



# Mississippi Home Inspector Division

ADMINISTRATOR  
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## APPLICATION FOR EDUCATION COURSE APPROVAL

**NEW Application Fee: \$100 | RENEWAL Application Fee: \$50 (annual)**

*Non-renewed courses will be removed from the education provider list.*

\*\*MHID COURSE # \_\_\_\_\_ (this number to be assigned upon approval)

1. Name of provider requesting education course approval and the type of course being offered. (i.e., for qualifying education, continuing education, or for both)

Name: \_\_\_\_\_

Number and type of course hours offered: Continue Ed \_\_\_\_\_ Qualifying Ed \_\_\_\_\_

2. Business Address: \_\_\_\_\_

3. Direct Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

4. If a corporation, please list officers' names, addresses, and titles. (Use an additional sheet if necessary):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

5. List the names of those authorized to act for your entity. Such acts shall be binding upon the applicant.

The following information must be provided for each separate course approval request. Incomplete information will result in course delays.

- The actual Course title(s) and course description
- Address/Date/Time of training. If it is unknown at the time of application, the MHID office must be notified before the course offering.
- List the admission policy, fees, charges, and cancellation procedures..
- A course syllabus shall clearly state the content, learning objectives, and skills students may expect to learn or improve.
- A lesson plan, instructional outline, or hourly agenda.
- Each instructor's name, address, and brief biographical information, including their academic training.
- At a minimum, instructors must meet the Inspector Qualifications Course Instructor Qualifications Criteria. (Criteria are attached.)
- Provide the total number of classroom hours for each course and the number of requested credit hours for approval. Please list any additional information that may permit a complete and comprehensive evaluation of each offering.
- When submitting a renewal course, provide the prior MHID course approval number assigned at submission.
- The deadline to receive information to be placed on the Board Meeting Agenda will be one week before the meeting date. Meeting dates vary. View our [website calendar](#) or call for meeting dates.
- The approved provider is responsible for providing a certificate of completion to each student who successfully completes a course, as outlined in the Board's policy governing continuing education approval, or as required to provide proof of education for pre-licensing or upgrade.

Name of Provider \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_