HOME INSPECTOR COURSE LICENSE APPLICATION

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION **453-454**
Division of Real Estate
320 West Washington Street
Springfield, Illinois 62786
fpr.realestateeducation@illinois.gov

Important Notice: Completion of this form is necessary to accomplish the requirements outlined in the Illinois Real Estate License Act of 2000 {225 ILCS 454}. Disclosure of this information is **REQUIRED.** Failure to comply may result in this form not being processed. This form has been approved by the Agency Forms Coordinator. For more Information please view http://www.ilga.gov/commission/jcar/admincode/068/06801410sections.html Administrative Rules.

Education Provider Name:	Education Provider License #: 452.
Education Provider Address:	Phone: Email:
Administrator Name:	Website Address:
Instructor Name(s):	Instructor License Number(s) if applicable

Please select the type of course being applied for:

☐ Pre-License (453) ☐ CE Mandatory (454) ☐ CE Elective (454) ☐ Sexual Harassment Prevention Training (No home study)

Please enter the name of the course - only one course per application (80 characters maximum)**:**

Please enter the total course hours requested:

Please select ONE delivery method for the course being applied for:

☐ **Live Interactive Delivery** (check all that apply)	☐ **Online Distance**	☐ **Home Study**
☐ Classroom ☐ Interactive Webinar (Live - Simultaneous)	Learning Management System (LMS) *Administrator Level User Name and Password must be provided	Home Study/Correspondence/Internet (Non-LMS)

What type of proctored exam will this course require (Home Study/Correspondence Courses)**:**

☐ Paper/Written ☐ Digital/Internet

All course applications must include the following:

☐ SUBMITTED IN A LETTER SIZE (8½ X 11) FILE FOLDER LABLED WITH COURSE NAME, EDUCATION PROVIDER NAME AND LICENSE NUMBER TYPED ON THE FOLDER. SUBMIT SEPARATE APPLICATION AND CHECK FOR EACH COURSE.

☐ SUBMIT A **NON-REFUNDABLE** APPLICATION FEE OF $100.00 **FOR EACH PRE-LICENSE COURSE, $50 FOR EACH CE COURSE. A Separate Check and Application is required for each course**

☐ INCLUDE THE MATERIALS LISTED BELOW:

- ☐ COURSE DESCRIPTION
- ☐ COMPREHENSIVE TIMED OUTLINE (MUST CONTAIN TIME SPENT ON EACH TOPIC AND TOTAL COURSE TIME EXCLUDING TIME SPENT ON EXAM)
- ☐ LEARNING OBJECTIVES
- ☐ COURSE FINAL EXAM (MANDATORY)
- ☐ SEPARATE EXAM ANSWER KEY (MANDATORY)
- ☐ COPY OF THE EDUCATION PROVIDER'S WRITTEN PROCTOR AGREEMENT AND EXAM PROCTOR POLICY (MANDATORY FOR HOME STUDY/CORRESPONDENCE)
- ☐ ANY MATERIALS PROVIDED TO THE STUDENTS INCLUDING, TEXTBOOKS, INSTRUCTOR NOTES, POWERPOINT, ETC. MUST BE SENT VIA USB, DVD OR HARD COPY. **EMAILED DOCUMENTS WILL NOT BE ACCEPTED**
- ☐ INSTRUCTOR RESUME/BIO AND COPY OF CURRENT ILLINOIS REAL ESTATE INSTRUCTOR LICENSE (If Applicable)
- ☐ Providers offering pre-license courses must submit an example of students' 5 field inspection logs that are signed by a licensed home inspector and submitted to PSI/AMP.

MAIL ALL MATERIALS TO: 320 WEST WASHINGTON STREET, REAL ESTATE - EDUCATION, 3RD FL, SPRINGFIELD, IL 62786

As an authorized representative of the licensed Education Provider, I understand that if I provide false or fraudulent information the Education Provider could be disciplined and/or fined. I read this application in its entirety and to the best of my knowledge all statements are true, correct, and accurate.

Authorized Representative Signature	Authorized Representative Printed Name	Date