



HOME INSPECTOR EDUCATION PROVIDER LICENSE RENEWAL APPLICATION

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

Division of Real Estate
 320 West Washington Street
 Springfield, Illinois 62786
fpr.realestateeducation@illinois.gov

Important Notice: Completion of this form is necessary to make application for approval as an education provider pursuant to The Home Inspector License Act (225 ILCS 441) and Administrative Rule (68 III. Adm. Code Part 1410) Failure to complete this application may result in this form not being processed. This form has been approved by the Agency Forms Coordinator.

APPLICATION INSTRUCTIONS:

To request approval to offer home inspection courses in Illinois, please provide to the (DRE) the information listed below:

- 30 A completed Home Inspector Education Provider License Application.
- 40 A completed Home Inspector Pre-License Course Application for each Pre-License Course being offered. The Course Application form can be found here: <https://www.idfpr.com/Renewals/Apply/Forms/505-0772.pdf>
- 50 An Education Provider application fee of \$1,000. The fee must be in form of a check or money order and made payable to IDFPR-Division of Real Estate. **All fees are non-refundable.**
- 60 An Education Provider must provide proof they are registered and in good standing with the Illinois Secretary of State and/or from State or County of organization, as outlined below:
 - c0 Illinois Entities – Submit a filed copy from the Illinois Secretary of State such as, Articles " of Incorporation, Articles of Organization, Partnership Agreement, etc.
 - d0 Foreign Entities (those organized outside of Illinois) – Submit a filed copy of the Authority " to Transact Business in Illinois **and** a filed copy of Articles from the State or County of organization.

Mail all applications, supporting documents, and fees to:

MAIL APPLICATION AND FEE TO:
IDFPR- Division of Real Estate
Real Estate Education Section
320 West Washington Street, 3rd Floor
Springfield, IL 62786

- 6. Upon receipt of the Education Provider and Course Applications and all required documentation, the applications will be reviewed by the Division of Real Estate. Applicants will be notified via email of the DRE's decision.

HOME INSPECTOR EDUCATION PROVIDER LICENSE RENEWAL APPLICATION

I. Education Provider Information:

1. Education Provider Name:

2. Telephone Number(s):

3. FEIN/Tax ID Number:

4. Web Address:

5. Address (include street, city, state, zip code and county):

6. Name and title of person(s) responsible for administering for the education program:

7. Email address of person(s) responsible or administering the education program:

8. Form of Business Organization (check one):

 Proprietorship Corporation/Partnership Limited Liability Company College/University Association Foreign Corporation/Partnership/LLC Other (Describe): _____

*Please see instructions regarding submission of evidence of good standing in Illinois.

9. Type of real estate program offered by Education Provider (check all that apply):

 Pre-License* Continuing Education Mandatory** Continuing Education Elective

* More information can be found in Section 1410.510 Pre-License Education of the Administrative Rules.

** More information can be found Section 1410.550 of the Administrative Rules.

10. Will correspondence/home-study courses be available? Yes No

11. Location where records will be maintained (include street, city, state, zip code and county):

NOTE: The Education Provider shall maintain records for not less than five (5) years and make these records available for inspection by the Illinois Department of Financial and Professional Regulation-Division of Real Estate upon request.

II. Education Provider Administration: If additional space is needed for this section, please attach separate documentation.

1. Please attach a bio/resume of the Education Provider Administrator(s) that includes the information below:
 - a. Educational Background (High School, College, Other)
 - b. Teaching Experience
 - c. Business Experience
 - d. Professional Organization(s)
 - e. Publication(s)
 - f. Illinois License Number (if applicable)
2. Describe the personnel organizational structure of the Education Provider.
3. Describe the record-keeping system to be used for recording and verifying attendance, student progress, and course completion. Attach copies or screenshots of all forms and reports used (for example: student registration forms, progress reports, attendance records, or course completion records).
4. Attach copies of catalogues, brochures, and promotional material to be used.
5. Outline in detail the fee schedule of the Education Provider's course offerings. The same fee must be charged to all students.

III. Physical Facilities: If additional space is needed for this section, please attach separate documentation.

1. Describe the classroom facilities with respect to size, safety and welfare of the student.
 - Attach a picture of the classroom, exterior of building, and a floor plan of the facilities detailing the dimensions of the classroom(s), seating availability, and nearby restrooms and exits.
2. Where will make-up classes and/or examinations be held?
3. How many students are permitted in each classroom?

THE RENEWAL FEE FOR AN EDUCATION PROVIDER IS \$1000.00

I certify that I am the individual responsible for making application for an Education Provider license. I have read and understand the Home Inspector License Act (225 ILCS 441) and its associated Administrative Rules (68 Ill. Adm. Code Part 1410) and that the courses offered by this education provider for pre-license education credit and/or continuing education credit will comply with the criteria in the Home Inspector License Act and its associated Administrative Rules.

Education Provider Name: _____

Signature of Person(s) Responsible: _____

Print name of Person(s) Responsible: _____

Date: _____

**MAIL APPLICATION AND FEE TO:
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Real Estate Education Section
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AFFIDAVIT FOR EDUCATION PROVIDER

I certify that I am the individual authorized to act on behalf of this Education Provider and attest that:

1. The information presented in this Education Provider License Application is true and correct to the best of my knowledge
2. That this Education Provider shall abide by the requirements pursuant to the [Home Inspector License Act \(225 ILCS 441\)](#) and its associated [Administrative Rule \(68 III. Adm. Code Part 1410\)](#)
3. That all courses offered by this Education Provider will comply with the Home Inspector License Act and Sections of the Administrative Rules.
4. That the content areas of all Continuing Education (CE) Courses offered by this Education Provider will conform to those listed in Subpart F: Education Provider and Courses Requirements of the Administrative Rules.
5. All courses offered by this Education Provider will:
 - Contribute to the advancement, integrity, extension and enhancement of professional skills and knowledge in the practice of real estate;
 - Provide experiences which contain subject matter and course material relevant to those set forth in the Home Inspector Act.
 - Be developed and presented by persons with education and/or experience in subject matter of the course;
6. That this Education Provider will be responsible for verifying attendance and participation for each course and provide each participant in an approved course with a transcript or certificate of completion upon successful completion of the course.
7. That credit shall be issued for confirmed and documented attendance, participation, and a passing score of 70% on the course examination.
8. That this Education Provider will maintain lesson plans and examinations for each course in which a final proctored exam is required and will require a passing score of 70% for successful completion of the course.
9. That this Education Provider maintains enough instructors and adequate support personal to assist with administrative matters and technical assistance.
10. That this Education Provider will provide an office for maintenance of all records, office equipment and office space necessary for customer service, which may be subject to inspection by the Illinois Department of Financial and Professional Regulation during regular business hours.
11. That this Education Provider will maintain records for each student for not less than five years and will make these records available for inspection by the Illinois Department of Financial and Professional Regulation during regular business hours.
12. That this Education Provider, if located out-of-state, will reimburse the Illinois Department of Financial and Professional Regulation for an on-site inspection for all expenses incurred by the inspector during the inspection, should an inspection be deemed necessary.

13. That this Education Provider will have and maintain a sound financial base for establishing, promoting and delivering the necessary courses. This will be documented by a current balance sheet, income statement or any such similar evidence; further this provider will clearly project the budget planning for courses and will have a written policy dealing with procedures for the management of grievances and fee refunds.
14. That, upon request by the Illinois Department of Financial and Professional Regulation, this Education Provider will submit such evidence as is necessary to ensure compliance with the Home Inspector License Act. Such evidence shall be required when the Illinois Department of Financial and Professional Regulation has reason to believe that Education Provider is not in full compliance with the Statutes and the Rules.
15. That this Education Provider will only offer courses in an environment that is conducive to learning (i.e., adequate lighting, seating etc.) and does not jeopardize the health, safety, and welfare of the participants. This does not apply to home-study courses.
16. The premises, equipment and facilities of the Education Provider shall comply with all applicable community fire codes, building codes and health and safety standards.
17. That the Education Provider will not offer courses held in a private residence except for the 5 field events.
18. That the premises and classrooms of the Education Provider will not be used by anyone to directly or indirectly recruit new affiliates for any licensee.
19. That the Education Provider will specify in any advertising promoting CE courses, the number of CE hours that may be credited toward Illinois Home Inspector requirements for license renewal. Further, Education Provider will specify the number of mandatory and elective CE course hours as set forth in Section 1410.550 of the Home Inspector Act.
20. That this Education Provider's courses will be open to all participants and not limited to members of a single organization or group.
21. That this Education Provider is aware that disapproval by the Illinois Department of Financial and Professional Regulation will result in no credit being accepted for courses offered by this Education Provider after such disapproval.
22. That this Education Provider is aware that failure to comply with the Home Inspector Act and its associated Administrative Rules may result in disciplinary action against this Education Provider.

Signature of Administrator

Date

Print name of Administrator

Print Name of Education Provider