APPLICATION FOR APPROVAL/RENEWAL OF
HOME INSPECTION COURSE

(A separate application must be completed for each course.)

____New Course   ____Course Renewal (If renewal, please list course number____________________)

Course Delivery:  _____Classroom   _____Distance Learning   _____Independent Study

Name of provider________________________________________________________________________________

Mailing address _________________________________________________________________________________

(Street or PO Box)

______________________________________________________________________________________________

(City)                                                                                                   (State)                                                   (Zip code)

Business Location, if different from above ____________________________________________________________

(Street)

_____________________________________________________________________________________

(City)                                                                                                    (State)                                                   (Zip code)

Contact person___________________________________________________________________________________

Telephone number__________________ Toll free number____________________ Fax number__________________

E-Mail_________________________ Web site address__________________________________________________

Course title_____________________________________________________________________________________

Number of hours requested __________

Is this course certified by the Association of Real Estate License Law Officials? _________ Yes ________ No
(If yes, provide copies of the certification and summary sheet.)

Is this course approved by the real estate regulatory agencies in any other states? _________ Yes ________ No

If yes, list those states_____________________________________________________________________________

Method of evaluation of the course__________________________________________________________________

(SDREC-EDUC/CRSAPP.01)
CHECK ALL TOPICS COVERED IN THIS COURSE:

<table>
<thead>
<tr>
<th>✓</th>
<th>Topic</th>
<th>✓</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Legal issues affecting home inspectors</td>
<td></td>
<td>Environmental issues/hazardous substances/wood-destroying insects</td>
</tr>
<tr>
<td></td>
<td>Building codes</td>
<td></td>
<td>Ethics</td>
</tr>
<tr>
<td></td>
<td>Business standards of practice</td>
<td></td>
<td>Building components</td>
</tr>
<tr>
<td></td>
<td>Report writing</td>
<td></td>
<td>Computer skills</td>
</tr>
</tbody>
</table>

APPLICATION FEE MUST BE ENCLOSED WITH APPLICATION. PLEASE CHECK FEE ENCLOSED:

<table>
<thead>
<tr>
<th>✓ Prelicensing</th>
<th>✓ Continuing Education</th>
<th>✓ Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>150.00</td>
<td>75.00</td>
</tr>
<tr>
<td>Distance Education</td>
<td>200.00</td>
<td>150.00</td>
</tr>
<tr>
<td>Independent Study</td>
<td>200.00</td>
<td>75.00</td>
</tr>
<tr>
<td>ARELLO Certified</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>Seminar</td>
<td>n/a</td>
<td>15.00/hour</td>
</tr>
</tbody>
</table>

Include with the application the following:

Classroom delivery: Form C-HI
Form N-HI
Form O-HI
All course materials and handouts
Instructor application, if not already on file with Commission (Guest instructors need only submit a resume.)

Distance learning: Form D-HI
Form N-HI (if course is delivered electronically to remote classroom sites)
Form O-HI
All course materials
Instructor application, if not already on file with Commission (Guest instructors need only submit a resume.)

Independent study: Form I-HI
Form O-HI
All course materials (include exams and answer keys)

All information, requested materials and application fee must accompany the application or the application will be returned.

________________________________________________________
Signature of Authorized Representative

________________________________________________________
Title
FORM C-HI

(This form must accompany the application for classroom study.)

Name of course _______________________________________________________________

Instructor _________________________________________________________________

Does the instructor hold a certificate from the S.D. Real Estate Commission to teach home inspection courses? ______
If no, the instructor must submit an instructor application for approval.

Does this course utilize the services of a guest speaker? ______ If yes, the guest speaker's resume must accompany this application.

Procedure for measuring attendance __________________________________________

Is the classroom facility ADA compliant? ____________
FORM D-HI

(This form must accompany the application for distance learning courses.)

Name of course __________________________________________________________________________________

Average rate of completion ___________________________

List the instructor(s) available to answer student questions for this course ____________________________________

_______________________________________________________________________________________________

Means of contacting instructor(s) __________________________________________________________________

Hours of availability of instructor(s) _________________________________________________________________

If an instructor will be presenting the course, does he/she hold a certificate from the S.D. Real Estate Commission to
teach home inspection? ______ If no, the instructor must submit an instructor application for approval.

Describe the medium by which this course is delivered _________________________________________________

List any equipment or software required of the student for this course. Indicate if this is provided for the student.

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

Identify the types of interactive events included in the course and specify how the interactive events contribute to the
achievement of the state learning objectives.

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

How does the course measure, document and record that the student has engaged in the required interactive exercises,
achieved the required level of mastery, and spent the required amount of time completing the course?

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

(SDREC-EDUC/CRSAPP.97)
Form D-HI (cont.)

List Internet addresses of reference links if this course utilizes the Internet ________________________________

_______________________________________________________________________________________________

If this course requires prerequisites, list all prerequisites __________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

Explain the remediation process used to accomplish mastery of material when specific deficiencies are identified.

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

Procedures used to ensure exam security ______________________________________________________________

_______________________________________________________________________________________________

What technical support is provided for this course? ______________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

How does the course provide protection against loss of student data due to hardware or software failure or against inadvertent loss by the student?

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

Describe how the exams are administrated ____________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

After enrolling in this course, how long does a student have to complete the course before the student must begin again?

_______________________________________________________________________________________________

_______________________________________________________________________________________________

If this course is delivered to remote classroom sites, are all student spaces ADA compliant? _______ Yes _______ No

If this course is delivered to remote classroom sites, describe how attendance is measured at each site. _____________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

If this course is delivered to remote classroom sites, you must complete Form N-HI listing all remote sites.

(SDREC-EDUC/CRSAPP.97)
Form I-HI

(This form must accompany the application for independent study courses.)

Name of course ________________________________________________________________

Average rate of completion ________________________________________________

List the instructor(s) available to answer student questions for this course ______________________

____________________________________________________________________________

Means of contacting instructor(s) ______________________________________________

Hours of availability of instructor(s) __________________________________________

How does the course measure, document and record that the student has engaged in the required exercises, achieved the required level of mastery, and spent the required amount of time completing the course?

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

If this course requires prerequisites, list all prerequisites ____________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Procedures used to ensure exam security __________________________________________

____________________________________________________________________________

Describe how the exams are administrated _________________________________________

____________________________________________________________________________

____________________________________________________________________________

After enrolling in this course, how long does a student have to complete the course before the student must begin again?

____________________________________________________________________________

____________________________________________________________________________
Form N-HI

(This form must accompany the course application for all courses presented in a classroom setting. It must also be used when you notify the Commission of your course schedule. It is suggested that you make copies of this form or download it from the Commission’s web site at [www.state.sd.us/sdrec](http://www.state.sd.us/sdrec).)

**Notification of Upcoming Courses**

<table>
<thead>
<tr>
<th>Course provider</th>
<th>Contact person</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Course Name (as it appears on the approval certificate)</th>
<th>South Dakota Course Number</th>
<th>Location (City)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Form O-HI

(This form must accompany the course application. If you attach an outline, that outline must contain the same information as that requested below.)

Outline of Course Presentation

<table>
<thead>
<tr>
<th>Subject Content of Each Segment</th>
<th>Learning Objective</th>
<th>Teaching Techniques Utilized in Each Segment</th>
<th>Estimated Time to Complete Each Segment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL HOURS REQUESTED ________
IMPORTANT!

The following information pertains to rules that must be followed to maintain course certification:

♦ All courses presented in a classroom setting must meet the required number of hours.
♦ The Commission must be notified, in advance, of course schedules, dates, locations and any changes in the course content.
♦ A distance learning or independent study course must require that the student pass an appropriate exam to successfully complete and receive credit for the course. The examination must contain at least five questions for each hour of credit and require a minimum passing score of at least 80 percent.
♦ The provider of a distance learning or independent study course must obtain from each student a certification statement substantially as follows: "I certify that I have personally completed each assigned module of instruction for this course without the assistance of any person other than my instructor and that all work represented as being mine is in fact my own work."
♦ All providers must issue a certificate of attendance to licensees who attend the course.
♦ Anyone who is absent for more than 10% of a course presented to attendees in a classroom setting may not receive credit for the course.
♦ No licensee may receive credit for the same course taken more than once in any one renewal period.
♦ The provider is responsible to certify to the Commission, within 10 days of completion of the course, that each student successfully completed the entire course. This roster must contain the licensee's name, license type, license number, course title, course number and number of hours completed.
♦ The certificate of accreditation for continuing education courses expires three years from the date of approval, at which time the certificate becomes void and a new application must be made to the Commission.
♦ The course provider must maintain for a minimum of three years the records of all students (copies of certificates) who successfully complete the course.
♦ Course must be open to all licensees.
♦ All applicable South Dakota laws and rules must be observed.

Syllabi and student manuals should contain the following items:

- Faculty contact information, telephone, e-mail, voicemail, address, toll free numbers
- Homework and assignments
- Any broadcast schedules and any broadcast repeats
- Student material required, (such as software, specialized Internet providers, etc.)
- Testing information
- Distance site locations
- Responsibilities and procedures for missed technology sessions
- Library and resource information
- Deadlines
- Registration periods
- Withdrawal information
- Fees and refunds
- ADA information
- Mailing procedures
- Technology support services available to students
- Completion and assignment time lines
- Prerequisites
- Illness policy

(SDREC-EDUC/CRSAPP.97)
List of Attendees

(This form must be completed by the course sponsor and submitted to the S.D. Real Estate Commission, 118 W. Capitol, Pierre, SD 57501 within 10 days of course completion. This form can also be faxed to (605) 773-4356.)

Course Sponsor_________________________ Instructor________________________

Course Name_____________________________ Course Number________________

Phone Number_____________ Hours_____ Date_____________ Location______________

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>License Type</th>
<th>License Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SOUTH DAKOTA REAL ESTATE COMMISSION
EDUCATION EVALUATION FORM

(This form must accompany the list of attendees that is submitted to the Commission within 10 days of course completion.)

Course name___________________________________________________________________________

Date_______ Location___________________________ Instructor________________________________

1. Did you find the content of this course to be up-to-date?
   [ ] Yes   [ ] Fairly up-to-date   [ ] No

2. Was the course well organized?
   [ ] Yes   [ ] Somewhat   [ ] No

3. Did you find the material to be relevant to your own work as a home inspector?
   [ ] Yes   [ ] Somewhat   [ ] No

4. How would you rate the level of this course?
   [ ] About right   [ ] Too advanced   [ ] Too basic

5. On a scale of 1-5, with 5 being best and 1 being worst, how do you rate the overall course?
   [ ] 5   [ ] 4   [ ] 3   [ ] 2   [ ] 1

Comments ______________________________________________________________________
________________________________________________________________________________

6. Was the instructor knowledgeable and up-to-date on the subject?
   [ ] Yes   [ ] Somewhat   [ ] No

7. On a scale of 1-5, with 5 being best and 1 being worst, how do you rate the instructor?
   [ ] 5   [ ] 4   [ ] 3   [ ] 2   [ ] 1

Comments ______________________________________________________________________
________________________________________________________________________________

8. Were the classroom facilities adequate?
   [ ] Yes   [ ] No

Comments ______________________________________________________________________
________________________________________________________________________________

9. Please write down any additional comments or other course topic suggestions.
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

(SDREC-EDUC/CRSAPP.97)