



March 04, 2024

Inspection Certification Associates  
N16W23217 Stone Ridge Drive, Suite 290  
Waukesha, WI 53188

Delivery by email only: Kevin Van Bell <kevinv@edcet.com>

**Course Provider: Inspection Certification Associates  
HICE # 2021001006  
Approved Home Inspector Qualifying Education Offering**

Dear Mr. Bell,

On behalf of the Superintendent of the Division of Real Estate & Professional Licensing, I am pleased to inform you that the course (see below) you recently submitted to the Division for education recognition has been approved.

<u>Certification # Hours</u>	<u>Course Title</u>	<u>Approved</u>
HIQO0040303 24	Home Inspection Qualifying Online Training	80

The following instructor has been approved to instruct the following offering:

- HIQO0040303 24 **Clint Laney**
- HIQO0040303 24 **Patrick Hardy**
- HIQO0040303 24 **Pete Pappas**
- HIQO0040303 24 **Robert Ruggiero**
- HIQO0040303 24 **Floyd Gibbs**

**Please note the above-mentioned course and the corresponding instructor were approved on March 4, 2024. The course and instructor approval will expire on March 4, 2027.**

Please confirm the information about your course and instructor is correct. Should any information be incorrect or if for any reason there is a change that must be made to your course (e.g. change of instructor or substantial change to the course consisting of a change to the course content, description or syllabus that is greater than 1/3 of the original course approval), in accordance with Ohio Administrative Code 1301:17-1-11(D) you must provide a completed substantial change application and a course instructor certification (if applicable) to the Division at least 10 days prior to the implementation of change. See the following links to these applications.

[REPL-20-0002+Instructor+Certification.pdf \(ohio.gov\)](#) – Instructor Certification Form

[REPL-19-0012+Education+Substantial+Change+Application.pdf \(ohio.gov\)](#) – Substantial Change Application

**The rule regarding continuing education requirements & course approval can be found by clicking the link: [Rule 1301:17-1-11 - Ohio Administrative Code | Ohio Laws](#)**

As an approved course provider, you are responsible for knowing and following the above-mentioned rule. The following is a summary of *some* of the administrative requirements:

### **1) Certificates of Attendance**

All education providers are responsible for the creation and distribution of certificates of attendance to those students who successfully complete the class. The certificate must contain the official course certification number, the name and license number for each student, the course title, the name of the course instructor(s) who instructed that specific offering, the course hours completed by the student, the date(s) of the course offering, and the name, address and signature of your course verifier. A sample certificate is enclosed.

### **2) Reporting Attendees to the Division of Real Estate**

All education providers are required to submit a list of students that have successfully completed a course (roster). Rosters should be prepared in an excel spreadsheet and be submitted to [COMRealEstateOHIB@com.state.oh.us](mailto:COMRealEstateOHIB@com.state.oh.us). Please prepare the communication to my attention and include your certification number in the subject line. **Rosters must be submitted within 15 days of the course completion. Your spreadsheet must include:**

- (A) Your course certification number assigned by the Division
- (B) The course title on file with the Division
- (C) The date(s) of the course offering
- (D) The name(s) of the instructor(s) who instructed that specific offering
- (E) The name of your course verifier for that specific offering the name
- (F) The name and the Ohio home inspector license number for each student; and
- (G) The course hours completed by each student.

**Please be aware that this is the provider's requirement. Students are still required to submit copies of their education certificates with their license renewal application.**

### **3) Attendance Verification and Record Keeping**

All education providers are responsible for verification that each attendee receiving education credit is physically present at least 90 percent of the class time. One class hour consists of sixty minutes of instruction out of a sixty minute segment. Verification of attendance is required and must be maintained in your records. All education providers are required to maintain complete and accurate records of their courses and attendees for a period of **FOUR** years and must including the following information:

- (A) The course certification number
- (B) Name, address and license number of the student
- (C) Course title, description of the offering and name of course instructor(s)
- (D) Course hours of attendance
- (E) Date(s) of the course offering; and
- (F) Name, address and signature of course verifier in your employment.

If you have any questions, please feel free to contact me at (614)466-5948 or at [ashlee.davis@com.ohio.gov](mailto:ashlee.davis@com.ohio.gov).

/s/ Ashlee Davis

Ashlee Davis  
Program Administrator  
Ohio Division of Real Estate & Professional Licensing  
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