



OKLAHOMA CONSTRUCTION INDUSTRIES BOARD HOME INSPECTION DIVISION

REQUEST FOR COURSE APPROVAL FOR CONTINUING EDUCATION OR HOME INSPECTION TRAINING CREDIT

(Submit original form with \$50 fee made payable to Construction Industries Board or CIB. NOTE: If the Course Content has previously been approved and the only change is date, or dates, of course, no application fee is required.)

Name and Address of Provider Submitting Course Name: _____ Address: _____ City _____ State _____ Zip _____	Name, Phone & Fax Number, and Email of Contact Person Name: _____ Telephone: _____ Fax Number: _____ Email: _____
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Course Description:
Course Title/Name: _____
Has this Course been previously approved by the Committee? Yes No
If yes, what was the CIB assigned course number? _____ What was the date of that course? _____

Course Date & Time:
Date(s) of Course: _____ Start Time: _____ End Time: _____
NOTE: Separate application must be submitted for each date, or dates, that constitute a single course.

Course Location:
Facility Name and Room Number/URL Address: _____
Facility Address: _____
City: _____ State: _____ Zip: _____

Primary Instructor(s): _____
(PLEASE ATTACH RESUME with credentials, background & experience relating to trade)

Method of Instruction: <input type="checkbox"/> Classroom/Lecture <input type="checkbox"/> Seminar <input type="checkbox"/> College/University <input type="checkbox"/> Correspondence <input type="checkbox"/> Professional Association <input type="checkbox"/> Employee Training <input type="checkbox"/> On-Line <input type="checkbox"/> Other: _____ Hours of Instruction/Contact Classroom Hours: _____	Method of Determining Successful Completion: <input type="checkbox"/> Final Examination (or a series of examinations) -- Proctored <input type="checkbox"/> Final Examination (or a series of examinations) -- Correspondence <input type="checkbox"/> Completed Test <input type="checkbox"/> Roster <input type="checkbox"/> Attendance Monitored by Sign-in/Sign-out Sheet <input type="checkbox"/> Other: _____
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Total Credit Hours Requested: _____

Home Inspection Training
 Continuing Education

"To the best of my knowledge, information, and belief, this providing or sponsoring entity owns or otherwise has the right to the use of course materials to be used in this course, and use of these materials does not infringe on any copyright or other rights of any other parties."

Name (Typed or Printed) _____ Signature _____
Title: _____ Date: _____

OFFICE USE ONLY COURSE # _____

BY: _____ DATE: _____

Disapproved Approved for _____ hours home inspection training Approved for _____ CE hours

Submit to: Oklahoma Construction Industries Board
2401 N.W. 23rd, Suite 2F
Oklahoma City, OK 73107
Office: (405) 521-6550 Fax: (405) 521-6525

APPROVAL REQUIREMENTS FOR CONTINUING EDUCATION AND HOME INSPECTION TRAINING COURSES

1. The application must be received by the Construction Industries Board at least fifteen (15) days prior to the date of the Home Inspector Examiners Committee meeting during which the applicant wants the course to be considered for approval, and at least thirty (30) days prior to the date for which the course is scheduled. See OAC 158:70-9-3(a).
2. The application must include the following:
 - a. An agenda and course outline that provides sufficient information regarding the beginning and ending of actual instruction times, sign-in times, breaks, lunches and evaluation time and the program objectives detailing the material to be presented in the course.
 - b. Instructor Biography or Resume.
 - c. Information demonstrating the proposed home inspection training program meets the education standards for licensing.
- **Note:** If the application is incomplete or the above items are not included, the request will be returned.
3. Presented material shall pertain to course subjects approved by the Home Inspection Examiners Committee. See OAC 158:70-9-5(b)(2) for recommended curriculum for continuing education courses.
4. Each course is to be submitted on a separate application for each date, or dates, that constitute a single course.
5. Applications for approval of online or correspondence courses shall be resubmitted annually, from date of approval, for review and approval.
6. The course, including the named advertised participants, must be conducted substantially as approved, including lunch and breaks shown on the approved agenda, subject to emergency withdrawals and alterations.
7. No advertising shall indicate that a course is endorsed, recommended, or accredited by the Committee. All advertising must include the course ID number and the number of hours of CE credit approved by the Committee, except for advertising that refers or links to a website that displays the required information. See OAC 158:70-9-3(e).

SPECIAL APPROVAL REQUIREMENTS FOR CONTINUING EDUCATION

1. Course content should be designed to update knowledge and improve inspection skills directly related to the components and systems described in OAC 158:70-1.
2. All courses shall be at least two (2) hours in length.
3. Unless provided after regular working hours, the course location shall be outside the regular work place.
4. The continuing education provider must return sign-in sheets for classroom/lecture courses to the Home Inspection Division of the Construction Industries Board.

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