HOME INSPECTOR COURSE LICENSE RENEWAL 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)

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)
  - Home Study/Correspondence/Internet (Non-LMS)

*Administrator Level User Name and Password must be provided

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 LABELED 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 RENEWAL, $50 FOR EACH CE COURSE RENEWAL. 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

IL505-0772  10/19