

You may now pay this fee Online!



Beginning June 5, 2024, this new payment option will be available for Division of Real Estate licensure related fees.

Applicants and licensees may submit one-time payments online in place of sending a check or money order.

To pay online, please visit <https://idfpr.illinois.gov/epay.html>.

Once paid, complete the Payment Method section below and email your application, supporting documents, and this page to fpr.realestate@illinois.gov.

Access the
ePay site via
QR Code here



Important: Please complete the "Payment Method" section below for each application to ensure proper handling:

Payment Method

___ Online – Paid Online at: <https://idfpr.illinois.gov/epay.html> in the amount of _____. Approved # _____

___ Check/Money Order. Check# _____

Application Type: "Non Exam"



HOME INSPECTOR EDUCATION PROVIDER LICENSE APPLICATION
ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

Division of Real Estate
PO Box 7570
Springfield, Illinois 62791
fpr.realestateeducation@illinois.gov

Important Notice: Completion of this form is necessary to make application for approval as an education provider pursuant to The Home Inspector License Act (225 ILCS 441) and Administrative Rule (68 Ill. Adm. Code Part 1410). Disclosure of this information is REQUIRED. Failure to complete this application may result in this form not being processed. This form has been approved by the Agency Forms Coordinator.

APPLICATION INSTRUCTIONS:

To request approval to offer home inspection courses in Illinois, please provide to the Division of Real Estate (DRE) the information listed below:

1. A completed Home Inspector Education Provider License Application.
2. A completed Home Inspector Course License Application for each 60-hour Pre-license or CE course being offered. The Course Application form can be found here: <https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/dre/505-0777.pdf>
3. A completed Home Inspector Pre-License Field Course Application for each Pre-license field course being offered. The field course application can be found here: <https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/dre/dre-home-inspector-prelicense-field-course-application.pdf>
4. An Education Provider application fee of \$1,000. The fee must be in form of a check or money order and made payable to IDFPR-Division of Real Estate. **All fees are non-refundable.**
5. An Education Provider must provide proof they are registered and in good standing with the Illinois Secretary of State and/or from State or County of organization, as outlined below:
 - a. Illinois Entities – Submit a filed copy from the Illinois Secretary of State such as, Articles of Incorporation, Articles of Organization, Partnership Agreement, etc.,
 - b. Foreign Entities (those organized outside of Illinois) – Submit a filed copy of the Authority to Transact Business in Illinois **and** a filed copy of Articles from the State or County of organization.
6. Mail all applications, supporting documents, and fees to:

IDFPR- Division of Real Estate
Real Estate Education Section
PO Box 7570
Springfield, IL 62791

7. Upon receipt of the Education Provider and Course Applications and all required documentation, the applications will be reviewed by the Division of Real Estate. Applicants will be notified via email of the Division's decision.

HOME INSPECTOR EDUCATION PROVIDER LICENSE APPLICATION

I. Education Provider Information:

1. Education Provider Name:

2. Telephone Number(s):

3. FEIN/Tax ID Number:

4. Web Address:

5. Address (include street, city, state, zip code and county):

6. Name and title of person(s) responsible for administering for the education program:

7. Email address of person(s) responsible or administering the education program:

8. Form of Business Organization (check one):

☐ Proprietorship☐ Corporation/Partnership☐ Limited Liability Company☐ College/University☐ Association☐ Foreign Corporation/Partnership/LLC☐ Other (Describe): _____

*Please see instructions regarding submission of evidence of good standing in Illinois

9. Type of real estate program offered by Education Provider (check all that apply):

☐ Pre-License*☐ Continuing Education Mandatory**☐ Continuing Education Elective* More information can be found
in Section 1410 Subpart F of the
Administrative Rules.** More information can be found in
Section 1410 Subpart F of the
Administrative Rules.10. Will correspondence/home-study courses be available? ☐ Yes ☐ No

11. Location where records will be maintained (include street, city, state, zip code and county):

NOTE: The Education Provider shall maintain records for not less than five (5) years and make these records available for inspection by the Illinois Department of Financial and Professional Regulation-Division of Real Estate upon request.

II. Education Provider Administration: If additional space is needed for this section, please attach separate documentation.

1. Please attach a bio/resume of the Education Provider Administrator(s) that includes the information below:
 - a. Educational Background (High School, College, Other)
 - b. Teaching Experience
 - c. Business Experience
 - d. Professional Organization(s)
 - e. Publication(s)
 - f. Illinois License Number (if applicable)
2. Describe the personnel organizational structure of the Education Provider.
3. Describe the record-keeping system to be used for recording and verifying attendance, student progress, and course completion. Attach copies or screenshots of all forms and reports used (for example: student registration forms, progress reports, attendance records, or course completion records).
4. Attach copies of catalogues, brochures, and promotional material to be used.
5. Outline in detail the fee schedule of the Education Provider's course offerings.

III. Physical Facilities: If additional space is needed for this section, please attach separate documentation.

1. Describe the classroom facilities with respect to size, safety and welfare of the student.
 - Attach a picture of the classroom, exterior of building, and a floor plan of the facilities detailing the dimensions of the classroom(s), seating availability, and nearby restrooms and exits.
2. Where will make-up classes and/or examinations be held?
3. How many students are permitted in each classroom?

THE APPLICATION FEE FOR AN EDUCATION PROVIDER LICENSE IS \$1000.00

I certify that I am the individual responsible for applying for an Education Provider license. I have read and understand the Home Inspector License Act (225 ILCS 441) and its associated Administrative Rules (68 Ill. Adm. Code Part 1410) and the courses offered by this education provider for pre-license education credit and/or continuing education credit will comply with the criteria in the Home Inspector License Act and its associated Administrative Rules.

Education Provider Name: _____

Signature of Person(s) Responsible: _____

Print name of Person(s) Responsible: _____

Date: _____

**MAIL APPLICATION AND FEE TO:
IDFPR- Division of Real Estate
Real Estate Education Section
PO Box 7570
Springfield, IL 62791**

AFFIDAVIT FOR EDUCATION PROVIDER

I certify that I am the individual authorized to act on behalf of this Education Provider and attest that:

1. The information presented in this Education Provider License Application is true and correct to the best of my knowledge
2. This Education Provider shall abide by the requirements of the [Home Inspector License Act\(225 ILCS 441\)](#) and its associated [Administrative Rules \(68 III. Adm. Code Part 1410\)](#)
3. All courses offered by this Education Provider will comply with the Home Inspector License Act and its associated Administrative Rules.
4. The content areas of all Continuing Education (CE) Courses offered by this Education Provider will conform to those listed in Subpart F: Education Providers and Course Approval of the Administrative Rules.
5. All courses offered by this Education Provider will:
 - Contribute to the advancement, integrity, extension and enhancement of professional skills and knowledge in the practice of home inspection;
 - Provide experiences which contain subject matter and course material relevant to those set forth in the Home Inspector License Act.
 - Be developed and presented by persons with education and/or experience in subject matter of the course;
6. This Education Provider will be responsible for verifying attendance and participation for each course and provide each participant in an approved course with a transcript or certificate of completion upon successful completion of the course.
7. This Education Provider will maintain lesson plans and examinations for each course in which a final proctored exam is required and will require a passing score of 70% for successful completion of the course.
8. This Education Provider maintains enough instructors and adequate support personal to assist with administrative matters and technical assistance.
9. This Education Provider shall not maintain an office or conduct in person education courses in a private residence, except for field inspection events or the final field examination , which may be conducted in a private residence or similar residential structure with direct supervision by the instructor.
10. This Education Provider will maintain records for each student for not less than five years and will make these records available for inspection by the Illinois Department of Financial and Professional Regulation during regular business hours.

AFFIDAVIT FOR EDUCATION PROVIDER (Cont.)

11. This Education Provider will have and maintain a sound financial base for establishing, promoting and delivering the necessary courses. This will be documented by a current balance sheet, income statement or any such similar evidence; further, this provider will clearly project the budget planning for courses and will have a written policy dealing with procedures for the management of grievances and fee refunds.
12. This Education Provider will have and maintain a sound financial base for establishing, promoting and delivering the necessary courses. This will be documented by a current balance sheet, income statement or any such similar evidence; further, this provider will clearly project the budget planning for courses and will have a written policy dealing with procedures for the management of grievances and fee refunds.
13. This Education Provider shall only conduct in person courses in locations that are conducive to learning, and a separate and distinct space solely occupied by the education provider.
14. The premises, equipment and facilities of the Education Provider shall comply with all applicable community fire codes, building codes and health and safety standards.
15. This Education Provider shall provide a prospective student, prior to enrollment, with information that specifies the course of study to be offered, the delivery method, the tuition, the provider's policy regarding refunds, any additional fees, supplies, materials or books provided, procedures for management of grievances for students and faculty, and other matters that are material to the relationship between the provider and the student.
16. This Education Provider's courses will be open to all participants and not limited to members of a single organization or group.
17. This Education Provider is aware that disapproval by the Illinois Department of Financial and Professional Regulation will result in no credit being accepted for courses offered by this Education Provider after such disapproval.
18. This Education Provider is aware that failure to comply with the Home Inspector License Act and its associated Administrative Rules may result in disciplinary action against this Education Provider.

Signature of Administrator

Date

Print name of Administrator

Print Name of Education Provider