



**STATE OF CONNECTICUT**  
**DEPARTMENT OF CONSUMER PROTECTION**  
 OCCUPATIONAL & PROFESSIONAL LICENSING DIVISION  
**HOME INSPECTION LICENSING BOARD**  
 Telephone (860) 713-6135 Fax (860) 713-7230

**HOME INSPECTION SCHOOL APPLICATION**  
**FOR PRE-LICENSING ONLY**

In order to be approved as an "Home Inspection School" by the Home Inspector Licensing Board and thus be able to offer Home Inspection courses, each school must agree to abide by the requirements below as set forth within the Connecticut General Statutes.

All approved schools shall:

1. Obtain approval from the Home Inspector Licensing Board for **each** course before a course is conducted, importantly, gain approval **before** a topic is advertised for offering;
2. Be responsible for keeping course material current and accurate;
3. Permit the Home Inspection Licensing Board, without prior notice, to visit the school and observe the instruction given to insure proper standards as to method and content of any approved courses;
4. Conduct each course of study in a classroom or other facility which is adequate to implement the offering. No course shall be conducted in a classroom location that is not approved by the local Fire Marshal for such use. Courses shall not be held on the premises of a Home Inspection Office.
5. Abide by the Regulations established under Sections 20-491-15 through 20-491-26 for Home Inspection Pre-Licensing and Home Inspection Continuing Education.

School approval or course approval may be withdrawn by the Home Inspection Licensing Board for failure by the school or its representatives to comply with the provisions of Sections 20-491-15 through 20-491-26 for Home Inspection Pre-Licensing and Home Inspection Continuing Education of said Regulations. In addition, all approved schools or applicant schools shall cooperate with the Department staff if such school is contacted in connection with any inquiry or investigation performed by the Department of Consumer Protection concerning possible violations of Home Inspection licensure statutes or regulations. No representatives of approved schools shall make any untruthful or misleading statements in connection with any Department of Consumer Protection or Home Inspection Licensing Board inquiry, investigation or hearing.

I affirm that the school I am duly authorized to represent is now and will remain in full compliance with Connecticut Statutes and Regulations as set forth above.

\_\_\_\_\_  
*Name of School*

\_\_\_\_\_  
*Street Address of School*

\_\_\_\_\_  
*Street Address of School*

\_\_\_\_\_  
*City, State, and Zip Code*

\_\_\_\_\_  
*Name of Authorized School Representative*

\_\_\_\_\_  
*Title of Authorized School Representative*

\_\_\_\_\_  
*Signature of Authorized School Representative*

\_\_\_\_\_  
*Date*

**STATE OF CONNECTICUT**  
DEPARTMENT OF CONSUMER PROTECTION  
OCCUPATIONAL & PROFESSIONAL LICENSING DIVISION  
**HOME INSPECTION LICENSING BOARD**  
Telephone (860) 713-6145 Fax (860) 713-7230

**HOME INSPECTION COURSE APPLICATION FOR PRE-LICENSING**

School Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Instructor Name(s): \_\_\_\_\_

Course Name: \_\_\_\_\_ Classroom Hours: \_\_\_\_\_

Course Content: \_\_\_\_\_

Location of Course: \_\_\_\_\_

New Course

Renew Course  \*

Update Course  \*

The application for each course shall include, but not be limited to the following:

	Checklist			Home Inspection Use Only
	Yes	No	N/A	
1. Detailed course outline/syllabus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Instructors' lecture guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Copy of text and/or related teaching materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Copy of final examination with answer key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Copy of any quizzes, exams and answer keys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Description of grading system to be used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Copy of affidavits and sample of grade letter or certificates to be issued **	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Copy of all proposed advertising and publicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Seminars and indoctrination attended by instructors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Locations of all classrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Names, addresses, and qualifications or resumes of all instructors to be used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Tuition, other related costs (cancellation and refund policy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Policy regarding attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Fire Marshal form for each classroom location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Remarks: \_\_\_\_\_

Name of Authorized School Representative: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Authorized School Representative*

\_\_\_\_\_  
*Date*

\* *If renewal or updated course, you may not be required to submit all documents from the checklist. If nothing is submitted, check **N/A**.*

\*\* *Certificates shall be on official school stationary showing: school name, school code (which will be given to you **After** the school is approved by Home Inspector Licensing Board), name of licensee, name of course, classroom hours, final numerical grade or letter grade for the course, and signature of school official.*

STATE OF CONNECTICUT  
REGULATION  
OF  
DEPARTMENT OF CONSUMER PROTECTION  
CONCERNING  
PRE-LICENSING PROGRAMS FOR  
HOME INSPECTORS

**Section 20-491-15. Schools, institutions or organizations.**

(a) Each school, institution or organization, desirous of offering approved home inspection courses shall submit a formal filing for each course seeking approval with the Home Inspection Licensing Board.

(b) Each school, institution or organization seeking approval of its home inspection courses shall offer to the general public at least one course required to meet the minimum qualifications. These shall include, but not be limited to, the following: A home inspection principles and practices course consisting of not less than forty classroom hours of study.

**Section 20-491-16. Course filing requirements.**

(a) The filing for each course shall include, but not be limited to, the following: (1) A copy of the detailed course outline; (2) a copy of the instructor lecture guidelines; (3) copy of the text and related teaching materials; (4) copy of the final examination; (5) copy of any quizzes; (6) grading system; (7) a copy of affidavits and certificates to be issued by the school, institution or organization upon completion of the course other than that prescribed by the Home Inspection Licensing Board; (8) copy of all proposed advertising and publicity; (9) seminars and indoctrination attended by instructors; (10) locations of all classrooms; and (11) names and addresses of all instructors to be used; and (12) the dollar amount of tuition and other related costs.

(b) No course of less than one (1) hour will be approved.

(c) Correspondence courses may be permitted for continuing education credit.

(d) Each school, institution or organization shall submit an updated course filing containing any changes from the previous offering within each two year period from original approval date.

**Section 20-491-17. Intern Training Program.**

The board-approved training program, known as the Home Inspection Intern Training Program, shall consist of a minimum of forty hours of instruction and shall include, but not be limited to, the following subject matter: (1) General home inspection; (2) Connecticut home inspection license law and regulations; (3) specialized areas of home inspection practice; and (4) business law.

**Section 20-491-18. Advertising guidelines.**

(1) All advertising and written or oral statements shall avoid the use of exaggerated or unprovable claims and misrepresentations. In discussing the student's possible or potential economic future in the field of home inspection, no misleading or deceptive claims shall be made.

(2) In any advertising, no school, institution or organization shall use the wording “Approved by the Home Inspection Licensing Board,” or other like wording. The following wording may be used: “This course meets the minimum requirements as set forth by the Home Inspection Licensing Board.”

**Section 20-491-19. Affidavit or certificate requirements for pre-licensing courses.**

No affidavit or certificate of successful completion of an approved pre-licensing course of study in home inspection shall be issued to any student unless said student shall have first attended a minimum of forty hours of instruction and shall have achieved a passing numerical grade of at least seventy per cent on a final examination. Each school, institution or organization shall issue an affidavit to the student in such form as may be adopted by the school, institution or organization attesting to the required minimum attendance, dates of attendance and final numerical grade for the course. Said affidavit shall be signed by an authorized official of the school, institution or organization.

**Section 20-491-20. Course and location approval by the Home Inspection Licensing Board.**

(a) Each school, institution or organization conducting an approved course shall, at least ten days prior to the first scheduled session of each course, submit to the Home Inspection Licensing Board a schedule of the dates, hours, locations, tuition fees, advertising and instructors for each course to be offered. No courses shall commence, or be advertised as approved, nor shall an instructor be used in the classroom, without prior written approval of the Home Inspection Licensing Board. There shall be no change or alteration in any approved course or instructional staff without prior written notice and approval of the Home Inspection Licensing Board. Course approval may be withdrawn for failure to comply with the provisions of sections 20-491-15 through 20-491-26 of the Regulations of Connecticut State Agencies.

(b) Each school, institution or organization shall submit to the Home Inspection Licensing Board for prior approval a listing identifying all locations where courses are offered. Each course of study shall be conducted in a classroom or other facility which is adequate to implement the offering. Approved courses shall not be held on the premises of a home inspection office or home inspection franchise. No classroom location shall be approved by the Home Inspection Licensing Board until it has been approved by the local fire marshal for such use.

**Section 20-491-21. Records.**

(a) Each school, institution or organization conducting approved courses shall keep and retain complete records of student attendance, grades or evidence of completion for a period of at least three years after the completion of each course. Such records shall be available for inspection or audit by representatives of the Home Inspection Licensing Board or the department. Upon satisfactory completion of any approved course, the school, institution or organization shall furnish a certificate or affidavit, as applicable, to the student, as prescribed by the Home Inspection Licensing Board.

(b) The burden of proof of completion of each course shall be upon the licensee. Documentation of such courses shall be submitted in such manner and at such times as prescribed by the Home Inspection Licensing Board.

## **Section 20-491-22. Home Inspection Licensing Board and Department Audits.**

The Home Inspection Licensing Board or the department may, without prior notice, visit the school and observe the instruction given to insure proper standards as to method of delivery and instruction and to confirm content of any approved courses.

### **Sec. 20-491-23. Course content.**

(a) The contents of pre-licensing courses or continuing education programs shall consist of current home inspection licensing laws and practices that are broad-based and essential to the role of a home inspection general practitioner as he or she acts in the best interests of the consumer. The contents shall directly relate to home inspection principles and practices as described in sections 20-491-1 to 20-491-14, inclusive, of the Regulations of Connecticut State Agencies and to any overview text on home inspection principles and practices or to new developments in the fields for which licensees have a demonstrated need.

(b) The home inspector shall take courses consisting of at least twenty continuing education hours in each two year continuing education period. For each two year continuing education period, the following course shall be mandated: One course consisting of at least three classroom hours in current home inspection legislation, licensing laws and regulations.

(c) The Home Inspection Licensing Board shall not approve offerings in mechanical office and business skills such as typing, speed-reading, memory development, personal motivation, salesmanship, sales psychology, sales promotions or other meetings held in conjunction with the general business of a home inspector. Generally acceptable courses may include, but shall not be limited to:

- 1) Laws and regulations pertaining to the home inspection licensing profession;
- 2) structural systems;
- 3) foundations;
- 4) interior walls, doors, ceilings and floors;
- 5) exterior walls and doors, windows and door glazing;
- 6) fireplace and chimney;
- 7) roof, roof structure and attic;
- 8) porches and decks;
- 9) mechanical systems (heating, cooling and solar work);
- 10) inspection guidelines for appliances;
- 11) inspection guidelines for cooling systems other than evaporative coolers;
- 12) inspection guidelines for evaporative coolers;
- 13) inspection guidelines for heating systems;
- 14) inspection guidelines for ducts, vents (including dryer vents) and flues;
- 15) plumbing systems (drain, waste, vent, water and gas);
- 16) inspection guidelines for plumbing systems;
- 17) electrical systems (for heat, light, power and other purposes);
- 18) telecommunications, data, low voltage systems;
- 19) service entrance and panels;
- 20) branch circuits, connected devices and fixtures;
- 21) home inspection documents, forms, contracts and warranties;
- 22) water supply (drilled wells/community water supplies);
- 23) fire protection sprinkler systems;
- 24) rodents, pests and insects; and

25) environmental contaminants, such as radon, asbestos, lead paint, or lead solder, and other related courses which may be acceptable to the Home Inspection Licensing Board.

(d) Courses completed prior to certification by the Home Inspection Licensing Board may not qualify for continuing education hours.

(e) Continuing education hour credits shall not be approved more than once for completing the same course within each two year continuing education period.

**Sec. 20-491-25. Hearings on refusal of school or course approval.**

(a) Upon the refusal of the Home Inspection Licensing Board to approve a school, institution or organization for the offering of continuing education courses or a particular course, or upon the decision of the Home Inspection Licensing Board to withdraw such approval, the Home Inspection Licensing Board shall notify the applicant of the refusal and of such applicant's right to request a hearing within thirty days from the date of receipt of the notice of refusal.

(b) In the event the applicant requests a hearing within such thirty days, the Home Inspection Licensing Board shall give notice of the grounds for its refusal and shall conduct a hearing concerning such refusal in accordance with the provisions of Chapter 54 of the Connecticut General Statutes concerning contested matters.

**Sec. 20-491-26. Applications.**

The applications for licensure, school approval and pre-licensing courses shall be made on forms prescribed and furnished by the Department of Consumer Protection.

**Department of Public Safety  
Division of Fire, Emergency & Building Services  
Office of State Fire Marshal**



**STATE OF CONNECTICUT**

On (date) \_\_\_\_\_, the (Town/City) \_\_\_\_\_ Office of the Fire Marshal conducted an inspection of (name of facility) \_\_\_\_\_ located at (address) \_\_\_\_\_ in the City/Town of \_\_\_\_\_ to determine the degree of compliance with the fire safety requirements of Connecticut General Statutes Chapter 541 as authorized by Section 29-305 of the statutes. This facility was evaluated as a (new/existing) \_\_\_\_\_ (occupancy classification) \_\_\_\_\_ as classified by the *CONNECTICUT FIRE SAFETY CODE*. As a result of this inspection, the following conditions were found:

- I. At the time of inspection, no code violations were identified.  
**Certificate of approval recommended.**
- II. At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. An acceptance plan of correction was submitted.  
(See attached information) **Certificate of approval recommended.**
- III. At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. No approved plan of correction was submitted.  
(See attached information) **Certificate of approval NOT recommended.**
- IV. Based on the extreme hazard to the public safety discovered at the time of this inspection, this office is currently seeking an injunction from the court through our Town/City Attorney for the purpose of closing or restricting usage of this facility by the public.  
(See attached information) **Certificate of approval NOT recommended.**

\_\_\_\_\_  
Fire Marshal

\_\_\_\_\_  
Date

City or Town: \_\_\_\_\_

Please **return this page** by mail or fax to (860) 713-7230

From:

School Name:

---

---

---

---

---

To:

**CONSUMER PROTECTION  
OCCUPATIONAL & PROFESSIONAL LICENSING DIVISION  
HOME INSPECTION LICENSING BOARD  
DEPARTMENT OF CONSUMER PROTECTION  
450 Columbus Boulevard, Ste 901  
Hartford, CT 06103**

### SCHOOL INFORMATION

School Name: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
*(Street, PO Box, Etc.)*

Address: \_\_\_\_\_  
*(Street, PO Box, Etc.)*

City, State, Zip Code: \_\_\_\_\_

Home Inspection Courses offered for - check box(es):

- 1) Home Inspection **Pre-licensing** for Home Inspectors or **interns**
- 2) Home Inspection **Continuing Education** for Home Inspectors

Telephone (1): (\_\_\_\_)\_\_\_\_\_-\_\_\_\_ Telephone (2): (\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

Fax: (\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_ E-Mail \_\_\_\_\_

Contact Person: \_\_\_\_\_  
*(First and Last Name) (Title)*

Signed by: \_\_\_\_\_  
*(First and Last Name) (Signature) (Date)*



**STATE OF CONNECTICUT**  
 DEPARTMENT OF CONSUMER PROTECTION  
 OCCUPATIONAL & PROFESSIONAL LICENSING DIVISION  
**EVALUATION FORM FOR EDUCATION COURSE**  
 ( To Be Filled Out By Student )

DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

INSTRUCTOR NAME: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

COURSE NAME: \_\_\_\_\_

PRE LICENSE/CERTIFICATION COURSE  CONTINUING EDUCATION

LOCATION OF CLASS: \_\_\_\_\_

TIME: \_\_\_\_\_ DATE \_\_\_\_\_  
 (Class held) (Class held)

The Occupational & Professional Licensing Division of Connecticut requests that each instructor be evaluated by the students at the end of the course. Please rate your instructor and course on a scale of one to four in the following categories. Circle your choice.

	<b>INSTRUCTOR</b>	<b>POOR</b>	<b>FAIR</b>	<b>GOOD</b>	<b>VERY GOOD</b>
1.	Started and ended class on time	1	2	3	4
2.	Instructor's delivery of subject matter	1	2	3	4
3.	Level of preparation for the class	1	2	3	4
4.	Knowledge of the subject	1	2	3	4
5.	Ability to answer questions	1	2	3	4
6.	Rapport with the class	1	2	3	4
7.	Made learning enjoyable	1	2	3	4
8.	Enthusiasm	1	2	3	4
9.	Depth of coverage	1	2	3	4
10.	Taught the course as it was advertised	1	2	3	4
11.	Gave me information that will benefit	1	2	3	4
12.	Overall evaluation of the course	1	2	3	4
13.	Registration process	1	2	3	4
14.	Staff handled in a professional manner	1	2	3	4
15.	Materials (handouts)	1	2	3	4
16.	Course content	1	2	3	4
17.	Overall evaluation of the course	1	2	3	4

Comments: \_\_\_\_\_

Mail to: Richard M. Hurlburt, Director  
 Department of Consumer Protection  
 Occupational & Professional Licensing Division  
 450 Columbus Boulevard, Ste 901  
 Hartford, CT 06103  
 (860) 713-6135