



**State of New Hampshire**  
**OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION**  
**DIVISION OF LICENSING AND BOARD ADMINISTRATION**  
7 Eagle Square, Concord, NH 03301  
Phone: 603-271-2152

APPL# \_\_\_\_\_  
For Official Board  
Office use only

HomeInspector@opl.nh.gov

## Home Inspector Pre-Licensing Course Application

In order to offer Home Inspector Pre-licensing courses, each course provider is required to agree to abide by the requirements set forth within the New Hampshire Board of Home Inspectors statute and administrative rules.

All pre-licensing course providers shall:

- 1.) Provide all course/ training materials to obtain approval from the Board of Home Inspectors at least 3 months prior to the implementation of the course.
- 2.) Submit a course outline describing content and course hours to be taught which includes.
  - a. How the Program reflects the current practice standards.
  - b. Documentation of the organization of the curriculum including:
    1. The content of the course.
    2. The goals and objectives of each course.
    3. The total number of hours of classroom instruction.
    4. Credentials of the instructor(s).
    5. Expected student outcomes.
    6. Curricular organization.
    7. Course and unit objectives.
    8. The processes used to evaluate the progress of the students.
- 3.) Submit the required fee of \$30.00, per individual course submitted for approval, payable to "Treasurer, State of NH".
- 4.) Provide written permission from the program's sponsoring institution for the Board to visit the program site for the purposes of assessing the program's compliance with the requirements of the Board for approval.
- 5.) Provide the enclosed completed, legible Home Inspection Course Application.

Course approval may be withdrawn by the Board of Home Inspectors for failure to comply with the provisions of RSA 310-A: 190 and Administrative Rules Home 302.03.

I affirm that the institution I am duly authorized to represent is now and will remain in full compliance with New Hampshire statutes and regulations. I further grant the Board permission to visit the program site for the purpose of assessing compliance with the Board's requirements for approval of pre-licensing courses.

---

Name of Institution

---

Street Address of Institution

---

City, State and Zip Code

---

Name of Authorized Institution Representative

---

Title of Authorized Institution Representative

---

Signature of Authorized Institution Representative

---

Date Signed

STATE OF NEW HAMPSHIRE  
BOARD OF HOME INSPECTORS

Home Inspector Pre-Licensing Course Application - Course/Contact Information

Institution Name: \_\_\_\_\_

Institution Address: \_\_\_\_\_  
City State Zip

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

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

Contact Person: \_\_\_\_\_

Instructor E-mail Address: \_\_\_\_\_ Classroom Hours: \_\_\_\_\_

Course Name: \_\_\_\_\_

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

Web Site Address: \_\_\_\_\_

**CHECK ONE:**

New Course: [ ] Updated Course: [ ]

**CHECK ONE:**

Classroom (in-person) Learning: [ ] Computer Course Learning: [ ] Live-Internet Learning: [ ]

**CHECK ALL TOPICS COVERED IN THIS COURSE:**

- |  |   |
|--|---|
| <input type="checkbox"/> New Hampshire RSA 310-A | <input type="checkbox"/> NH Administrative Rules Home 100 - 500   |
| <input type="checkbox"/> Heating systems         | <input type="checkbox"/> Cooling Systems                          |
| <input type="checkbox"/> Plumbing systems        | <input type="checkbox"/> Electrical Systems                       |
| <input type="checkbox"/> Structural components   | <input type="checkbox"/> Foundations                              |
| <input type="checkbox"/> Roof Coverings          | <input type="checkbox"/> Exterior and interior components         |
| <input type="checkbox"/> Standards of practice   | <input type="checkbox"/> Site aspects as they affect the building |

\_\_\_\_\_  
Signature of Authorized Course Representative

\_\_\_\_\_  
Date