Education Providers

If you are an education provider and want your continuing education hours to apply to the Kentucky Certified Building Inspectors Program, submit a request for approval of the educational through your provider's online portal account. This request shall be received no later than 30 days from the date the educational program is to begin. If approved, the Department will issue a notice to the education provider acknowledging the program is approved. The request shall include the following information, or you may use the education provider application form:

1. Date and location of educational program
2. Name and address of vendor
3. Course syllabus
4. A detailed outline of the contents of the course
5. Name of approved instructor (instructor approval is a separate application)
6. Program agenda with written description of class material clearly identifying that the educational content relates to the general business and/or technical skills required of certified building inspectors that would improve the quality of the certified building inspector's performance
7. The total number of continuing education hours for the class being offered. If multiple classes are offered concurrently, please submit an application for each individual class. (Education hours are actual classroom/contact hours -- 50-minute classroom/contact time with 10-minute break equals one credit hour).
8. Location and keeper of class attendance verification list. This verification shall be uploaded into each licensee account by the provider once the class is completed. The list shall be available for a period of time not less than 12 months after completion of educational program.

Failure to receive approval will prevent attendees from applying the continuing education hours towards their building inspector certification. If you are seeking information about a class being approved, you may contact Karen Nickels at 502-782-8200 or BCElicensing@ky.gov.