North Carolina Home Inspector Licensure Board

CONTINUING EDUCATION - STUDENT INFORMATION SHEET

READ IMMEDIATELY UPON CHECKING IN

CE Requirement

The CE requirement to maintain a license on **active** status is twelve **(12) classroom hours per year** (each license period) consisting of the four (4)-hour Home Inspector Update course (mandatory for licensees) and eight (8) hours in an elective course(s). The content of the Update course changes each year. Licensee's may carry forward up to eight (8) hours of elective CE credits per year.

Important Points to Note

- A licensee who is initially licensed on or after June 1 does NOT need to take any CE prior to their **first license renewal**, but must satisfy the CE requirement prior to their **second license renewal**.
- The same elective CE course may be taken only once for continuing education credit during any three year period.
- If your license in **inactive**, you should check with the Board to ascertain the amount of CE you need to activate your license.

Attendance Requirement

In order to receive CE credit for a course, students must attend the entire scheduled class session. Sponsors and instructors may, *on an individual basis,* excuse a student *for* good reason for up to 10% of the scheduled class session (20 minutes for a 4-hour class session); however, a student must attend a minimum of 90% of the scheduled class in order to receive a course completion certificate and CE credit. No exceptions to the 90% attendance requirement are permitted for any reason.

Student Participation Requirement

To help assure that the mandatory continuing education program will be one of high quality, ***the Board requires that students shall direct their attention to the instruction being provided and refrain from engaging in activities unrelated to the instruction which are distracting to other students or the instructor, or which otherwise disrupt the orderly conduct of a class.***

*Examples of Prohibited Conduct**:** Sleeping; reading a newspaper or book; performing office work; carrying on a conversation with another student; making or receiving a call on a cellular phone; receiving a page on a pager that makes a noise; loudly rattling or shifting papers; or repeatedly interrupting and/or challenging the instructor in a manner that disrupts the teaching of the course.*

Sponsors and instructors are required to enforce the student participation standards. Sponsors have been directed to **NOT** issue a course completion certificate to a licensee who violates the standards and sponsors must report improper behavior to the Board.

Certificates of Course Completion

Course Sponsors will provide each licensee who satisfactorily completes an approved CE course a *Certificate of Completion* on a form prescribed by the Board within 15 calendar days following the course. The certificate should be retained as the licensee's personal record of course completion. **It should NOT be submitted to the Board unless the Board specifically requests it.**

Course Student Evaluation and Completion Reporting

Sponsors are responsible to provide each licensee enrolled in each continuing education course an opportunity to complete an evaluation of each approved continuing education course on a form prescribed by the Board. Sponsors shall submit the completed evaluation forms to the Board along with the reports that verify completion of a continuing education course.

Sponsors are responsible for reporting course completion information to the Board within 15 calendar days following the course, but in no case later than September 10 for courses conducted before that date. **Licensees are responsible for assuring that the home inspector license number that they provided to the course sponsor is correct.**

Licensees may address comments/complaints about courses, instructors, and/or sponsors to the **Continuing Education Coordinator** NCHILB 1202 Mail Service Center, Raleigh, NC 27699-1202

Please log in to the Board website at www.nchilb.com and validate your email address. Once you have done so you can review your training transcript for verification of your continuing education credit hours that were applied to your records and renew your license with an online payment. Your cooperation is appreciated during the renewal period.