verify that a prospective elective course instructor possesses the qualifications described in Board Rule .1322. A separate Instructor Qualifications Statement with the required attachments must be completed and submitted for each prospective instructor. This form must be submitted with each application for approval of an elective course. This form may also be submitted by the sponsor of a currently approved course to request approval of an additional instructor.

1. **Name Of Applicant (Course Sponsor)** _____

2. **Address/Phone**

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

_____ (_____) _____

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

3. **Name Of Proposed Instructor** _____

First M.I. Last

4. **Title Of Course The Instructor Proposes To Teach**

5. **Course Number**

If the course in Item 4 is currently approved by the Board and the course sponsor is seeking approval of an additional instructor for the course, provide the course number assigned by the Board.

Course Number _____

6. **Subject Matter** (Describe briefly the subject matter of the course)

7. **Instructor's Home Inspector License** (If the prospective instructor holds a current Home Inspectors License, provide the name of the state which issued the license, the license number and indicate the license type).

State _____ License # _____ Home Inspector Associate

8. If your answer to any question in this section is "Yes", please attach statement providing complete details. Circle your answer to each question.

8a. Have you ever been denied a Home Inspectors License or any professional/occupational license in N.C. or elsewhere? Yes No

8b. Have you ever had a Home Inspector License or any other professional/occupational license suspended, revoked or surrendered in N.C. or elsewhere? Yes No

8c. Has the prospective course instructor ever been convicted of any criminal offense (other than minor traffic offenses), or is there any criminal charge now pending against you?Yes No

Qualifying Education and Experience

Board Rule .1322 establishes qualification criteria for elective course instructors. Read the rule carefully before providing the information required by the remaining items in this application. For Items 10 and 11, attach clear and detailed information to this form that facilitates review and confirmation of the prospective instructor's qualifying experience. If a prospective instructor does not qualify solely on the basis of education, work experience or teaching experience, the Board may consider the prospective instructor's qualifications as a whole. The Board will consider work and teaching experience obtained within the past ten years and directly related to the subject matter of the course the instructor proposes to teach. A resume may be attached provided it clearly documents all information required to be provided in Items 9, 10 and 11.

9. **College Education** Indicate total number of years completed _____

Name of School	Dates Attended	Major	Degrees Awarded or Sem./Qtr. Hrs. Completed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

10. **Work Experience Related To Course Subject Matter**

(Teaching experience should be reported separately in Item 11 of this application)

Attach to this form information concerning the prospective instructor's work experience (other than teaching) within the previous ten years that is directly related to the subject matter of the course. Part-time employment should be reported separately from full time employment. For each job or position, provide details concerning the following aspects of the prospective instructor's work experience.

- 1) Name of the position;
- 2) Name and address of the employer;
- 3) Beginning and ending dates of the employment;
- 4) A detailed description of the prospective instructor's duties; and
- 5) If qualifying experience was part-time, describe the time spent on matters directly related to the subject matter of the course each week.

11. Subject Matter Teaching Experience

Attach to this form information that clearly and completely describes the prospective instructor’s experience teaching the subject matter of the course within the past ten years. For each course provide title, brief description of scope or content, and dates course was taught.

12. Signature And Certification Of Prospective Instructor

I hereby certify that I have read and understand the Board’s Rules regarding mandatory continuing education and that I will comply with the Board’s requirements regarding instructor conduct, performance, and responsibilities, see Rule .1345. I further certify that the information provided in this Statement regarding my credentials is true and correct to the best of my knowledge.

Signature of Prospective Instructor

Date

13. Signature And Certification Of Applicant (Course Sponsor)

If the course sponsor applicant has not been previously approved by the Board as a continuing education elective course sponsor, or if previous approval has expired, this Statement must be signed by the owner (if a sole proprietorship), a managing partner (if a partnership), or a major officer authorized to submit such Statement (for other types of business entities). If applicant is an accredited community college, college/university or junior college which is not currently approved by the Board as a continuing education course sponsor, this Statement must be signed by the vice-president or dean responsible for the institution’s continuing education program) or by the institution’s president). If the applicant is a currently approved elective course sponsor, this application may be signed by the applicant’s Continuing Education Coordinator or by the persons indicated above.

Certification

I hereby certify that all information submitted in connection with this application is true and accurate to the best of my knowledge and belief. I understand that any omission, inaccuracy or failure to make full disclosure constitutes grounds for disqualifying the prospective instructor.

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

Name

Title

Signature

Date