

**Professional Licensing Agency**  
 402 West Washington Street  
 Room W072  
 Indianapolis, IN 46204



**Eric J. Holcomb**  
 Governor of Indiana  
**Lindsay M. Hyer**  
 PLA Executive Director

**Home Inspector Pre-Licensing Education Provider Renewal**

Your Pre-Licensing Course Provider license in the state of Indiana expires on October 1<sup>st</sup> of the odd years. Renew online at [MyLicense.IN.gov](http://MyLicense.IN.gov) by logging in or registering your business account with your license number and registration code. Registration codes were sent via email or by mail. To renew by mail, send this form with the renewal fee of \$50.00 to the address above, allowing 4 weeks for processing. If renewing by mail, make check or money order payable to 'Indiana Professional Licensing Agency' and include your required documentation as described below.

<b>LICENSE INFORMATION: Update address, if needed, and provide a current phone number and email address</b>			
Company Name	License Number	Expiration Date	Renewal Fee \$50.00
Street Address			
City	State	Zip Code	
Phone Number	Email Address		
Company Contact Person:			
<b>LICENSEE AFFIRMATION</b>			
By signing below, I hereby attest that the information listed on this renewal application is true, complete and correct.			
Signature of School Owner		Date (month, day, year)	

**Required Documentation:** In addition to submitting the renewal form and fee, you must also submit your biennial report which includes:

- A) a list of instructors who teach any section of the course
- B) a curriculum vitae for the instructor if the instructor was not listed on the provider's initial application for approval
- C) a roster of all students who attended the course during the previous renewal cycle
- D) a report on whether or not the student passed the course.

*If you have no updates to report, please include a statement indicating as such.*

**Failure to renew your registration will invalidate your credentials and prohibit you from continuing to provide pre-licensing education programs to potential home inspectors in Indiana.**

Visit [www.pla.in.gov](http://www.pla.in.gov) for additional information regarding your license.

<b>FOR OFFICE USE ONLY</b>		
Renewal Fee	Receipt No.	Date