

# 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](mailto: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: "Other"

**REQUEST FOR OUT-OF-STATE CONTINUING EDUCATION CREDIT APPROVAL**

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

Division of Real Estate

Home Inspector Education

PO Box 7570

Springfield, IL 62791-7570

[FPR.RealEstateEducation@illinois.gov](mailto:FPR.RealEstateEducation@illinois.gov)

**Important notice:** Completion of the form is required to evaluate an applicant's request for Illinois continuing education credit for courses taken while in another state or jurisdiction under the Home Inspector License Act (225 ILCS 441). Failure to complete the application will result in the request not being reviewed. This form has been approved by the Agency Forms Coordinator.

**LICENSEE INFORMATION:**

(Last, First, and Middle)

**NAME:****LICENSE NUMBER:****STREET ADDRESS:****CITY:****STATE:****ZIP CODE:****TELEPHONE: (    )****EMAIL ADDRESS:****CONTINUING EDUCATION (CE) COURSE INFORMATION FOR WHICH CE CREDIT IS REQUESTED:****NAME OF CE COURSE:****NUMBER OF HOURS EARNED:****DATE CE WAS COMPLETED:****NAME OF CE PROVIDER:****THE FOLLOWING ITEMS MUST BE INCLUDED WITH THIS APPLICATION:**

- A COPY OF THE CE COURSE TRANSCRIPT/COMPLETION CERTIFICATE ISSUED BY THE CE PROVIDER.
- A COURSE DESCRIPTION AND TIMED OUTLINE FOR THE COURSE.
- AN EXPLANATION OF THE DELIVERY METHOD FOR THIS COURSE (EX. CLASSROOM, HOMESTUDY, ETC.)
- AN EXPLANATION OF WHETHER A PROCTORED FINAL EXAM WAS TAKEN FOR THE COURSE AND THE EXAM SCORE.
- A NON-REFUNDABLE FEE OF \$50 PER COURSE MADE PAYABLE TO: IDFPR - DIVISION OF REAL ESTATE
- OUT OF STATE COURSES ARE NOT ELIGIBLE TO SATISFY HOME INSPECTOR PRE-LICENSE COURSE REQUIREMENTS

I certify that I personally completed this form, that the information is true and correct and that I am responsible for signing this application for the purpose of requesting continuing education credit under the Home Inspector License Act (225 ILCS 441) and the Administrative Rule (68 Ill. Adm. Code Part 1410).

Signature of Person Responsible

Printed Name

Date

**MAIL APPLICATION AND FEE TO:**

IDFPR – Division of Real Estate

Home Inspector Education

PO Box 7570

Springfield, IL 62791-7570

Pursuant to Administrative Rule (68 Ill. Adm. Code Part 1410.160(d)): If licensees have earned CE credit in another state or jurisdiction for which they will be claiming credit toward full compliance in Illinois, each applicant shall submit an application, along with a \$50 processing fee per course, after completion of the CE course and prior to expiration of the license. The Division may review and recommend approval or disapproval of the CE course provided the course is substantially equivalent to those approved in Illinois.

**FOR IDFPR USE ONLY**

APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

DATE \_\_\_\_\_

NOTES: \_\_\_\_\_