



Arkansas Home Inspector Registration Board

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Little Rock, AR 72225
(501) 683-3710 FAX: (501) 244-2333
EMAIL: info@ahib.org WEBSITE: www.ahib.org
Send Bulk Mail to:
121 Ridgeway Dr.
Little Rock, AR 72205

Application for Approval of Continuing Education Offering

Complete all items and mail to the address above with the initial qualifying fee of \$45.00. (If an item does not apply, enter "N/A".) See Section 800 of the *Rules and Procedures of the Arkansas Home Inspector Registration Board* (On the Internet at: <http://www.ahib.org/documents/Rules.pdf>) (Note: Approval expires two years after the date of approval.)

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

Course Title: _____
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 and/or include samples.

Topics to be included in the course offering (Include Instructor lecture outlines for each instructor and topic. Continue on a separate sheet if needed.)

Class Hours	Topic	Instructor and Remarks

- Attach:
- 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, masters degree in building science, etc.) and his experience as an instructor.
 - For offerings of 7 or more CEC hours, submit a brochure which fully describes the offering.
 - An advertising plan and copies of all advertising materials to be used.
 - A sample, course completion certificate or other document that confirms the student's successful completion of training.

- Answer these questions on a separate sheet of paper:
- What is your criterion for a student's successful completion of this offering? If partial credit is offered, what criterion are applied?
 - What are the instructional goals of this offering?
 - How is this offering relevant to an Arkansas home inspector?
 - What is your refund of fee policy?

- Other requirements:
- For-profit providers must furnish evidence that they are a fiscally responsible, legitimate organization.
 - Student attendance will be verified at intervals of no greater than 2 hours.

