



State of Tennessee  
 Department of Commerce and Insurance  
**HOME INSPECTOR LICENSING PROGRAM**  
 500 James Robertson Parkway  
 Nashville, Tennessee 37243-1166  
 (615) 741-1831  
 Fax (615) 253-1692

## COURSE APPROVAL APPLICATION FORM

*(must be accompanied by application fee of \$50)*

**INSTRUCTIONS:** This application form must be used by the course provider/owner applying for course approval from the Home Inspector Licensing Program. A SEPARATE APPLICATION FORM MUST BE FILED FOR EACH COURSE SUBMITTED FOR APPROVAL. All items on the form must be completed (enter 'N/A' if not applicable) and all required attachments must be submitted with the application fee of \$50.

1. Name of Course Provider / Applicant: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Contact Person / Administrator: \_\_\_\_\_ Phone: \_\_\_\_\_
4. Website: \_\_\_\_\_ Fax: \_\_\_\_\_
- E-mail: \_\_\_\_\_
6. Course Title: \_\_\_\_\_
7. Number of Classroom Hours: \_\_\_\_\_ Number of Exam Hours: \_\_\_\_\_
8. Course Category:  Qualifying Education  Continuing Education
9. Instructor(s) to be considered: \_\_\_\_\_
10. Method of Presentation:  Traditional Classroom  Correspondence  Internet
11. Location/WebLink of Offering: \_\_\_\_\_
12. Attachments (required for processing):
 

|  |  |
|--|--|
| <p><b><u>Qualifying Education:</u></b></p> <p><input type="checkbox"/> Course Materials:</p> <p><input type="checkbox"/> Course Description</p> <p><input type="checkbox"/> Timed Course Outline</p> <p><input type="checkbox"/> Instructor's Resume / Bio</p> | <p><b><u>Continuing Education:</u></b></p> <p><input type="checkbox"/> Course Materials:</p> <p><input type="checkbox"/> Course Description</p> <p><input type="checkbox"/> Timed Course Outline</p> <p><input type="checkbox"/> Instructor's Resume / Bio</p> |
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**INSTRUCTOR APPROVAL**  
*(must be accompanied by instructor resume / bio)*

- 1. **Name:** \_\_\_\_\_
- 2. **Contact information:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. **Check at least one area in which instructor meets the qualification requirements:**

- Three (3) years of experience in the subject matter being taught **-or-**
- An Associate’s Degree in the subject area being taught **-or-**
- Two (2) years of recent experience in the subject area being taught and twelve (12) hours of college credits and/or vocational technical school technical credit hours in the subject being taught **-or-**
- Other educational or teaching or professional qualifications which constitute an equivalent to those above, by the commissioner.

**Submit evidence of meeting at least one of these requirements with application**