

## **Directions for Making Application for Approval of Education Provider, Course, and Instructor**

Continuing Education Courses should be designed primarily to update knowledge and improve inspection skills directly related to the inspection components outlined in the Home Inspection rules (OAC 158:70). Other courses, such as “Building your Home Inspection Business,” may make a course more marketable, but may not be approved by the Committee for continuing education credit. The Committee reviews all course applications and may deny a portion of a submittal based upon the relevance of the content and subject matter of the course.

Before completing any application, please download and refer to the following documents posted on this website [www.cib.ok.gov](http://www.cib.ok.gov):

- Home Inspection Industry Regulations (OAC 158:70)
- Home Inspection Licensing Act (59 O.S. § 858-621, *et seq.*)
- Committee of Home Inspector Examiners meeting dates (Please refer to calendar of events for meeting dates. All applications must be received at least 2 weeks before the meeting date.)

Any person or entity seeking to conduct an approved course for home inspection training or continuing education credits shall submit the following completed forms, with the required fees:

- (A) Application for Approval of Education Provider - \$100 fee required. (OAC 158:70-5-2)
- (B) Application to Request Approval of Course Content - \$50 fee required. (OAC 158:70-5-2)
  - (1) Refer to OAC 158:70-9-3 for course approval requirements which provide guidelines to assist with preparation of course application submissions.
  - (2) Each course must be submitted on a separate application for each date, or dates, that constitute a single course. The application fee of \$50 is required upon the initial application for approval of a course. No fee is required on subsequent applications for a course previously approved if there is no change in course content – only change is the date, or dates, on which the course is being taught. A course outline must be submitted with each course application.
  - (3) Differentiate on the application form if the course is for home inspection training (minimum of 90 clock-hour course), or continuing education. Include the number of contact hours.
  - (4) Submit syllabus outline.
  - (5) Submit list of textbooks or other references to be used.
- (C) Instructor Application Form - \$100 fee required. (OAC 158:70-5-2)
  - (1) Refer to OAC 158:70-9-4 Instructor Requirements.
  - (2) A completed application form with a resume summarizing the instructor’s experience or qualifications and a \$100 fee is required for each instructor.

**If you have any questions, please contact the Home Inspector Division at (405) 521-6550.**