



The Commonwealth of Massachusetts
Division of Professional Licensure
Board of Registration of
Home Inspectors
Homeinspectorsboard@mass.gov

Home Inspector Education Course Approval Application
THIS FORM MUST BE EMAILED TO THE BOARD

CONTINUING EDUCATION LICENSURE

Before completing the information below, please review the Board's rules and regulations, 266 CMR 5.05. Rules and regulations are available at the State House Book Store at 617-727-2834 or on our web site www.mass.gov/dpl/boards/hi.

A provider may not use the name of the Board in connection with the offering until after an approval has been issued.

Each course must accompany a separate application. If multiple applications are submitted together, the materials must be appropriately organized together with its respective application.

Provider Information

1. Name of Provider: _____

2. Address: _____

3. Telephone (for public disclosure): _____

4. Contact Person: _____ Telephone: _____

Email: _____

5. Provide a brief description of the organization (attach additional sheets if needed).

Authorized Agent

6. Person legally authorized to act on behalf on the provider named in item 2 of this application in all matters before the Massachusetts Board of Registration of Home Inspectors including but not limited to matters of discipline, approval or denial of course approval, maintenance of student records, course approval renewals, regular correspondence and any other matters deemed by the Board to be necessary in ensuring that the minimum criteria established by the Board of Massachusetts Registration of Home Inspectors is enforced. (This person must sign this application)

Name: _____

Address: _____

_____ Phone: _____

Email: _____

7. Course Title: _____

8. Course length (hours): _____

9. Location: _____

10. Date(s) of Course: _____

11. Is the course owned by the provider herein making application for approval ___YES ___NO
If you answered NO, please provide a letter from the owner authorizing use of the course by the provider herein making application for approval.

12. Name of Textbook: _____ OR
_____None Used.

13. All of the following materials must be submitted together with this application.

- All texts and materials used in teaching the course.
- Course description and subject matter outline. The outline MUST include the time spent on each topic.
- Description of educational objectives
- A copy of the examination, if administered, and answer key
- The organization's instructor qualifications, education, training and experience background.
- If the course listed herein is not owned by the provider making this application you must provide a letter from the owner authorizing use of the course by the provider herein making application for approval.
- **For Licensure contents areas please see 266 CMR 4.01(1)**

Failure to include all the documents together with the completed application will result in denial of course approval.

15. I, _____, legally authorized agent for the provider/school named herein, state under the pains and penalties of perjury that all of the information contained in the application and accompanying documents are true and correct. I further attest that **ALL** of the instructors used in the offering of the course named herein are qualified under the criteria the Massachusetts Board of Registration of Home Inspectors and included as part of this application.

Signature of Authorized Agent

Date