

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/car/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:

<input type="checkbox"/> Live Interactive Delivery (check all that apply)	<input type="checkbox"/> Online Distance	<input type="checkbox"/> Home Study
<input type="checkbox"/> Classroom <input type="checkbox"/> Interactive Webinar (Live - Simultaneous)	Learning Management System (LMS) <small>*Administrator Level User Name and Password <u>must</u> be provided</small>	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 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