



Arkansas Home Inspector Registration Board

PO Box 251911
Little Rock, AR 72225
(501) 683-3710 FAX: (501) 682-3574
EMAIL: ahib@arkansas.gov WEBSITE: www.ahib.org
Send Bulk mail to:
1515 W 7th St, Suite 305
Little Rock, AR 72201

Application for Approval of Pre-Registration Education Offering

Complete all items and mail to the address above with the initial qualifying fee of \$200.00 (for one year) or \$300.00 (for two year). (If an item does not apply, enter "N/A".) See Section 700 of the *Rules and Procedures of the Arkansas Home Inspector Registration Board* (On the Internet at: <http://www.ahib.org/documents/Rules.pdf>)

Course Provider or Sponsor: _____
Address _____ City _____ State _____ Zip Code _____
Telephone () _____ Email address _____ Internet site URL: _____
Point of Contact _____ Telephone () _____ Email _____

Proposed presentation site: _____

Dates training will be offered: _____

Total Student fee for this offering \$ _____ Does this fee include items other than instruction? _____ Handouts _____ Books _____
Video tapes _____ Audio tapes or CDs _____ Tools. Attach a complete description of these items and/or include samples.

- Attach:
- 1) Resumes for each instructor which provide teaching experience and the source of his/her expertise (quantify where possible. e.g.: 5,000 home inspections during a 20 year practice, master's degree in building science, etc.) and his/her experience as an instructor.
 - 2) A brochure which fully describes the offering.
 - 3) An advertising plan and copies of all advertising materials to be used.
 - 4) A sample, course completion certificate or other document that confirms the student's successful completion of training.
 - 5) An outline/lesson plan must be submitted and include in detail the course topics and subtopics.

- Answer these questions on a separate sheet of paper:
- 1) What is your criterion for a student's successful completion of this offering?
 - 2) What are the instructional goals of this offering?
 - 3) How is this offering relevant to an Arkansas home inspector?
 - 4) What is your refund of fee policy?

- Other Requirements:
- 1) For-profit providers, must furnish evidence that they are a fiscally responsible, legitimate organization.
 - 2) Student attendance will be verified.
 - 3) Detailed records of attendance and course completion must be maintained by the provider for 2 years and copies provided to the Board upon request.

Printed name of principal officer of Provider Firm/Organization: _____

Signature: _____ Title: _____

Phone number: _____ Email address: _____

Date Signed: _____

This section for Board use only:
Approved: _____ Disapproved: _____ By: _____ Date: _____
Approval Number: _____

(Note: Approval expires one or two years after the date of approval, depending on the fee paid.)