

NJAC 13:40-15.14 CONTINUING EDUCATION REQUIREMENTS

a) Pursuant to N.J.S.A. 45:8-78, a licensee shall complete 40 continuing education units each biennial licensure renewal period, consistent with the following:

- 1) Four units shall be on report writing and four units shall be on ethics and the rules governing the practice of home inspection in New Jersey. These eight units shall be taken in-person through a Committee-approved continuing education program or course.

b) A person receiving initial licensure as a home inspector shall complete continuing education requirements prorated as follows:

- 1) Any person receiving initial licensure as a home inspector in the first year of a biennial licensure renewal period shall complete a minimum of 40 continuing education units before the end of that biennial renewal period consistent with the requirements of (a) above;
- 2) Any person receiving initial licensure as a home inspector in the second year of a biennial licensure renewal period shall complete a minimum of 20 continuing education units before the end of that biennial licensure renewal period, four units of which shall be on report writing and four units of which shall be on ethics and the rules governing the practice of home inspection. These eight units of required continuing education must be taken in-person through a Committee-approved continuing education program or course.
- 3) Any person receiving initial licensure as a home inspector within 90 days of the next biennial licensure renewal period shall not be required to fulfill the continuing education requirements of the current renewal period.

c) A licensee who completes more than the 40 minimum continuing education units during a biennial licensure renewal period may carry over no more than 10 of the additional units into the succeeding biennial period, but only if the units were earned in the last six months of the preceding biennial period.

d) Any continuing education units completed by the licensee in compliance with an order or directive from the Committee as set forth in (k) below may not be used to satisfy the minimum continuing education requirements as set forth in this section.

e) A licensee may obtain continuing education units from the following:

- 1) Successful completion of continuing education courses or programs approved by the Committee pursuant to (i) below. The Committee shall maintain a list of all approved

programs, courses, and lecturers at the Board office and shall furnish this information to licensees upon request;

- 2) Developing curriculum for an approved program or course and/or teaching an approved program or course, provided the program or course is directly related to the practice of home inspection in the State of New Jersey;
- 3) Authorship of a textbook or manual directly related to the practice of home inspection in the State of New Jersey, provided the textbook or manual, as published, is at least 7,500 words in length;
- 4) Authorship of a published article related to the practice of home inspection in the State of New Jersey, provided the article, as published, is at least 250 words in length; and
- 5) Direct supervision of trainees during home inspection used for training purposes. To qualify for continuing education credit, a home inspector affiliated with a New Jersey Department-approved course shall conduct a home inspection used for training purposes. The inspection shall require at least one hour to complete and shall not be attended by more than one trainee.

f) Credit for continuing education shall be granted as follows for each biennial licensure renewal period:

- 1) In-person attendance at continuing education programs approved by the Committee: one unit for each hour of attendance at an approved course. Credit shall not be granted for courses that are less than one instructional hour long. Completion of an entire course or segment of course instruction shall be required in order to receive any continuing education units.
- 2) In-person attendance at a course approved by the Committee: one unit for each hour of attendance at an approved course. Credit shall not be granted for courses that are less than one instructional hour long. Completion of an entire course or segment of course instruction is required in order to receive any continuing education units.
- 3) Successful completion of correspondence, Internet, or other distance learning courses approved by the Committee: one continuing education unit per hour of course instruction as determined by the Committee to a maximum of 32 units per biennial renewal period;

- 4) Development of curriculum pursuant to (e)2 above: one continuing credit unit per hour of program or course instruction to a maximum of 16 units per biennial renewal period;
- 5) Authorship of a textbook or manual directly related to the practice of home inspection in the State of New Jersey, provided the textbook or manual, as published, is at least 7,500 words in length;
- 6) Authorship of a published article related to the practice of home inspection in the State of New Jersey, provided the article, as published, is at least 250 words in length; and
- 7) Direct supervision of trainees during training home inspections pursuant to (c)5 above; one continuing education unit per home inspection used for training purposes to a maximum of 16 units per biennial renewal period.

g) The Committee shall perform audits of randomly selected licensees to determine compliance with continuing education requirements. A licensee shall maintain the following documentation for a period of five years after completion of the continuing education units and shall submit such documentation to the Committee upon request:

- 1) Certificate of completion from sponsor for attendance at courses or programs approved by the Committee;
- 2) The published item for publication of manual, textbook, or article;
- 3) Documentation, including copy of curriculum; location, date, and time of course; duration of course by hour; and letter from sponsor, confirming that the licensee developed or taught the course or program, including those for realtors and/or civic groups; and
- 4) Documentation, including the location, date, and time; duration; a list of participants; and copies of all completed home inspection training reports for each training home inspection directly supervised by the licensee.

h) Waiver, extension or other modifications of the continuing education requirements may be granted as follows:

- 1) The Committee, upon receipt of a request for waiver, extension or other modification received at least 90 days prior to license renewal, may waive or extend, or otherwise modify the continuing education requirements of this section on an individual basis for reasons of hardship, such as severe illness, disability, or military service; and

- 2) A licensee seeking a waiver, extension, or other modification of the continuing education requirements shall apply to the Committee in writing, which must be received at least 90 days prior to license renewal and set forth in specific detail the reasons for the request. The licensee shall provide the Committee with such supplemental materials as will support the request.
- i) All sponsors of continuing education courses or program shall:
 - 1) Obtain Committee approval prior to representing that any course, seminar, or program fulfills the requirements of this section;
 - 2) Submit for evaluation by the Committee, the following for each course, seminar, or program offered:
 - i) A detailed description of course content and estimated hours of instruction; and
 - ii) The curriculum vitae of each lecturer, including specific background that qualifies the individual as a lecturer of repute in the area of instruction;
- 3) Monitor the attendance at each approved course, seminar, or program and furnish to each enrollee a verification of attendance, which shall include at least the following information:
 - i) The title, date and location of course, seminar, or program offering;
 - ii) The name and license number of each attendee;
 - iii) The number of hours attended; and
 - iv) The name and signature of the officer or responsible party;
- 4) Solicit course, seminar, or program evaluation from both the participants and the instructors; and
- 5) Submit a fee pursuant to N.J.A.C. 13:40-15.22 for each biennial period during which a course(s), seminar(s), or program(s) is offered.
- j) The Committee shall approve only such continuing education courses and programs as are available and advertised on a reasonable nondiscriminatory basis to all persons practicing home inspecting in the State and are directly related to the practice of home inspection in the State of New Jersey.
- k) The Committee may direct or order a licensee to complete continuing education units:
 - 1) As part of a disciplinary or remedial measure; or
 - 2) To correct a deficiency in the licensee's continuing education requirements.