



**New Jersey Office of the Attorney General**  
 Division of Consumer Affairs  
 State Board of Professional Engineers and Land Surveyors  
 Home Inspection Advisory Committee  
 124 Halsey Street, 3rd Floor, P.O. Box 45043  
 Newark, New Jersey 07101  
 (973) 504-6233

**Continuing Education Approval Form**

**Please complete this form if you are a program sponsor seeking Committee approval pursuant to N.J.A.C. 13:40-15.14(g).**

Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_  
Street address City State ZIP code

Name of contact person: \_\_\_\_\_ Telephone number: \_\_\_\_\_  
(include area code)

Website: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Course name: \_\_\_\_\_

Course date(s): \_\_\_\_\_

Total length of course/seminar in hours: \_\_\_\_\_

(In order to receive one continuing education credit, a course/seminar must be 60 minutes of class time with a minimum 50 minutes of instructions.) (Pursuant to N.J.A.C. 13:40-15.2)

**Sponsor Responsibilities:**

Pursuant to N.J.A.C. 13:40-15.14(g)(3) and (4), each sponsor shall monitor the attendance at each approved course, seminar or program and furnish to each enrollee a verification of attendance that includes: 1) the name and license number of the attendee; 2) title, date and location of the course; 3) number of hours/credits; and 4) the name and signature of the responsible party. Each sponsor shall also solicit course, seminar or program evaluations from both the participants and the instructors.

**Instructor's Name(s):** \_\_\_\_\_  
*(Attach a copy of Curriculum Vitae (resume) for each instructor.) (Pursuant to N.J.A.C. 13:40-15.14(g)2ii)*

The curriculum vitae of the lecturer, including the specific background which qualifies the individual as a lecturer of repute in the area of instruction, must be submitted.

**Course Site Location:** \_\_\_\_\_

**Attach a copy of the Course Description:**

A detailed description of course content and estimated hours of instruction must be submitted. **(Do not send course outlines.)** (Pursuant to N.J.A.C. 13:40-15.14(g)2i). Please detail the course(s) of instruction in 15 minute time blocks.

**If applicable, include the number of hour(s) the course includes instruction in the following areas:**

**Report Writing:** \_\_\_\_\_ **Ethics:** \_\_\_\_\_ **Rules governing the practice of home inspection:** \_\_\_\_\_.

Submitted by: \_\_\_\_\_

Address: \_\_\_\_\_  
Street address City State ZIP code

Sponsors must submit a fee of \$100.00 to cover all courses offered during the biennial licensing period. (Pursuant to N.J.A.C. 13:40-15.14(g)5)

**Office Use Only**

Approved by Committee:  Yes  No Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Course number: \_\_\_\_\_ Total Continuing Education Units: \_\_\_\_\_