



COMMONWEALTH of VIRGINIA  
Department of Professional and Occupational Regulation

Ralph S. Northam  
Governor

July 20, 2018

Brian Ball  
Secretary of  
Commerce and Trade

INSPECTION CERTIFICATION ASSOCIATES  
332 S MICHIGAN AVE  
SUITE 1032-C286  
CHICAGO, IL 60604

Re: Asbestos Training Program Instructor Approval

Dear Heidi Brock:

Based on the documentation submitted to this office, your pre-license education course meets the requirements of 18 VAC 15-40-210 and 18 VAC 15-40-220 of the Board's Home Inspector Licensing Regulations. INSPECTION CERTIFICATION ASSOCIATES's pre-license training courses have been approved for 70 contact hours. The courses that were approved have been assigned identification numbers of **3331001672 (70 hour Home Inspection Classroom Course)** and **3331001671 (70 hour Home Inspection Hybrid Course)**.

As a Board-approved training provider you will be required to provide each of your students with a certificate of completion that the student may use as proof of completion of the course. This certificate must contain contact hours completed, dates of training, and the course identification number per 18 VAC15-40-260 of the Board's regulations. You will also be required to establish and maintain records for each student per 18 VAC 15-40-270. Those records shall be available for inspection during normal business hours by authorized representatives of the Board. Records are to be maintained for a minimum of five years.

Per 18 VAC 15-40-280, any change in the information provided in your original application for course approval must be reported to the Board within 30 days of the change. Any change in information submitted will be reviewed to ensure compliance with all provisions in the Boards' regulations.

If you need further assistance, please visit our website at [www.dpor.virginia.gov](http://www.dpor.virginia.gov) or contact the Board office by email at [alhi@dpor.virginia.gov](mailto:alhi@dpor.virginia.gov) or telephone at 804-367-8595.

Sincerely,

Board for Asbestos, Lead, and Home Inspectors

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Rev. 09/23/2013  
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